

**GRIMSTON - ROYDON - CONGHAM - NEIGHBOURHOOD PLAN GROUP
THE VILLAGE HALL ON MONDAY 31 JULY 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. **Roydon:** Cllr N Fletcher. **Congham:** Cllr J Compton.

Observers:7

1. Welcome and apologies

Apologies B.Cllr Tillbrook, B.Cllr Fraser, Mr and Mrs Rudd

2. Next Steps

- **Letter of Intention to Borough Council-** Mrs Sewell confirmed that the necessary letter had been received from Roydon Parish Council. The Chairman said Congham PC had discussed the NHP at their last meeting, and he would speak to the Clerk about the agreement letter.
- **Training** – Cllr Feltcher said he considered it important for the group to receive proper briefing/training before moving too far down the process to ensure the group was following the correct procedures.
- **It was agreed to invite the Borough Council officer to attend a meeting**

3. Consultation Process

Pre-Questionnaire Consultation – Report on events attended. The Chairman reported that the NHPlan Team had attended three events across the parishes; Grimston Tractor Rally, Congham Snail Fete and Roydon's Bit of a Do. The consultation averaged about 30 entries per category, a break down would be provided in due course. Some issues were not within the remit of the NHP so would be passed onto the relevant parish councils. Cllr Coleman said that the key concern of residents appeared to be the desire to maintain the character of the parishes. Mr Barnicoat said that it had been an invaluable exercise which demonstrated genuine consultation.

Questionnaire: Mr Barnicoat had provided links to a selection of questionnaires used by other groups prior to the meeting. It was felt that the format of the questionnaire should be restricted to 40 questions over 6 A4 sides with a combination of multiple choice and free space for people to add their opinion in their own words. The questionnaire should be visually attractive and professionally designed. A prize draw should be set to encourage return of the questionnaire. There was some discussion about the sort of questions but it was felt that this should be done as a separate meeting. **Mr Barnicoat recommendation that the questionnaire to be professionally designed.** Cllr. Coleman suggested that the school should be asked to design the front cover.

- **It was agreed to work on the draft questionnaire at a separate meeting (7th August) to be hosted by Cllr de Whalley.**

Business questionnaire: The Chairman felt that a business questionnaire would be useful as it was important to involve the business community. A list of businesses would need to be compiled. Mrs Coleman and Cllr Israel both said that the questionnaire would need to be short and should be able to be completed within 5-10 minutes if possible. There was

discussion about the sort of questions that should be asked and how to approach businesses.

4. Communication

- **Village Link** - Mr Barnicoat would ensure a piece would go in the next edition of the Newsletter.
- **Website** – The Chairman said he had registered the domain name “4villages”

5. Next Meeting

Monday 18 September at 7.30pm moved to St Botolph’s Church, October 23, November 13 at the Village Hall.

6. Other Questions

The observers asked about the Borough Council’s site-specific survey process.

Cllr de Whalley suggested inviting a speaker to talk about the protection of green field sites.