

**MINUTES of the MEETING of the
JOINT CROXTON and BRETtenham & KILVERSTONE PARISH COUNCILS
JOINT NEIGHBOURHOOD PLAN STEERING GROUP
held at the
CROXTON VILLAGE HALL
on Thursday 11 January 2018 at 1900**

1. It was proposed Councillor Andrew that the Chairman of Croxton PC take the chair which was seconded by Councillor Wright.
2. **Attendance** Apologies had been received from Councillors Dawson, Poulter, Herries, Brown, BDC Councillor William Nunn, and NCC Councillor Fabian Eagle.

The following were present:

Mr. R King
Mr. I. Andrew
Mr D. Stephen

Chairman
Vice Chairman

Croxton
Croxton
Croxton

Mr. A. Poulter
Mr M Engwell
Mr. S. Holmes-Smith
Mt. P. Wright

Chairman
Vice Chairman

Brettenham & Kilverstone
Brettenham & Kilverstone
Brettenham & Kilverstone
Brettenham & Kilverstone

The following was in attendance:

Ms Andrea Long

Group Consultant and Advisor

3. **Any Declarations of Interest.** There were none declared.
4. **Minutes of last meeting (2 Aug 17).** These had been circulated previously, were agreed and duly signed by the Chairman of Brettenham & Kilverstone.
5. **Overview of JNP Regulation 16 Preparation.**
Ms Andrea Long gave a brief overview of the process so far, however, a full progress report has been made available on the website. However, she reported that a number of the respondents welcomed the documents and the amount of hard work that had gone into producing the Character Appraisal.

It was then reported that after the meeting of 4th December with Breckland Council Officers the Consultation Statement and Basic Conditions Statement had been sent to Breckland in draft for any comments. Breckland Officers agreed to provide comments before Christmas.

The current timeline could now be adjusted as follows:

19th Jan 18 Submission to BDC after which delegated powers would be able to proceed with REG 16.

Feb/Mar REG 16 Consultation

May/June Examination

Autumn Referendum

The Chairman invited comments from the members of the meeting; there were none.

6. **Agree draft JNP Regulation 16 Documents**

These had been previously circulated and the draft documents were unanimously agreed.

7. **Agree Regulation 16 release date to BDC**

The release date of 19th January was proposed and accepted.

8. **The following was proposed and agreed:**

- a. A Press Release from the SG may be required but this will need to wait until BDC has disclosed further information.
- b. There will be an additional leaflet drop to inform the public of the progress.
- c. The web sites would be updated as required.
- d. Locations for hard copies will be as per REG 14.consultation
- e. BDC to manage REG 16 consultation and statutory consultee distribution

9. **The following was noted:**

- a. The number of hard copies required was dependent on the BDC requirements after they had taken advice.
- b. Which printer and cost thereof to be decided when further information was available.
- c. Documents to be made available by email and locations for hard copies to be made public.
- d. Timing adjusted as per schedule in item 5

10. **Funding position**

Grant Ref	Date	Award	Used
NPG-01994	23-03-16	£3,254.00	£2,380.00
NPG-02863	31-09-16	£6,108.00	£2,352.00
NPG-03168	03-08-17	£4,190.00	£4,190.00
TOTAL			£8,922.00

Overall funding used therefore came to £8,922. BDC has approved a match funding for this financial year.

11. **Way ahead and JNP Project Plan**

Advice from BDC to be taken as they will be driving force; BDC also to confirm what hard copies will need to be provided. It was reiterated that all grammatical and spelling errors had to be taken out before the referendum as no changes could be made afterwards.

12. **Date of Next Meeting**

It was agreed that the next SG meeting would be arranged once more information from BDC was available, and ongoing process clarified.

The meeting ended at 1945.

R King
Chairman

Date: