

Lound with Ashby, Herringfleet and Somerleyton Neighbourhood Plan

Minutes of Steering Group meeting held on Wednesday 21st September 2016,
at Lound Village Hall.

Present: Jenni Livingstone, Paul Strowlger, Rita Flatt, Miles Thomas,
Maureen Gibbs, Louis Smith

Apologies from: Chris Morris, David Cook

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 17th August were agreed.

2. Matters arising.

It was noted that the Terms of Reference had not been completed. Louis to finish by
the next meeting. A Mission Statement is also required.

3. Area Designation.

The Neighbourhood Area has been approved by Waveney District Council, and the
formal decision notice has been received. We can now proceed with consultations with
residents and other stakeholders.

4. Draft letter to Businesses.

The revised draft was discussed, and some further amendments were agreed. A list of
addresses for Somerleyton businesses was tabled. Letter and list of addresses to be
finalised by Jenni and emailed to Miles for mailmerge. A list of addresses for Lound
businesses is also required, and Louis + Rita will complete this.

5. Draft letter to Somerleyton Estate.

The draft letter was discussed, and some adjustments were agreed. Louis to amend and
send to Jenni for signature and despatch.

6. Consultation Event.

It was confirmed that Somerleyton and Lound Village Halls have been booked for the
consultation event on Sunday 13th November.

Arrangements for consultation events:

Each venue to have a “signing in” table plus a board for each topic.

Prompt questions to be printed A3 landscape. Post-it notes to be in different colours
for each topic, and prompt questions to be coloured to match. Each board to have
flipchart sheet. Jenni to source post-its and flipchart paper.

Extra board needed for area map and general questions – what is good / bad about
living here?

Advertising the event. A4 Posters to go onto village notice boards 3 or 4 weeks before

event (mid October). A5 flyers to go to each house 2 weeks before event (end October). Jenni to ask WDC for assistance with printing 400 flyers, and to ask Jenny Wild to put into the Journal.
Louis to put poster into the Hexagon.

7. Next Meeting.

The next steering group meeting will be on Wednesday 12th October at 7.30pm, at Crown House, Somerleyton.

Louis Smith