



No:1105/2020

## **Necton Parish Council**

### **Minutes of Neighbourhood Plan Sub - Committee Meeting held 2nd November 2020 at 7.30 pm held virtually via Zoom**

**Parish Councillors present:** Alice Spain - Chair  
Fraser Bateman - Vice Chair  
Jean Bass  
Ken Barrett  
Mark Jennings  
Genine Curtis (Notetaker)

**Additional attendees:** David Moncaster  
Phil Hayton  
Kathy Barrett - Governor - Necton CoE  
Primary School

**1. To receive apologies for absence:**  
Howard Cardus

The meeting was opened by Alice Spain who apologised for the late circulation of the draft questionnaire. Further discussion to take place later in the meeting.

**2. To receive any declarations of interest from Members & consider requests for dispensation**

*Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Necton Parish Council Code of Conduct for Members and by the Localism Act 2011.*

None recorded.

**3. To approve minutes of Sub -Committee meeting of September 2020(to be signed retrospectively at first face to face meeting held).**

Minutes from the meeting held on 19th October 2020 were approved and duly agreed to be signed retrospectively at the next face-to-face meeting of the Neighbourhood Plan Sub - Committee. Show of hands. Agreed unanimously

#### **4. To finalise and approve all of the proposed Aims & Objectives from the members of the Sub-Committee.**

All those present were happy with the current Aims & Objectives.

Discussion took place regarding the appropriate time to consider using the services of a consultant. As the questionnaire is in its draft stages, it was felt that now is the right time to investigate this. It was agreed that we should have a shortlist of at least 3 or 4 possible consultants. We already have two possible candidates, but further investigation for the others would need to take place. Mark Jennings kindly offered to have a look at other NHP's for other areas to see who they used. If anyone else can offer any names they would be greatly appreciated. With a consultant in place we can also then start to look at the funding times and availability.

#### **5. Update on progress of Questionnaire (being reviewed by the working party)**

The draft questionnaire circulated was based primarily on the NHP questionnaire from Greetham. Our questionnaire is very detailed, but sections regarding the School and Church need to be added, the wording would need to be precise and the format user friendly. The final aim is to produce a professional questionnaire that will engage the villagers to complete.

With regard to the School it was suggested that a separate 'group' survey for 5-11 year olds be carried out by the School. Kathy Barrett was asked to liaise with the School and get their feedback.

Getting the views of the 12-17 year olds could be difficult, but it is hoped that additional questionnaires can be requested depending on the number of children there are, in that age group, in each household. If anyone can think of a better way of reaching this age group we would be very interested in hearing this. Households with differing views can also request additional questionnaires.

Due to Data Protection, it was decided not to ask for names and addresses, but Post Codes. This would then enable us to know whereabouts in the village the questionnaires are being returned from.

This first draft is very much just to try and get a feel for the words for the questions and sections. Those present were asked to spend some time looking at the questionnaire between now and the next meeting. The more input you can give to the questionnaire, the more thoughts you have the better. Please send your comments to Genine Curtis and cc: Alice Spain, Fraser Bateman and Jean Bass.

#### **6. Updates and progress reports from Sub-Committee members on actions arising from the previous meeting held on 19th October 2020**

Application to Breckland - Mark Jennings still to action.

**7. Update on proposed 'phone number and e-mail contact list for circulation (currently to members of the NHP Sub-Committee only)**

Some details are still required from members of the Sub-Committee. If you haven't already sent them to Genine please do so.

**8. To confirm proposed date of next meeting (Monday, 7th December 2020)**

The date of the next meeting was agreed as Monday, 7th December.

**If you would like any item(s) to be included on the Agenda for this meeting, please e-mail Genine by Tuesday, 1st December.**

**Meeting closed at 8.04**