

# Blakeney Neighbourhood Plan

## Minutes of the Steering Group Meeting

Date: Monday 26th March 2018  
Time: 18.30 - 20.30  
Location: Parish Council Office, Village Hall, Langham Road, Blakeney.  
Present: Jane Armstrong (JA) Sam Curtis (SC)  
Jenny Girling (JG) Helen Horabin (HH)  
Rosemary Thew (RT)  
Tracey Bayfield (TB) Clerk to Blakeney Parish Council

One member of the public was also present.

Sam Curtis welcomed everyone to the Meeting and advised that Tracey Bayfield would be giving a short presentation to the Steering Group (SG) members before the Agenda items were discussed.

The following points were raised by Tracey.

### 1. The Neighbourhood Plan Steering Group (NPSG) Terms of Reference.

The NPSG works “on behalf of the Parish Council” and therefore must comply with Parish Council Working practices.

Terms of a Reference are required for Working Groups. A Working Group brings back the work it has produced to the next formal NPSG meeting for discussion.

A Working Group needs an Agenda and Minutes. However it does not need to be open to the Public.

**Action:** HH to ask Shaun Vincent for a Draft copy of Working Group Terms of Reference.

Notice of an NPSG Meeting and its Agenda must be given at least 5 days in advance. The Agenda must be posted on at least one noticeboard in the village.

**Action:** HH to ensure that SV produces the Agenda in good time and that it is circulated and posted on at least one noticeboard within the required timescale.

Terms of Reference can be altered but **must** be agreed by the Parish Council.

Membership of the NPSG. The NPSG will comprise up to 12 members with the discretion to co-opt additional members. However new members can not be co-opted to the NPSG to replace members who have resigned. These posts must be advertised.

**Action:** HH to ask SV if he has a simple advertising notice that we can use.

TB to produce one if SV can not help.

TB to advertise the vacancies on the village noticeboards, Parish Council Website and the Parish Council Facebook page.

Requests for monies must be recorded in the Minutes.

## **2. Emails.**

There has been some confusion with emails being sent around, copied to all and replies being sent attached to the wrong email. It would be better to write "New" on the header of the email to make it easier for everyone and to ensure emails are not missed.

## **3. Dates of Meetings.**

It is much better to plan at least a couple of meetings in advance, if not the meetings for the year.

**Action:** HH to ensure that planning future meeting dates is on the Agenda for the next meeting.

## **4. NPSG Roles.**

SC is Chairman. HH is Secretary. TB needs copies of Agendas and Minutes.

## **5. Housing Site Allocations Visit.**

This is to take place on 5th April 2018.

NPSG members attending are DG, JS, JA and MB.

Parish Council members are RT, JG and TB.

## **6. Documents.**

TB will send Financial Regulation and Standing Order Documents to SC and HH.

TB will send Roles and Responsibilities Document to all NPSG members.

Tracey Bayfield then left the meeting.

## **Agenda**

### **1. Apologies for absence.**

Margaret Benson, Alban Donohoe, Don Glaister, John Seymour, Iain Wolfe and Shaun Vincent.

### **2. Declarations of interest.**

Jane Armstrong and John Seymour.

### **3. Minutes of the meeting held on 8th March 2018.**

Acceptance of the Minutes were proposed by Rosemary Thew and seconded by Jenny Girling. They were initialled and signed by Sam Curtis.

### **4. Matters arising.**

SC and SV liaised regarding the Annual Parish Meeting.

## **5. Vision, Aims and Objectives.**

SC has produced a questionnaire document - YOUR CHANCE TO HAVE AN INPUT INTO THE LOCAL PLAN! The Objectives are those proposed by members of the village at the Launch Event and the Annual Parish Meeting.

The questionnaire was discussed and comments noted.

Action: SC to redesign and forward to HH. HH to forward to NPSG members.  
SC to liaise with the Scouts regarding delivery of the questionnaire.

## **6. Items for next meeting.**

Working Group Terms of Reference.  
Results from questionnaire on Vision, Aims and Objectives.  
Communication Strategy.  
Strategic Environmental Assessment (SEA).  
Dates of future NPSG meetings.  
Appointment of 2 new members of the NPSG.

## **7. Next meeting.**

Provisionally Monday 23rd April 2018.

**Action:** SC to telephone absentee members to check on their availability.

## **8. Any Other Business.**

The resignation of two NPSG members were noted, namely Peter O'Hare and Robbie Strang.

The meeting closed at 20.00.