

GRIMSTON - ROYDON - CONGHAM - NEIGHBOURHOOD PLAN GROUP
VILLAGE HALL ON MONDAY 23 October 2017

Present: Grimston and Pott Row: Cllr M de Whalley, Cllr P Coleman, Cllr K Israel, Mrs P Sewell (Clerk), Mrs S Coleman and Mr J Barnicoat.

Congham: Cllr A Frost, Cllr J Compton

Norfolk Wildlife Trust: Mr J Hiskett

Observers: Mr & Mrs Rudd, Mr & Mrs Beales, Mr A Page and 1 other.

Apologies: Cllr N Fletcher, Cllr T Tilbrook and Cllr S Fraser

1. Welcome

Cllr de Whalley welcomed everyone including Cllr Frost as Congham's new representative

2. Norfolk Wildlife Trust – John Hiskett

Mr Hiskett explained his role as senior conservation officer for NWT and thanked the group for the invitation. The area of the neighbourhood plan covered high quality green space and NWT would be keen to see the neighbourhood plan recognise the significance of those spaces which included the Ramsar Site of Roydon Common, SSSI's Derby and Sugar Fen as well as Hudson Fen. Mr Hiskett said that it was particularly important to recognise the benefit of green buffer zones and the development of corridors for wildlife. NWT were looking at "living landscapes" with a view to provide more amenities to allow residents to enjoy the green space which complimented the needs of wildlife. Increased pressure on green space in particular Roydon Common was expected, citing proposed development on the edge of the parish boundary. Mr Hiskett advised the group to look at KL&WN Borough Council's Green Infrastructure Policy when considering policies. Mr Hiskett would check with the Norfolk Biodiversity Information Service and provide information on County Wildlife sites. Mr Hiskett also talked about the Parish Habitat Survey scheme; surveys conducted by residents under the supervision of NWT.

3. Next Steps

- **Consultation period to designated Neighbourhood Plan Area – Outcome**

A total of four representations were received. There were no objections to the proposed neighbourhood area. So Grimston, Roydon and Congham Parishes were designated as a neighbourhood area on 5 October 2017.

- **Borough Council Officer guidance and advice**

Mr Beck has provided advice on planning references and provided a new map with licence number.

- **Budget and Funding**

The Chairman had provided a quote for design and printing the survey, in addition one quote for the provision of professional services had been received.

4. Consultation Process

- **To review amended draft Questionnaire (Annex A of 18/9/17 meeting report)**

The group considered the issues raised and agreed how to amend the questionnaire. Annex A annotated to reflect agreed action.

- **To agree arrangements for printing and distribution of Questionnaire (refer to Annex B of 18/9/17 meeting report)**

The group noted that agreement had not been reached with the Village Link about distribution as there were concerns about the logistics.

- **Summer event responses – Analysis**

The analysis was not yet complete.

5. Communication

- **Village Link**

Mr Barnicoat would prepare an article advising that the questionnaire should be circulated in February 2018.

Website

The group briefly looked at a prototype website worked on by Mrs Sewell.

6. Next Meetings

The next meeting would be held in the village hall on Monday 13 November at 7.30pm. There was no date set for a December meeting at this stage.

Annexe A – Questionnaire Amendments/Observations (Amended)

Front Page	
Change contact email to the NHP Hotmail address.	Agreed
Include Website Address	Agreed
Add details of prize draw	TBC
Inside Front cover	
Change Map to the one with OS License notation	Agreed
Remove large lettering and expand Map to landscape	Agreed
Second paragraph in letter – plans are made – not approved	
Part 1	
Change heading to include prize draw. Tick box if they want to receive further information, however this may prove difficult. Better to say include contact details so team can clarify a point made.	Not discussed
Part 2	
Introduction: Time period is 2107-2036	Noted
2.3 Circle rather than double tick	Agreed
2.4 Need to perhaps to specify what type of development	Agreed
2.5 Questions could be considered too prescriptive	Noted – no change
2.6 What is the value of this question or rather the answers	To remain
2.9 Guard against the impression that the NHP will provide services – it can only encourage	Agreed
Part 3	
Important to note that household size is decreasing	Noted
3.1 Infilling or reuse within existing is not Infilling – rephrase	Agreed
Mr Beck to send through better definition of brownfield sites	Received
3.2 Perhaps split the question. Also, to note that bungalows also need to be defined by bedroom number	To redraft
3.4 Replace “in our villages” with NHP area – perhaps split into villages	To redraft
3.5 Individual homes – does this mean self-build or Single dwellings.	To redraft
3.7 NHP can only provide a supportive policy – not actually provide childcare services	Noted– no change
Part 4	
4.2 Include cycle lanes, Footpaths	Agreed
4.3 Include social infrastructure (might need definition)	Agreed
Part 5	
5.3 Provide examples – caravan parks, glamping sites, hotels as question too wide in scope	Agreed
Part 6	
6.2 Train - clarify that it's the train from King's Lynn i.e. better links to	Agreed
6.5 NHP can only develop a policy, it cannot provide/create footpaths	Noted- No change
Part 7	
Create paras 7.1,7.2 and 7. 3 with small section at end of each for people to	Agreed

write in anything they think we've missed off	
Perhaps reduce historical list to 25 sites (War Memorials)	No

Annex B - NHP Questionnaire Delivery (Amended)

Action		
Implement changes to draft	de Whalley	
Circulate final draft questionnaire for approval	May require sub-committee meeting	
Ask Village Link if their volunteers would circulate the questionnaire with the Village Link	Barnicoat/Coleman	
Organise vouchers for prize draw (£50.00 meal voucher)	Coleman	
Draw up list of suitable collection points and get permission	Limit to Post Office only - Sealed Box	
Set Distribution schedule and collection dates	13/11 Meeting if agreement with Village Link reached	
Draw up a list of survey collectors	Parish Representatives to draw up a list from each parish	
Provide I.D for collectors	Sewell	
Quote for design and formatting of questionnaire	de Whalley	Done
Nominate Accessibility helpers	13/11 Meeting	
Quotes for printing 2500 questionnaires	de Whalley	Done
Quotes for 500 "We called but you were out" cards	de Whalley	Done
To approach Holly Meadows School for front cover design	To be discussed further	
(Final) Design Proof	Circulation	
To look at running an online survey facility or attaching and editable pdf.	Sewell/de Whalley	
Arrange publicity to launch the questionnaire: Village Link, Local Papers, Radio Norfolk, KLFM	de Whalley (photo shoot at School if they design the cover)	
Delivery of Survey Collection boxes		
Print & Distribute Questionnaire posters		