

**STOKE FERRY PARISH COUNCIL**  
**Minutes of the Extraordinary Meeting held on**  
**Wednesday 20 November 2019 at 7.00pm in Stoke Ferry Village Hall**

**Present:**

**Cllr Sue Lintern (Chair)**

**Cllr Daphne Clements**

**Cllr Trudy Mann**

**Cllr Jim McNeill (Vice Chair)**

**Cllr Janet Taylor**

**Helen Richardson (Parish Clerk and Financial Responsible Person)**

**Public:** 10

**Also, in attendance:**

Cllr Colin Sampson, BCKLWN

Cllr Martin Storey, NCC

**275/19 Emergency Evacuation Procedures** was read by the Chair.

**276/19 Openness and Transparency Notice** - The Parish Council record the meeting. The Chair notified the public of this. The Chair also advised that any aggressive or abusive behaviour towards members of the Parish Council, staff or members of the public will not be tolerated. If this happens you will be asked to leave and if necessary, the meeting will be suspended.

**277/19 To receive and accept apologies for absence** – Were accepted for Cllr Gail Reeve, Cllr Donna Stocking, Cllr Mandy Leamon and Cllr Kit Hesketh-Harvey (personal reasons).

**278/19 To receive Declarations of Interest from Members on any item to be discussed**  
There were none.

**279/19 To Approve and Appoint Consultancy Provision for the Neighbourhood Plan and Approve Any Associated Costs**

The Chair advised that a grant was proposed to be applied for to cover costs of consultancy between now and end of March 2020 and there was a need to approve the appointment of a consultant to progress the project of the Neighbourhood Plan.

Cllr Jim McNeill provided the following report:

**Neighbourhood Plan Working Group**  
**Report to SF Parish Council Extraordinary Meeting Wednesday, Nov 20, 2019**

**1. Appointment of Consultants**

- The NP Working group is now able to recommend to the PC which company we feel is best suited to support our work over the next 18-24 months.
- After interviewing, receiving bids and schedules for the work involved we shortlisted two sets of consultant groups; Modicum Planning/Cambridgeshire ACRE and Rachel Leggett & Associates/Compass Point.
- After a full evaluation by the Group who considered Value for Money, ability & capacity to deliver, track record of delivering successful NPs in the Region and, the time constraints of the Working Group members, we are now in a position to recommend that Rachel Leggett & Associates/Compass Point be appointed as the consultants to carry out the stages of work involved up to the end of the financial year 31 March 2020.

- We further propose that the Working Group comes back to the Parish Council in Feb/March 2020 with a recommendation as to whether to apply for further funding to renew their contract for the financial year 2020-21.

## **2. Funding**

The 'Locality' HMG funding application for financial support up to the period to end of March 2020 will be completed once a decision to appoint a Consultancy firm has been confirmed by the Parish Council

The application needs to be submitted by late-November in order to get approval in January 2020.

## **3. Working Group Meetings**

The Working Group is currently in what is called 'listening mode'. That is, we are open to approaches from individuals, groups and Borough/County Council officials who may want to contact us on NP-related matters. With this in mind, Karl Patterson (Borough Planning) and James Grant (Borough Council's Project officer, Commercial Services, Property Services) attended our regular pre-PC meeting on Nov 6th at SF Village Hall to present their thoughts on delivering custom/self-build housing in Stoke Ferry. We listened to what they had to say, and no comments or decisions were made.

## **4. Public Consultation Meetings**

We are proposing that the *Initial NP Public Consultation* event will now be held in early February 2020, at SF Village Hall (date to be finalised).

Jim McNeill  
Chair, SFNP Working Group

The Chair added that the Working Group were recommending consultancy firm Rachel Leggett & Associates for approval to work on the Neighbourhood Plan. She added that Alex Fradley, Borough Planning Policy Team had advised that this consultancy firm had been used by three other Parish Council's in Norfolk and who had completed their Neighbourhood Plans.

The Parish Council had no questions.

Cllr Sue Lintern proposed the appointment of Rachel Leggett & Associates for consultancy services in relation to the Stoke Ferry Neighbourhood Plan; this was seconded by Cllr Jim McNeill; all were in favour.

The Neighbourhood Plan Working Group were proposing to apply for funding for the creation of the plan from the current time to the end of March 2020 with Locality for £4028. The funding application recommended was proposed by Cllr Jim McNeill and seconded by Cllr Janet Taylor; all were in favour.

## **280/19 Adjourn the meeting to allow for public comments**

## **281/19 To Note Date of Next Meeting – Wednesday 4 December at 7 pm in the Stoke Ferry Village Hall**

Meeting Closed at 7.09 pm.