

## Lound with Ashby, Herringfleet and Somerleyton Neighbourhood Plan

Minutes of Steering Group meeting held on Wednesday 17<sup>th</sup> August 2016,  
at Crown House, Somerleyton.

Present: Jenni Livingstone, Paul Strowlger, Rita Flatt, David Cook,  
Maureen Gibbs, Louis Smith

Apologies from: Chris Morris, Miles Thomas

Copies of the minutes to go to the following who have agreed to help without attending all  
the meetings: Gerda Gibbs, Mike Brackenbury, David Pugh, Nicky Mathers,  
Richard Hartgrove

1. Minutes from last meeting.

The minutes from the meeting held on 20<sup>th</sup> July were agreed.

2. Draft Project Plan.

The project plan has been revised following the meeting with WDC planners. It is now approx 24 months in length. It was agreed that we would aim to have the questionnaire ready by about the end of June 2017. This requires holding the first general consultation event before Christmas 2016.

3. Consultation Event.

Event to be held simultaneously in Somerleyton and Lound village halls on Sunday 13<sup>th</sup> November, 10am to 4pm. For this event we will require boards and easels for each topic: Housing, Employment, Health (provision of surgeries etc), Transport, Education (provision of schools), Environment and healthy lifestyle, Community services (shops, village halls, pubs etc). We will also need some open questions as prompts for each topic. Email suggested prompts to Paul.

The events will have to be advertised. Louis to draw up a draft flyer / poster for the event.

We will need maps of the designated area – Jenni to ask Jo McCallum if she can provide.

4. Terms of Reference.

The terms of reference for the Oulton Neighbourhood Planning Group are satisfactory for our group, with some minor amendments. Louis to adjust and reprint for next meeting.

5. Stakeholders other than residents.

The list of businesses in Lound and Somerleyton was checked. It was suggested that Cuckoo Green Farm and the Lound Poors Trust charity should be added for Lound, and that the Ashby Barns and Somerleyton Charities should be added for Somerleyton.

The draft letter to businesses was discussed, and some amendments were suggested. Paul to bring a revised draft to the next meeting.

It was agreed that the Somerleyton Estate should be invited to have a representative on the steering group. Louis to draft an invitation letter.

Letters to businesses and the Estate cannot be sent until we have formal approval of the Neighbourhood Plan area.

6. Capability audit.

The capability audit was discussed, and steering group members are encouraged to fill it in.

7. Next Meeting.

The next steering group meeting will be on Wednesday 21<sup>st</sup> September at 7.30pm, at Lound Village Hall.

Louis Smith