

**MINUTES of the MEETING of the
JOINT CROXTON and BRETtenham & KILVERSTONE PARISH COUNCILS
JOINT NEIGHBOURHOOD PLAN STEERING GROUP
held at the
KILVERSTONE ESTATE OFFICE
on Wednesday 2 August 2017 at 1930**

At the suggestion of the Chairman of Croxton PC, the Chairman of Brettenham and Kilverstone PC took the Chair.

1. **Attendance** Apologies had been received from BDC Councillors Sam Chapman Allen and William Nunn. The following were present:

Mr. A. Poulter	Chairman	Brettenham & Kilverstone
Mr M Engwell	Vice Chairman	Brettenham & Kilverstone
Mr. S. Holmes-Smith		Brettenham & Kilverstone
Mr. R. Herries		Brettenham & Kilverstone
Mt. P. Wright		Brettenham & Kilverstone
Mr. G. Brown		Brettenham & Kilverstone
Mr. R King	Chairman	Croxton
Mr. I. Andrew	Vice Chairman	Croxton
Mr D. Stephen		Croxton

The following was in attendance:

Ms Andrea Long Group Consultant and Advisor

2. **Any Declared Matters of Urgent Business.** There were none.
3. **Any Declarations of Interest.** There were none declared.
4. **Minutes of last meeting (18 Jan 17).** These had been circulated previously, were agreed and duly signed by the Chairman of Croxton
5. **Matters arising.** There were none.
6. **Overview of JNP preparation.** Ms Andrea Long reported on the progress of the JNP documents since the last meeting. Maps had now been included, though there was no tree preservation order map. She had made the changes, drafts had been circulated and she believed that the documents were now ready for public consultation.
7. **To Agree draft JNP Policy and Character Documents.** These had been previously circulated, comments received had been considered and included. The Group then agreed the draft JNP Policy and Character Documents should be used for the Formal Consultation.
8. **To Agree Regulation 14 release date for Formal Consultation.**
- a. It was resolved to make the JNP Policy and Character Documents available to the parishes/public on 11 August 2017 for seven weeks for public consultation. The date of 29 September 2017 was agreed as the closing date for Consultation.
9. **Agree publicity for release.** The following was agreed:
- a. The Chairman of Croxton to prepare a Press Release for the week commencing 7 August.

- b. The draft leaflet was agreed and 500 copies to be printed and distributed throughout the parishes towards the end of week commencing 7 August.
- c. Web sites to be updated by 11 August 2017.
- d. Hard copies to be available for viewing at the following locations:
 - Breckland Council Offices, Elizabeth House, Walpole Loke, Dereham
 - Thetford Public Library, Raymond Street, Thetford
 - Telephone Kiosk, Croxton
 - Kilverstone Estate Office, Kilverstone
 - Farm Office, Brettenham Manor
- e. List of consultees had reached approximately 150. After a brief discussion it was proposed and agreed that Ms Andrea Long would ensure that the list would only contain the essential consultees.

10. **To Agree consultation feedback process.** The following was discussed and agreed:

- a. It was agreed that 50 hard copies would be required.
- b. SPC Printers to print the hard copies at a cost of £11 per set of two documents.
- c. After a brief discussion it was agreed that feedback from the public would be by both email and hard copy. It was resolved that the 2 PC Chairmen and Ms Andrea Long would prepare a proforma response sheet based on a sample from Breckland Council. The format and instructions will be placed on the web sites and paper proforma forms will be made available at the same locations mentioned in item 9d and instructions will be available on where to drop these off.
- d. It was agreed that the final day for representation would be 29 September.

11. **To report on the Funding position.** Councillor Andrews reported on the approved grant of £4,190, broken down as per below:

- Consultation £2,115
- Media £200
- Printing Cost of A4 posters £19
- Print Cost of A5 leaflets £52
- Printing Costs of JNP documents £1,804

This amount is available for six months ending on 28/11/2017. It was noted that a further grant of up to £6,000 could be made available once the six months had lapsed. It was also noted that for the moment sufficient funds were in place in both parishes. It was proposed and agreed that Ms Andrea Long prepare a forecast of any future expenditure up until the end of November for the Chairmen as soon as possible.

12. **Way ahead and JNP Project Plan.** A discussion took place on how to deal with the public's comments and the following points were agreed:

- Ms Andrea Long to update the tables as the comments are received
- PC Chairmen to agree wording to any responses
- Websites to be updated as necessary, including an updated Project Plan
- Ensure that when all documents are ready that the SG meets and agrees the next draft and way ahead.

13. Date of Next Meeting

It was resolved that the next SG meeting would be around the middle of October, venue to be confirmed.

The meeting ended at 2010.

A M Poulter OBE
Chairman

Date:

DRAFT