

**Minutes of the Meeting of Hellesdon Neighbourhood Plan Working Group
held on Thursday 6th February 2025 at 7pm
in The Council Chamber, Diamond Jubilee Lodge**

PRESENT:

Cllr S. Gurney (Chairman)
Cllr R. Forder
Mrs B. Knowles

Cllr N. Barker
Cllr B. Johnson
Cllr R. Sear

In attendance: Mrs F. LeBon (Clerk), Mr H. Clark (Deputy Clerk) Mr M. Thompson and Mr W. Webster (Collective Community Planning).

1. Apologies for Absence

Apologies had been received from Cllr L. Douglass and Mrs K. Hicks.

2. Declarations of Interest

None declared.

3. To Agree Minutes of the Meeting of 31st October 2024

The draft minutes had been previously circulated and were **AGREED** after a proposal from Cllr Sear and a second from Cllr Johnson.

4. To Agree Strategic Environmental Assessment (SEA) Screening Version of the Hellesdon Neighbourhood Plan

Mr Thompson explained the need for a screening report on the Neighbourhood Plan. The screening has been done by Collective Community Planning and it has been found that the Neighbourhood Plan will not have a significant impact on the environment. This screening report will be sent to Broadland Council, along with the draft plan. Broadland Council will be asked to consult with Natural England and the Environment Agency at the same time as the Regulation 14 consultation to save time rather than doing the Regulation 14 consultation after the screening consultation.

Cllr Gurney will send Mr Thompson a new Chairman's Introduction.

Cllr Gurney requested more detail in the document relating to location of the non-designated heritage sites.

Cllr Gurney requested further details in the document on the community projects.

Amendments to the document will be done by email, and the document can then be presented to full council at the March meeting.

5. To Consider Format and Date(s) of Regulation 14 Consultation

Regulation 14 of the Neighbourhood planning regulations require the draft neighbourhood plan proposal to be the subject of a pre-submission consultation before it is submitted to the local authority for independent examination. The consultation should last at least 6 weeks.

Ways of publicising were discussed:

Approved.....

Date.....

- Put on website
- Just Hellesdon
- Facebook (including Hellesdon Life and Events)
- Hard copies in Diamond Jubilee Lodge and the Community Centre
- An in person event
- Place boards in community centre and on rolling TV screen

A survey will be created through Smart Survey to collect responses. Hard copies of both the Reg14 document and the survey will also be available for those who cannot access the internet.

It was provisionally **AGREED** to start the Reg 14 consultation the second week in April for a period of six weeks. The public event would be held on Saturday 26th April.
The Clerk is to check with Just Hellesdon when their publication date is in April to ensure the consultation can be adequately publicised.

6. Items for the Next Agenda

Feedback from Full Council about the Reg14 document
Timeline for Reg 14 consultation
Details of consultation

7. Date and Time of Next meetings

Thursday 20th March 2025 at 7pm

The meeting closed at 8pm

Approved.....

Date.....