

GRIMSTON - ROYDON - CONGHAM - NEIGHBOURHOOD PLAN GROUP
GRIMSTON VILLAGE HALL ON TUESDAY 1 MAY 2018

Present: Grimston and Pott Row: Cllr M de Whalley, Cllr K Israel, Mr Barnicoat.

Roydon: Cllr N Fletcher. **Congham:** Cllr A Frost.

Mrs P Sewell (Clerk).

Guest: Mr Mark Thompson (Small Fish Planning Consultants)

Observers: Cllr S Willis, Mr B Roper.

Apologies: Cllr T Tilbrook

1. Welcome

Cllr de Whalley welcomed everyone and introduced members of the Group to Mr Thompson.

2. Mark Thompson – Small Fish Consultants

Mr Thompson took the Group briefly through the process, advising where planning consultants might be useful to move the process forward and refine ideas. Mr Thompson suggested that a realistic time scale would be 10-12 months to submission stage. Cllr de Whalley mentioned Norfolk Wildlife Trust's idea of development barriers. Mr Thompson said the plan could be used to protect green areas including village greens. Mrs Sewell said that as the parishes did not have conservation areas, a policy could identify those areas of built heritage which might need protection, as well as. Mr Thompson agreed that policies guiding design and material types were popular. Mr Thompson said that it was important to remember that the NHPlan should not mimic the local plan. It was important to gather and provide evidence to support each policy, but not to get too worried about covering every detail in the questionnaire. Cllr de Whalley thanked Mr Thompson for his input and for taking the time to attend the meeting.

3. Process

Finalise the questionnaire

Cllr De Whalley said that he would need help to make the agreed changes to the questionnaire and would organise a meeting at his home to get this done. The Group agreed that the final questionnaire would be sent to the Parish Councils before printing, but there should be no further delay. Mrs Sewell confirmed that the draft of the survey had been sent to Parish Councils as well as the list of amendments suggested by the Borough Officer at the September meeting.

There was a discussion about the processing of the data once the surveys had been returned.

To agree a distribution system

Cllr Fletcher and Cllr Frost confirmed that their respective Parish Councils would coordinate the distribution and collection of the survey. Cllr Fletcher said that if required Roydon would also help with the delivery in Pott Row and Grimston.

Holly Meadows Responses

The Group reviewed the letters provided by the students. Mr Barnicoat agreed to provide an analysis of the responses, which would then be compiled into a report. The Group discussed how the information would be disseminated. The report would be sent to the Parish Councils, they could then decide what action to take on any issues that did not relate to the NHplan.

Summer 2017 events – Analysis

The face to face exercise last summer had been very useful for members of the Group to help get an idea of how the survey should be worded. A list of responses for one event had been typed up but reports on the two other events also needed to be completed. Mr de Whalley would collate the information from the events, ready for transcribing.

4. Funding

Mrs Sewell reported that the funding round which had been closed, had reopened last month. The expectation was that the Group would be able to access, a larger overall grant as it was a 3-parish plan. Any grant application would be based on bringing in professional expertise to formulate the policies and provide guidance through the technical process. Mrs Sewell said that the grant could not be spent on administration, but Grimston Parish Council had set aside a budget for meeting the cost of staff time, copying etc. The Group asked that the grant application was submitted as quickly as possible.

Application was submitted on 4.05.2018, for funds to bring the process to the pre-submission stage.

5. Communication

Summer events

Mr Barnicoat said that Meadowfest would be held on 16 June with the Tractor Rally on the following day. The Group agreed to use that date to aim to have the questionnaire ready for launch, subject to funding.

Website

Mrs Sewell said that the website was ready, but as Cllr Fletcher and Cllr Frost were not present when the Group had previously viewed the site, she would send a link round to the Group. Cllr de Whalley would then attach the domain name www.4neighbourhoodplan.uk. Mrs Sewell confirmed that the website did explain the purpose of a neighbourhood plan.

Website was now live.

6. Next Meeting

The next meeting would be organised by Cllr de Whalley with the purpose of completing the questionnaire. Cllr Fletcher said that a short meeting would also be required if the Group were going to attend the June events.