

**Thorpe St Andrew Town Council  
Minutes of the Neighbourhood Plan meeting  
held on 11 June 2018 at 5.30pm**

- 1 Present:**  
Mr J Fisher (Chairman) Mr M Martins Mr S Snelling

**Apologies:** Mr J Clarke and Mr L Reeves

**In attendance:**  
Dr T Foreman (Town Clerk) Dawn Matthews (Committee Officer)

**2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

None

**3 MINUTES**

The minutes of the meeting held on 16 April 2018 were agreed and signed as a true record.

**4 ANNOUNCEMENTS**

The Town Clerk invited members to appoint representatives to attend a neighbourhood planning meeting at Broadland District Council offices on 21 June 2018 at 7pm. Two places had provisionally been reserved. He outlined the programme for the event and it was agreed it would be useful for the Town to be represented. Mr Snelling agreed to attend and Mr Martins undertook to check his availability.

**5 OVERVIEW OF CONSULTATIONS TO DATE**

The Town Clerk reported that the District Council had indicated they were happy with the consultations carried out by the Town Council to date on the broad principals and that a plentiful supply of data existed to move forward with development of the Neighbourhood Plan. Now that the policies had been drafted, the next phase was for consultation on the specific policies.

**6 FUTURE CONSULTATIONS**

- (1) Church Fete in July - The draft Policies formulated from initial consultations would be the subject of the next consultation exercise at the Church Fete in July. Mr Snelling and Mr Martins offered to help oversee the consultation at the fete.
- (2) Public Survey Consultation – it was agreed to host a public survey consultation exercise to include manned pop-up sessions at the local library and the Town Hall to reach a different spectrum of people, as well as some of the other methods employed previously.
  - a) Content – this would include the Policies developed from the consultations held

to date.

- b) Timescale – there was a general desire to see the plan progressed as soon as possible mindful of the need to ensure that sufficient regard had been given to the required process, in particular, the public consultations. It was noted that during the public consultations, work would continue in collating the environmental data to support the Plan. Members were mindful of a number of factors affecting the timing of the process including the May elections and had regard to the issue of CIL payments. They concluded that the consultation process could begin towards the end of July and continue through August, ending at the beginning of September, with a progress report to the Neighbourhood Plan meeting in August. Ideally the pre-submission of the Plan could then be made by early March.
- c) Presentation of Results – the results of the consultation could be included in the October Town News.

**Future agenda items – Update on consultations and timescales**

*The meeting closed at 6:20 pm.*

*Signed:* .....

*Dated:* .....