

**Thorpe St Andrew Town Council
Minutes of the Neighbourhood Plan Steering Group meeting
held on 13 March 2017 at 7.30pm**

- 1 Present:**
Mr F Bowe Vice-Chairman - in the Chair
Mr M Martins Mr L Reeves

Apologies:
Mr J Fisher

In attendance:
Mr T Foreman (Town Clerk) Mrs D Matthews (Committee Officer)

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

3 MINUTES

The Minutes of the meeting held on 16 January 2017 were agreed and signed as a true record.

4 ANNOUNCEMENTS

The Town Clerk commented that he had emailed all Members about the forthcoming networking event being organised by Broadland District Council.

5 DRAFT TERMS OF REFERENCE

The Steering Group considered the proposed terms of reference for the Group prepared by the Town Clerk who commented that these were standard terms of reference to establish what the Group hoped to achieve and how it would do it. The Town Clerk took Members through each of the main areas: the purpose of the Group, its working principles, its role and responsibilities, membership, decision making, meetings, finance, conduct and dissolution. Where possible it was proposed to work closely with neighbouring authorities some of whom already had neighbourhood plans in place. It was noted that through the locality scheme, grants and funding would be available for neighbourhood development plan work; these would be held by the Town Council but ring-fenced for this work.

Members supported the terms of reference proposed and **AGREED** that these be approved.

6 AIMS AND OBJECTIVES

Members considered the statement of objectives prepared by the Town Clerk. One of the objectives was to identify sites for potential development and, in addition to any suggestions made by Councillors and others, a “call for sites” would be carried out to help identify potential sites. The number of potential sites in the Plan area was likely to be fairly limited but it was important to identify any areas of interest and Whitlingham was mentioned as a potential and that contact could be made with the landowner(s) for initial discussions. Another objective related to the desire to inform the type of housing and development needed and the issue of car parking spaces was likely to be topical. In supporting the objectives in the statement, Members suggested that reference to leisure and amenity should be included in the statement in relation to the impact on social spaces. Members supported the need to protect the culture and identity of the Town, particularly the river frontage, and comment was made that this area was not as welcoming for visitors as it had been some years ago.

It was AGREED that the Statement of Objectives be approved subject to the addition of reference to leisure and amenity in relation to the impact of social spaces.

7 PUBLIC CONSULTATION STRATEGY

Members considered the proposed consultation strategy prepared by the Town Clerk. This set out the need for consultation with the community and how this would be done. The Neighbourhood Plan Steering Group would act as an intermediary between the community and the Town Council who for this purpose were the qualifying body to oversee the formulation of the Plan. Reference was made to the ongoing situation regarding the Pinebanks development, the Section 106 agreement and the High School and the Town Clerk commented that there was still no certainty about any of the proposals and it was possible a new Section 106 agreement would be negotiated as the future of the development was reconsidered.

Members supported the proposed consultation strategy subject to the inclusion of the Broads Authority and Norwich City Council in the “Audience” section, having regard to their association with the river.

It was AGREED that the consultation strategy be approved subject the inclusion of the Broads Authority and Norwich City Council in the “Audience” section.

8 CALL FOR SITES TO BE CONSIDERED FOR DEVELOPMENT

Members considered the proposed notice calling for sites prepared by the Town Clerk. It was proposed this would be circulated widely to residents, businesses and organisations within the Community to invite them to make suggestions for potential sites for development. It was hoped to encourage as many people as possible to come forward and use would be made of social media, the Town Council’s web site, notice boards, Archant, newsletters and other publications. A dedicated page could be

created on the Town Council's web site specifically relating to the Plan with links to and from other sites. It would be possible to utilise grants/funding to help towards these costs. It was also proposed to create an information point in the Town Council's tent at the St Georges day celebrations together with photos, questionnaires, and other activities (balls in buckets?) to encourage visitors to select preferred options for types of houses, designs, locations, facilities, etc. The possibility of a short survey monkey questionnaire would also be looked at.

It was AGREED that the call for sites notice be approved.

9 FUTURE AGENDA ITEMS

It was agreed to include the following item on the agenda for the next meeting:

- arrangements for the consultation/information point on the Neighbourhood Plan at the St Georges day celebrations

The meeting closed at 6.30pm.

Signed:

Dated:

