



No:0209/2021

## **Necton Parish Council**

**Minutes of Neighbourhood Plan Sub - Committee Meeting held 1st  
February, 2021 at 7.30 pm held virtually via Zoom**

**Parish Councillors present:**

Alice Spain - Chair  
Fraser Bateman -Vice Chair  
Jean Bass  
Ken Barrett  
Genine Curtis (Notetaker)

**Additional attendees:**

Kathy Barrett - Govenor - Necton CoE  
Primary School  
David Moncaster  
Nigel Wilkin  
Phil Hayton  
Rachel Hogger - Modicum Planning Ltd  
(part only)

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

None received

**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 18th January 2021 (to be  
signed retrospectively at first face-to-face meeting held).**

Minutes from the meeting held on 18th January 2021 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. Presentation - Rachel Hogger - Modicum Planning Ltd**

*Prior to the presentation, members of the Sub-Committee introduced themselves.*

Presentation details were circulated prior to the meeting.

Points arising from the presentation are:

- Modicum Planning was started by Rachel Hogger and is a 'one man organisation'
- She works predominately in planning working with local authorities
- Currently working on a NHP for Saham Toney
- Would work along side us and support us dependent on resources we have among ourselves and what we want in our NHP
- We don't want to be paying a consultant for work we can get done elsewhere for free
- External support available from a consultant is shown in presentation but may be more/less than we require
- She works with a GIS mapper
- She will work with other consultants who may have more expertise in other matters
- No correct way to prepare a NHP. It is dependent on our issues
- Suggested using the locality's roadmap which sets out step-by-step the process for a NHP. (This can be found at <https://neighbourhoodplanning.org/toolkits-and-guidance/create-neighbourhood-plan-step-by-step-roadmap-guide/>)
- We have to have a shared consensus as we are representing our community
- We shouldn't over complicate our plan
- Must make the community aware of what a NHP is and what it is not
- Must address what peoples concerns are and you must be seen to acknowledge comments/concerns even if they are not relevant
- Must be honest in what we are able to address
- There must be plenty of 2-way conversation
- Would like to work with us to assist us on our strengths, weaknesses, opportunities and threats
- Scoping and developing vision and objectectives - we are free to be creative with our overall vision for the NHP and where we want to be in 10-15 years time
- She would give us 'reality checks' on objectives we can work with and what planning policy could fit under those objectives
- She would want to write a written note of her advice to us which may add value to our plan and help us achieve our objectives
- With regard to the plan, she would agree the overall structure of the plan content and encourage the group
- She will write the policy planning chapter together with us

- With regard to the demographics - this is very important. Some groups do this themselves, but this information can be obtained from the local authorities. Rachel can bring support in if required - she does not do this herself
- Survey Monkey works well, but we must also have a hard copy to prove evidence. Don't do a questionnaire just for its own sake. You have to have a purpose for it and have answers to the questions asked. Data must be collected anonymously
- Any consultation must have purpose.
- Estimate figures/fees from other 'outside' consultants cannot be included in her fee proposal. They would have to submit figures to us directly.
- Design codes and allocation of sites - paid for through grants. Consultants can be supplied direct - there is no change of monies. You do not need to use Acom, but Rachel advises us to use them. They do not tell us which sites, we have to allocate sites
- Master planning - Acom also do this. Rachel can bring in a consultant. She would not put herself forward for this
- £11k grant available at the moment but this may not continue. To secure funding from Acom, they have to convince them there is a need for the work before securing the grant
- Although she works alone she is confident she can do the work
- Before preparing the estimate she needs to know what we are looking for. She cannot supply a support proposal for anything over 12-months.
- Are doing a 'call for sites'? Yes. We accept growth. We will know a lot more of what is required following consultation
- Why do we want to allocate sites? We don't want to be at the mercy of predatory developers

## **5. To discuss the presentation by Rachel Hogger**

Quotes have been received now from Rachel Cornell (Collective Community Planning) and Ian Poole (Places4people). Andrew Cann has not supply one. Rachel Hogger will be sending her fee proposal through by close of play on Tuesday, 2nd. Until then we are unable to make a decision. Choice must be made on estimates/fee proposals and whether or not we can work with them.

Rachel Hogger cannot do all the work for the NHP and would have to use outside consultants. Their daily rates would have to be identified and factored in. She is only prepared to work with us for 1-year and this suggests she would not be in for the full duration of the plan. Until we finalise what we want in our NHP, it is difficult for Rachel to give a precise estimate/quote/fee proposal but she will send something over to us.

It was felt that Rachel must have an idea of daily rates if she is preparing the number of plans she suggests. There must be certain elements of the plan that can be quoted for. Is the fact that she will only do 1-year a negative or a positive?  
Will we have to go through all this again in a years time?

## **6. Suggested proposal of extra meeting on Thursday, 4th February to discuss candidates for the position of consultant on Necton NHP.**

In order to allow Rachel Hogger time to prepare and submit her fee proposal, it was agreed that an extra meeting would take place on the 4th February. At this meeting we will discuss all consultants and fee proposals. Our choice of consultant and reasoning behind it will be submitted to Necton Parish Council at their next meeting on the 8th February.

**7. Updates and progress reports from Sub-Committee members on any actions arising from the previous meeting held on 18th January 2021**

None reported.

**8. To confirm proposed date of next meeting (Monday, 1st March 2021)**

Although this date was not confirmed at the meeting, it is the first Monday of the month.

**Meeting finished at 8:45pm**