Neighbourhood Plan Working Group Meeting

Thursday 12th February 2026 @ 7.15pm

Cantley Village Hall

Notes:

Attending: Dot Machin Parish Councillor,
Jan Davis Parish and District Councillor,
Anne Tandy Clerk to the Parish Council,
Richard Squires Planning Policy Officer, Broadland District Council
Tony Johnson (Chair)
Nicola Peck (Vice Chair)
Carole Grimes (Secretary)
Lucy Wood (British Sugar)
Chris Campion
Martin Preece
Dawn Aldous
Joe Aldous
Sue McNeil
Nicola Daniel
Johnathan Winterton
Tim Drew
Steve Smith
Pat Bennett
Keith Powley

DRAFT

1. Tony Johnson volunteered to act as Chair of the working group. It was also proposed that a Vice Chair is identified and Nicola Peck volunteered for this role.

2. Welcome and apologies received from Tim Kitson, Ruth Grint, Anna Spackman, Sarah Drury Louise Lees, Tim Lees,

3. A nomination was received from Carole Grimes to become the Secretary of the working group.

4. The Terms of Reference were reviewed and a request was made to clarify under point 3 the importance of community engagement. This will be amended and recommended to the Parish Council for approval.

5. A presentation was given by Richard Squires, Senior Community Planning Officer - An overview of Neighbourhood Plans and the process involved.

6. The formation of the group is underway and the following areas will be considered and agreed over the next few meetings:

a. Who the members will be – think about the size of the group, the core element, ancillary roles.
b. How it could be structured – how will those who can given less time be kept up to date and encouraged to help with additional roles.
c. When and where to meet – this is completely open and should be flexible to suit the majority of members.

7. A logo for the group was chosen with an amendment to be completed by the Parish Clerk.

8. The designated area was proposed as the villages of Southwood, Limpenhoe and Cantley. This will be recommended to the Parish Council and notified to Broadland District Council.

9. AOB –

- The Clerk advised that a page has already been set up on the Council's website for the groups to use and documents can simply be emailed to the Clerk for uploading.
- Declaration of Interests forms were handed out to working group members to complete. Additional forms will be available from the working group secretary.
- Email contacts for all those attending this meeting will be shared with the working group secretary to allow circulation of information.
- A WhatsApp group was also discussed as a way of communicating with each other.

Next Meeting date: **Wednesday 25 March 2025 at 7.00pm** Cantley Village Hall. There will also be a more social gathering to get to know each other on 12 March 2026 at CVH. Carole to book these dates with the hall and ask for the invoice to be sent to the Council for payment.

- Appointment of Planning Consultant – The Clerk will request quotes and plans to agree appointment at the March Parish Council meeting.
- The Clerk will make an application to BDC for the grant of up to £6,000.

DRAFT