

**GRIMSTON - ROYDON - CONGHAM - NEIGHBOURHOOD PLAN GROUP**  
**THE VILLAGE HALL ON MONDAY 22 May 2017**

**Present:**           **Grimston and Pott Row:** Cllr P Coleman, Cllr K Israel, Mrs P Sewell (Clerk),  
Mr K Kavenagh and Mr J Barnicoat  
                  **Roydon:** Cllr N Fletcher and Ms L Morton  
                  **Congham:** Cllr L Rust and Cllr N Grief  
                  **Ward Member:** Cllr T Tillbrook  
**Apologies:**       Cllr M de Whalley

**1. Welcome**

Cllr Coleman welcomed everyone and was pleased to have representatives from Grimston, Roydon and Congham Parish Councils together for the first time.

**2. Matters Arising**

**Maps:** Cllr Coleman thanked Ms Morton who had provided copies of maps of the three parishes as promised. The map would be emailed to Mrs Sewell to scan and copy.

**Neighbourhood Plan Course:** Cllr Fletcher said the course very useful albeit intense and felt that it would be helpful if Rachel Leggett spoke to the group. Cllr Fletcher stressed the importance of setting the working group on a formal footing.

**3. Setting up working group**

It was agreed that a letter should sent to each Parish Council from Grimston Parish Council asking each Parish Council to confirm their agreement to working together and their agreement to the proposed boundary.

**4. Next Steps**

- **Project Plan**

Mrs Sewell circulated a draft project plan setting out the stages of the project, she would email copies out for comment so that it could be approved at the first formal meeting of the Working Group.

- **Boundary of Plan**

The representatives present all agreed Grimston, Roydon and Congham should combine to develop the plan and the boundary should encircle all three parishes. It was noted that there had been an enquiry from Leziate PC, but it was felt that a plan balancing the needs of three agreed communities would be a better fit.

- **Letter of intention to the Parishes**

The idea of a Neighbourhood Plan had been well publicised, but it was agreed that a letter stating the three parishes' intentions should be put in the village link along with the map. **Mr Barnicoat** would adapt the South Wootton letter and submit to the editor. Cllr Fletcher said that the names of those on the working party should be added to the letter.

- **Letter of Intention to Borough Council**

Once written approval had been received from each Parish Council, Grimston Parish Council would send the letter of intention to the Borough Council.

- **Funding**

Once the neighbourhood plan area had been approved by the Borough Council, Grimston Parish Council would need to apply for funding on behalf of the group.

- **Questionnaire**

Cllr Fletcher stated that consultation must take place before a questionnaire could be prepared, although members should look at examples that other groups had used.

- **Pre- Questionnaire Consultation**

Cllr Coleman suggested that a stall be set up at the Tractor Fair on 17 June. **Cllr Coleman** would coordinate the stall, but would need people to be there during the afternoon to cover it.

Residents would be asked to state on post-its/cards their responses to 3 questions –

What do you like about where you live?

What don't you like about where you live?

What would you like to see in the community if money was no object?

- **Communication**

It was suggested that a website separate from the Parish Council's sites would be a good idea along with a specific email address.

## **5.Next Meeting**

The next meeting would be Monday 26 June at 7.30pm at the Village Hall.

