

**Minutes of the Meeting of Poringland Neighbourhood Plan Committee  
Wednesday 21<sup>st</sup> February 2018 7pm Poringland Community Centre**

**Present:** John Henson (Chairman)  
John Joyce (Vice Chairman)  
John Hodgson (from 7.45pm)  
Tim Boucher  
Roger Webb  
Charles Auger  
Carl Pitelen  
Trevor Spruce  
Henry Gowman  
Marie Charles  
Rachel Mccarthy (Assistant Clerk)  
Stephanie Ayden (Project Officer)

**Also attended:** None.

**1. Apologies for Absence**

Apologies for absence were received and accepted from Lorraine Matthews, Lisa Neal, Anne Barnes, Sarah Lovelock and David Hewer. Proposed by John Joyce, seconded by Tim Boucher.

**2. Declarations of interest for items on the agenda and applications for dispensations**

None declared.

**3. Minutes of the meeting held 21<sup>st</sup> January 2018**

The minutes of the meeting held on 21<sup>st</sup> January 2018 were **agreed**. Proposed by Trevor Spruce, seconded by John Joyce, all in favour.

**4. Matters arising**

John Henson confirmed that an article about the Greater Norwich Local Plan had been submitted to the 5+ magazine. The 7<sup>th</sup> March 2018 meeting to agree the Plan's vision, aims and objectives was also confirmed, starting time of 7pm, in the Community Centre. To be led by John Joyce and Jason Parker.

**5. Adjournment for public participation**

There were no public comments made.

**6. Questionnaire: Draft questions and themes**

John Joyce introduced the draft survey and confirmed it needed to provide good data in both quality and quantity in order to draft policies, plus a chance to engage more people in the process and to achieve its key aim of ascertaining what residents want and think about future development.

The best way to ensure a good response rate was discussed plus how best to ensure the integrity of the data. It was suggested to raise the matter of running community surveys at the Broadland District Council meeting for Neighbourhood Planning that John Henson and Stephanie Ayden were due

to attend 1<sup>st</sup> March 2018.

The survey was reviewed, and subject to a few small amends and additions to be made by the Project Officer the content was **agreed** in principle by the Committee. Trevor Spruce proposed the Committee's approval, with Tim Boucher seconding it.

**JH/SA**

**7. Delegation of Approval of Questionnaire**

It was **agreed** to delegate the final sign off of the questionnaire to the Clerk in consultation with the Chairman and Vice Chairman of the Committee, proposed John Henson, seconded by Trevor Spruce, all in favour. This formal decision was taken by the three councillors present at the meeting.

**8. Any other Neighbourhood planning matters the committee wishes to discuss**

Framingham Earl Parish Council had asked if they could be involved in the Neighbourhood Plan Committee. Unfortunately this was not possible as the Neighbourhood Plan process was now well developed and it was not felt appropriate or financially beneficial to repeat stages of the project to accommodate another parish at this late stage.

**9. Date of next meeting:**

Wednesday 21st March 2018, 7pm, Poringland Community Centre.

There being no other business, the Chairman closed the meeting at 8:50pm.

**CHAIRMAN**