

**GRIMSTON - ROYDON - CONGHAM - NEIGHBOURHOOD PLAN GROUP
THE VILLAGE HALL ON MONDAY 26 JUNE 2017**

Present: Grimston and Pott Row: Cllr M de Whalley, Cllr P Coleman, Cllr K Israel, Mrs P Sewell (Clerk), Mrs S Coleman and Mr J Barnicoat. **Roydon:** Cllr N Fletcher. **Congham:** Cllr J Compton. **Ward Member:** Cllr T Tilbrook. **Observers:** Mr and Mrs Rudd. **Apologies:** Mr K Kavenagh

1. Welcome and appointment of Chairman

Cllr de Whalley welcomed Group members and observers to the meeting.

- **Cllr de Whalley was appointed as Chairman**
- **Cllr Coleman was appointed as Vice-Chairman**

2. Village Events

Grimston Tractor Rally: Members confirmed that the stand at the Tractor Rally had been very successful, there had been lots of interest and Cllr de Whalley had collated the responses, many of which were not dissimilar to the Group's own thoughts about the direction of development. The next events would be run in the same format with volunteers required to help out.

Roydon Bit of a Do 8 July and Congham Fete 15 July. Cllr Tilbrook asked about using the list of sites submitted by landowners to the Borough Council as part of the local plan review.

- **The Group agreed that it would be appropriate to use the list to demonstrate how the NHP could be used to shape or define development.**

Cllr Fletcher felt that it was important to make sure residents were aware that these were possible sites only and they did not have planning permission at this stage.

3. Next Steps

- **Letter of intention to the Parishes**

Mrs Sewell confirmed that Grimston Parish Council had resolved to agree to prepare a plan, accept the boundary as proposed and to join a three-parish working Group. Letters had been sent from Grimston Parish Council to Roydon and Congham to ask for their formal agreement to the process.

- **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. Mrs Sewell clarified that the Council needed no more than the proposed boundary for the plan at this stage. It was hoped that the letter could be sent by the end of July; followed by the boundary consultation done by the Borough Council and formal designation at the end of August.

- **Project Brief**

Mrs Sewell went through the draft project plan discussed at the previous meeting. County Councillors were added to the circulation list. The budget section would be added once Mrs Sewell had had a chance to speak to other NHP groups about their costs.

- **The Group approved the project brief.**

- **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. Sources of funding were discussed. Cllr Fletcher believed that there was funding available via the Borough Council in addition to the standard government funding.

4. Consultation Process

- **Pre- Questionnaire Consultation**

Mrs Sewell advised that in addition to attendance at the local fetes, the Group should look at more focussed sessions such as at the school, playgroups, good companions as well as talking to local groups such as HFLL, the Village Hall about their future. Mrs Rudd said that she would speak to the school on the Group's behalf.

- **Questionnaire**

Mr Barnicoat urged councillors to look at the formats that other councillors had used and undertook to circulate some links. Cllr Coleman asked that the Group be ready to discuss the formulation of the questionnaire at the next meeting. The Group also discussed if a separate business questionnaire should be developed or if once should be attached to the main questionnaire

5. Communication

- **Village Link**

The Group thanked Mr Barnicoat for the article in the July Village Link and for setting up the Hotmail address. A follow up article with contacts would be placed in the August edition. The login details for the Hotmail address would be sent to Chairman and Mrs Sewell

- **Mr Barnicoat agreed to act as the Group's liaison to the Village Link.**

- **Website**

The Group considered that a website was essential to demonstrate openness. Mrs Sewell recommended using a template from Wix.com. There was some discussion about domain name and that the name should reflect the four communities: Grimston, Pott Row, Roydon and Congham rather than the 3 parishes. The Chairman and Vice- Chairman would discuss the matter further.

- **Social Media**

The Group agreed that social media could reach other sectors of the community, but there did not appear to be any community Facebook pages that the Group could latch onto and it was noted that any social medium used would need to be monitored and regularly updated.

- **Reporting back to the Community**

The Group agreed the value of exhibitions to inform on the progress at the various stages especially prior to the launch of the referendum.

6. Next Meeting

Monday 31 July at 7.30pm at the Village Hall. (N.B. There would be no meeting in August)