

Minutes of Hoveton Neighbourhood Plan Consultation Group (HNPCG) meeting – 18th March 2026

Present: Richard Stowe, Tai Arden, Debs Adcock, Louise Cornell, Dave Turberfield, Paul Mileham, Jane Pond, Barbara Clements, David Burns & Russell Reeve

Absences/ apologies - None

Regulation 14 consultation – agreement of dates.

Regulation 14 of the Neighbourhood Planning (General) Regulations 2012 is the formal pre-submission consultation stage. Its purpose is to give local residents, businesses, landowners and statutory bodies the opportunity to comment on the full draft Neighbourhood Plan before it is finalised and submitted to the local planning authorities. To meet Regulation 14 requirements, the following is proposed.

Consultation period: Minimum of six weeks needed, with wish to start as soon as practical - provisionally **agreed – 30th March to 1st June.**

Dates will be confirmed by HCC, at April HCC meeting. Need at least six weeks scheduled, especially if not all activities are able to start on 30th March.

The start state will need to be kept under review – as lots of tasks to be completed for the start of the consultation period – see below

Louise agreed to:

Finalise the consultation leaflet wording –Draft provided to Richard. Richard to provide thoughts and any suggested changes ASAP.

Liaise with NNDC to obtain the statutory stakeholder list and confirm arrangements for SEA/HRA screening and any support with printing.

Prepare the stakeholder email/consultation notification for Richard to issue.

Review all consultation documents to ensure everything is correct and ready for publication. These documents to be placed on HCC website (Louise to provide to Richard, **Richard to liaise with Alison**, Clerk to HCC)

Prepare template letters/emails for Local Green Space landowners. **Richard to then send emails to owners of green spaces** (Richard to take care with spaces for **which ownership uncertain**, notably Roy's lorry car park, and Pocket Park)

Draft the consultation survey (including a hard copy version for distribution). **Richard to let Louise know any comments on the draft leaflet ASAP**, so this can be finalised so it can go to print. (Note that the links and the QR code are still for Shouldham on draft, Louise to update them when she creates the online survey).

Who consulted:

All local residents and businesses within the Neighbourhood Plan area. **Leaflet drop.**

Owners of Local Green Spaces – ten designated green spaces – Need to work out which is owner & **Richard to email out. (page 54 of NP)**

Statutory consultees, including bodies such as Natural England, Historic England, the Environment Agency, highways authority, utility providers, etc. - Louise / NNDC to advise/ compile list. **Richard to email out**

North Norfolk District Council to provide a list of statutory consultees to ensure all required bodies are contacted. **Louise/ CCP to request. Richard to then contact**

All documents will need to be on the HCC website, in a folder. **Louise will provide full list. Louse/ Richard to sort with Alison**

Leaflet drop

We need to divide into routes areas – Tai, will be able to draw up routes, using 'leaflet drop' app, within NP boundary. **Tai to request/ decide volunteers over who will do each route.** (eg Brooke Park – Dave) **Will also contact businesses** with leaflet drop.

Locations for copies of NP:

Agreed - Village Hall, Roys (customer services), Library, Larry's Pizza (tbc), Fizz & Fromage(tbc), Kelvin Dore (Abbotts) (tbc) **Jane to confirm with 'tbc' locations.**

We are also wanting to seek permission for the available Neighbourhood plan locations to have a collection point for comments/ responses.

Prepare/ print consultation materials, to include:

- Leaflet for household distribution - **print run at least 2500. Louise checking funding with NNDC**
- Online survey and response form – **Louise/ CCP to create/ + some printing**
- Printed copies of the Plan – **Need around 20 copies. Louise to confirm that NNDC will pay**

Publicity

Publicise the consultation through appropriate local channels – **Richard to Liaise with Alison re HCC FB posts.**

Richard to draw up press release for North Norfolk news

Posters

Debs to place laminated posters at key locations around village. Same design as summary leaflet – Louise will provide design

Consultation events

To include 25th April at **HVH event with stall. Richard & David to lead**

Correspondence address.

Details of how to respond and by when. Need to have correspondence addresses agreed - **agreed HVH post box, and HCC PO box if set up**

Compile feedback:

All comments received at Regulation 14 will be compiled/ carefully considered and used to inform refinements to the Plan ahead of submission to the local planning authority under Regulation 15 - **CCP will lead.**

HNPCG Whats app group

useful to have. To be sorted TBA

Timetable

Lot to do. Need Action plan/ timeline for all above – **Richard to draw up?**

Date of next meeting TBA

Russell Reeve

Hoveton CC