

Yaxham Neighbourhood Plan Steering Group Meeting
Wednesday 4th November at 7.30pm
Committee Room, Yaxham Village Hall

(Minutes Secretary for this meeting – Amy Robinson)

Present- Maggie Oechsle- Chairman (MO), Susan Martin- Treasurer (SM), Ian Martin- Vice Chairman (IM), Peter Lowings (PL), Jo Robinson (JR), Stephen Robinson (SR), Annie Green-Armytage (AGA), Ben Mitchell (BM), Gary Davison (GD), Dave Brown (DB) and Mike Tibbetts (MT)

1. Apologies

Jennie Smith

Richard Hughes

2. Minutes of last meeting- 14th October 2015

Amendments:

Page 1 – Present - add Mike's name

Page 1- item 3- clarify funding is CLP funding

Page 3- item 5, 2nd paragraph- £250 funding from "Parish Charity" rather than "Parish council"

With these amendments the Minutes were agreed and duly signed.

3. Matters arising from minutes (not covered elsewhere on the agenda)

Breckland has closed the consultation period for NP boundary. Ruling awaited.

It was noted that the Parish Council CLP Bank Account with £174 remaining was an error. On closer inspection by the YPC Clerk, this account has been closed and there are no residual funds.

4. Finance- inc proposed Budget to 31.03.2016

Budget circulated by SM, the basis of which was used for the grant application submitted to Locality. The Locality Grant can cover some aspects (such as consultancy fees) to a maximum of £8, 000. The largest single item is the consultancy fee of around £5,500, see item 6. Budget also includes allocations for future printing and for room use.

Some Parish Council concerns around logistics for NP funding. If budget and bank account opening not approved by Parish Council, that ends the grant process as can't be received without the account. The NP would not be able to proceed without Parish Council agreement. The NP Working Group would cease to have any function and the Officers would stand down. The 14th November event would be cancelled and the village and consultation parties would be advised accordingly.

NP4Yaxham Working Group Meeting 04/11/2015

SM advised that she has established budget within the Locality protocols: there is little room for movement. Full grant has been applied for within this financial year, as projected spends suggest the full grant could be allocated and spent. (Projected expenditure approx £10000 until March 31st 2016, carrying over a balance of £2000 into 2016-2017 financial year).

The budget and financial protocol were agreed. Budget and protocol to be sent to Parish council for approval at their meeting on 12th November.

5. Confirmation of Public Indemnity Insurance cover from Parish Council- to note

The Parish Council Clerk has confirmed that its Public Indemnity Insurance covers the NP.

6. Report on Consultation Presentations

5 consultants contacted by SM, IM and MO. Criteria was ideally a consultant who has seen through a successful plan and a consultant with a guidance and advisory capacity.

2 consultants declined. Of the 3 who responded, 2 were selected for a meeting- Smallfish and Abzag.

Smallfish to be appointed on the recommendation of SM, IM, MT, PL and MO.

The £5,500 cost of Smallfish Strategy Consultants covers process until March. Adhering to frameworks, complying with policies, cohesive and evidence-based format that gives us the best chance of proceeding through consultation and submission. £500 is the day rate, so 11 full days are allocated in the fund.

All agreed with appointing Smallfish as Strategy Consultant, subject to grant approval and Parish Council bank account approval.

7. Village Consultation Event: 10.30am-1pm Saturday 14th November- planning update

SM asks if anyone has specific requirements for their table/boards etc, please let her know. Please bring cakes.

Section 106- certain allocation of funding. Categories for the funding- recreation, cycle path, restoration of church room. Feedback counters to show individual preferences.

Main issues: transport, recreation, local services, children's, environment and housing. Consistency needed between different areas for formats for surveys and possible responses. Different types of questions being asked:

- statements that are analysed
- ordering, priorities
- yes/no/don't care options

NP4Yaxham Working Group Meeting 04/11/2015

Subject areas:

Jo and Stephen- environment

Ben and David- housing

Gary- children's perspective

Annie- floating

Jennie- education and children's perspective

Richard Hughes- education, schooling

Maggie- local services, communication, businesses and employment

Mike- transport

Susan- cake and furniture

Peter- logistics/local services, communication, businesses and employment

Voluntary groups- church, church room, playspace, table tennis

MO had asked Iain Withington for a map- to illustrate proposals and to manage expectations about planning allocations and statistics.

Your Community Information Board- to be close to the cakes! IM and SM to establish the posters, statistics and details.

AGA- should we consider separate board for current planning- to give clear indications of density and areas.

Ben and David- gave overview of illustrative displays, interactive with wooden blocks representing various sizes of dwellings, different building styles to be displayed on boards. Guidance and policies on affordability, parking, garages, sizes etc could also be displayed.

IM- aim to email your subject area questions to SM/IM by Monday for circulation and feedback.

SM to circulate the NP logo for people to use on their posters etc

Thanks to AGA for the newsletter and Ben for the printing! All will be delivered by end of 5th November.

Debrief after the consultation event in the village hall.

8. Date of next meetings-

Wednesday 18th November at 7.30pm

Wednesday 2nd December at 7.30pm

9. AOB

SM to send out update on the outcome of Parish Council Meeting on 12th November.