

**Thorpe St Andrew Town Council
Minutes of the Neighbourhood Plan Meeting
held on 16 January 2017 at 5.30pm**

- 1 Present:**
Mr J Fisher (Chairman) Mr T Foreman (Town Clerk)
Mr F Bowe Mr P Clarke
Mr L Reeves Mr M Martins

Apologies:
Mr N Hancock

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Mr P Clarke and Mr L Reeves declared general professional interests in property and planning in Thorpe St Andrew. It was agreed that any specific interests on future agenda items would be made and considered at the relevant meeting.

3 ANNOUNCEMENTS

None

4 INTRODUCTION AND TERMS OF REFERENCE

Mr J Fisher was proposed as Chairman of the Steering Group by Mr F Bowe and Mr L Reeves, this was unanimously AGREED. Mr F Bowe was proposed as Deputy Chairman of the steering group by Mr J Fisher and Mr L Reeves, this was unanimously AGREED. Mr T Foreman provided an introduction to the neighbourhood plan process. The Draft terms of reference documents were considered by the members of the steering group. It was AGREED for Mr T Foreman to formalise the Terms of Reference and present these to the next meeting.

5 AIMS AND OBJECTIVES OF NEIGHBOURHOOD PLAN

The aims and objectives of the Neighbourhood Plan was discussed by members of the working group. The following broad priorities were identified:

Aims

- Giving residents a voice on local planning matters
- Increase the Community Infrastructure Levy benefits to the town

Objectives

- Identify sites for potential development
- Inform the types of housing and development needed in the town. This includes
 - The size and style of houses
 - The footprint to amenity ratio
 - Adequate number of car parking spaces
 - Reiterating the design guide issued by Broadland District Council
- Ensuring the protection of open spaces for the town
- Improving sustainable transport, traffic conditions and highways
- Having an impact on social spaces
- Protecting the culture and identity of Thorpe St Andrew, with a special interest in the river frontage

6 RESOURCE REQUIREMENTS FOR NEIGHBOURHOOD PLAN

Mr T Foreman explained that the steering group would require administrative support during the meetings and research/administrative support on a month to month basis. It was AGREED to request the Committee Officer attend each meeting and that the Deputy Clerk for Committees and Events would be involved in the month to month progression of the Neighbourhood Plan. Oversight for the day-to-day progression of the plan would be done by Mr T Foreman and reported to the steering group.

7 DESIGNATE NEIGHBOURHOOD PLAN

It was AGREED that the civic boundary of Thorpe St Andrew would be the designated neighbourhood plan area.

8 TIMESCALES FOR NEIGHBOURHOOD PLAN

Mr T Foreman provided an indicative Neighbourhood Plan timetable, which illustrated a 16 month to 5 year timescale. Mr J Fisher explained that 16 months was ambitious, but it was a target to aim for. It was AGREED to indicate a 16 month timescale for the Neighbourhood Plan.

9 CONFIRMATION OF TIMES AND FREQUENCY OF WORKING GROUP

It was AGREED that 5.30pm on the second Monday of each month would be the preferred time of the Neighbourhood Plan meeting. This is subject to amendment through absence and having sufficient business to consider.

The meeting closed at 6:45pm

Signed:

Dated:

DRAFT