

# Blakeney Neighbourhood Plan

## Minutes of the Steering Group Meeting

Date: Tuesday 23<sup>rd</sup> January 2018

Time: 18:30 - 20:30

Location: The Parish Office, Langham Road, Blakeney. NR25 7PG

Present:

Jane Armstrong (JA)      Jenny Girling (JG)      Robbie Strang (RS)

Margaret Benson (MB)      Don Glaister (DG)      John Seymour (JS)

Sam Curtis (SC)      Helen Horabin (HH)      Iain Wolf (IW)

Alban Donohoe (AD)      Peter O'Hare (POH)

Supported by Shaun Vincent (SV)

		<u>Action By:</u>
<b>1</b>	<b>Welcome &amp; Introductions</b>	
	Shaun Vincent (SV) welcomed everyone to the first meeting of the Neighbourhood Plan Steering Group (NPSG) and invited all present to introduce themselves.	
<b>2</b>	<b>Apologies for absence</b>	
	Apologies were received from Rosemary Thew (RT)	
<b>3</b>	<b>Declarations of interest</b>	
	SV explained the 'declarations of interest' process, noting that those present may have a home in Blakeney, which didn't require a declaration. SV stressed the need for members to declare any areas of land in their ownership within the parish of Blakeney (the Neighbourhood Area).  No interests were declared.	
<b>4</b>	<b>Terms of Reference (ToR)</b>	
	The ToR document circulated prior to the meeting was discussed. SV explained that this had been approved by Blakeney Parish Council, the group will comprise up to 12 members and meetings shall be quorate when a minimum of 4 members are present. Meetings will be at least every six weeks but at times during the process may need to be more frequent than this.	

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<b>5</b>	<b>Election of Chair &amp; Vice Chair</b>	
	<p>Sam Curtis (SC) was elected Chairman.</p> <p>Rosemary Thew (RT) and Ian Wolfe (IW) were both proposed as Vice Chair. As RT was absent it was agreed to defer appointment of Vice Chair until next meeting.</p> <p>Helen Horabin (HH) agreed to take the minutes of future meetings.</p> <p>Communications: It was decided not to appoint someone to lead on communications at this time but wait and see what was needed.</p>	<p style="text-align: center;"><b>All</b></p> <p style="text-align: center;"><b>HH</b></p>
<b>6</b>	<b>Neighbourhood Planning</b>	
	<p>SV gave a presentation about neighbourhood planning, the processes and how the Blakeney Neighbourhood Plan would need to meet the 'basic conditions'. Questions were asked throughout the presentation and discussions were had relating to implementation and timescales.</p> <p>AD gave his apologies and left the meeting during the presentation.</p> <p>It was agreed to circulate the presentation, plus soft copies and links to</p> <ul style="list-style-type: none"> <li>• National Planning Policy Framework (NPPF)</li> <li>• Neighbourhood Planning Guides</li> <li>• St.Ives Neighbourhood Plan</li> </ul> <p>Members of the NPSG were encouraged to read other Neighbourhood Plans for ideas of policies.</p> <p><b>Neighbourhood Area:</b> this was covered as part of the presentation, North Norfolk District Council (NNDC) has approved the designation of the Blakeney Neighbourhood Area and this follows the entire parish of Blakeney.</p> <p><b>Launch Event 3<sup>rd</sup> February</b></p> <p>The up and coming Launch Event on Saturday 3<sup>rd</sup> February was discussed. This would be a 'drop in' event from 10:00am to 13:00, in the Village Hall, with members of the NPSG planning to attend and help out.</p> <p>It was suggested to make use of The Wallace Room to run the neighbourhood planning short film on a loop.</p> <p>The event has already been advertised in The Glaven Valley Newsletter. A leaflet/newsletter is due to be delivered to every household and business in Blakeney over the coming weekend or early next week.</p>	<p style="text-align: center;"><b>SV</b></p> <p style="text-align: center;"><b>All</b></p> <p style="text-align: center;"><b>All</b></p> <p style="text-align: center;"><b>IW</b></p> <p style="text-align: center;"><b>SV</b></p>

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<b>7</b>	<b>Communications</b>	
	<p>Approach &amp; Ideas to communications to be discussed at next meeting.</p> <p>The NPSG wanted to have access to funds to be able to promote activities for the Blakeney Neighbourhood Plan. John Seymour (JS) proposed that the Parish Council be asked for a budget of £1000.</p> <p>Website was briefly discussed with the assumption that a page would be added to the Parish Council website dedicated to the Neighbourhood Plan. This would need to be confirmed with the Clerk.</p>	<p><b>All</b></p> <p><b>IW</b></p> <p><b>SV</b></p>
<b>8</b>	<b>Next Meeting:</b>	
	18:30 on Thursday 8 <sup>th</sup> March 2018	
<b>9</b>	<b>Any Other Business</b>	
	There being no further business the meeting closed at 20:32.	