

## **Minutes of Neighbourhood Plan Steering Committee (NPSC)**

**27th September 2017 in Winterton Village Hall.**

1. **Present:** PC Chair Eric Lund, Cllr Bob Bolch, Sarah Welsh (clerk). Residents: Neil Punchard, Claire Thompson, Jane Roberts .
2. **Apologies:**  
Cllr Simon Bowman, Jan Bowles.

### **3. Minutes of the August meeting**

The committee unanimously resolved the minutes were a true record of the last meeting. The minutes were signed by the Chair.

### **4. Committee members and roles update**

Cllr Ayeshia Hammond Young has resigned from the Steering Committee due to other commitments, leaving a councillor vacancy. The parish council will be asked to put forward another councillor to replace her. Bob Bolch has become an parish councillor and will replace Jan Bowles as a councillor member. Jan Bowles, having resigned from the parish council will remain as resident member.

### **5. Draft Terms of Reference**

The clerk reported the terms of reference for the committee were approved at the Parish Council meeting on 20th September. The Steering Committee resolved to adopt the terms of reference.

### **6. Review of contacts for carrying out consultancy work on the plan - Neil Punchard**

Rachel has spoken with Neil, but is very busy at present. She can offer whole group training for £840. Neil will forward the flyer for the training. Neil will contact Ingham Pinnock, Cambridgeshire and other potential consultants for comparison.

### **7. Financial report and update re grant funding - the clerk.**

Sarah Welsh - the grant has to be between £1000 and £9000. The committee needs to apply 1 month before any planned spending. To apply this round, which ends March 2018, there would need to be £1000+ costs, to be spent before March 2018, or wait until the next funding round, from April 2018. Applications can be submitted from February 2018. Neil will follow up Rachel's proposal.

The committee have so far spent £45 on initial training and hall hire, however, this will not be recoverable via the grant (see above.)

### **8. Housing site allocation for Winterton - update. Broads Authority Article 4 re-instatement.**

The Broads Authority are responsible for a small area of Winterton and renewed Article 4 which means all development within their area will require planning permission. Nick Fountain had reported that area 3 on the site allocation map is already being developed and there will a consultation on the recommended areas of allocation soon.

**9. Consideration and response to the consultation on recommended site allocations in October.**

Campaign for Rural England (CPRE) meeting - 7th November, 7.15-9pm, the Atrium, Spencer Avenue, North Walsham. Neil Punchard will attend in no-one else comes forward.

Eric Lund and Sarah Welsh/another councillor will attend a Community Land Trust meeting to be arranged by James Bensly, to see how this may support the NP.

**10. Second homes and the NP: response from St Ives Town council and feedback from PC meeting.**

Following a raising of the issue at a parish council meeting, Sarah had contacted, and received a response from ST Ives Council who had incorporated a policy into their NP, restricting some housing development to permanent residency. They are happy to support Winterton-on-sea NP where they can with this issue.

**11. Public consultation.** [see the 'My Community' website which has resources for consultation  
[<https://mycommunity.org.uk/resources/social-survey-toolkit/>]

Neil Punchard and Bob Bolch agreed to look at the social survey toolkit at what questions or parts could be used regarding a Winterton survey and what information can be taken from the Parish Plan. A survey could go out with the Newsletter and be placed online, through the website/Survey Monkey. Eric agreed to write an article for the Newsletter priming residents for a consultation.

**12. Next Steps and Project Plan summary**

- Neil and Bob will look at the survey and former Parish Plan for the Steering Committee to start working on a public survey and costing, and information for the Parish Plan.
- Neil will contact other consultancies re a quote for working on the NP
- Eric will write an article for the Newsletter
- Neil/another will attend the CPRE Norfolk Campaign Alliance Meeting
- Eric and Sarah/another councillor will attend the Community Land Trust meeting
- Sarah will look into the requirements for a budget for the NP
- Simon Bowman will update the Project Planner

**13. Date of Next Meeting: 1st November 7.30pm in the Village Hall.**