

NOTE OF NEIGHBOURHOOD PLAN WORKING PARTY MEETING

Tuesday 16 January 2018 at the Old Vicarage

Present: Charles Oxley, Violet Highton, Trish Mallett, Robert St Cooper, Janet Trewin, Mary Manning, Mandy Hartley and Richard Hoggett .

Unable to attend: Don Crossman and Mary Dowson.

Welcome: Charles welcomed Mandy Hartley to the meeting and thanked her for agreeing to lead one of the focus groups.

1. Review of last meeting held on 12 December 2017

The note of the meeting had been circulated and Charles reminded members that the purpose of today's meeting was to work on the task list and, in particular, to discuss the implementation of the various focus groups. A paper was circulated setting out the various stages in the development of NB's Neighbourhood Plan. Charles reminded members that we still have a licence for SurveyMonkey which was thus available for further work.

Charles recommended that members of the working party should take a look at the Plan published by the village of Yaxham. It was hoped that New Buckenham's Plan would become a valuable resource and reference point for the village and the Parish Council.

2. Funding

Mary M reported on the positive response from Groundworks, Locality's funding agency. The New Buckenham grant application had been successful and the full amount awarded: £4,140.00. The breakdown of the grant was as follows:

£3,925 for consultancy fees (town planning adviser, and heritage and landscape adviser)

£60 towards room hire for focus group meetings

£100 towards supporting materials for the focus groups

£25 for leaflets

£30 for sundries/administrative costs.

A letter with all the terms and conditions was expected shortly and when this has been formally accepted, and the due diligence process completed, the funds will be transferred to the Parish Council bank account. A condition of the grant was that these funds had to be spent by 31 March 2018 and any un-used funds returned to Groundworks.

Mary also reported that when the Locality funds were exhausted (£9,000 maximum), matching funding would be available from Breckland Council, up to 50% of the total amount received.

Note: A condition of the grant is that Locality's support should be recognised and publicised where possible. It would be appropriate to mention this on the website and on publicity material.

3. Running a Focus Group

Mary briefly outlined some of the practicalities and offered further help where necessary. Each group would have a leader who would take responsibility for drawing up an outline programme for the group meeting, appointing a 'helper' to assist. Other key responsibilities would include: booking the venue, arranging pre-publicity or activities, planning the type and content of the event, issuing invitations, and taking a note of the discussion. The discussion would not be attributed to individuals. Clare Wright had offered to talk to each group leader to assist with the planning and management of the event.

Action: Mary M to circulate CW's contact details. All focus group leaders to notify Mary when dates are booked so that there is a central diary of forthcoming activities.

4. Heritage and landscape

Dr Richard Hoggett outlined the programme of work he would be undertaking in order to gather evidence for this important section of the Plan.

Heritage: evidence would be gathered from the historic settlement, the built environment, complemented by mapping. The village community would be actively involved in the development of the heritage statement. The character of the built environment would be studied, and a portfolio of styles and design, including contemporary design, compiled. Photography would be a key component.

Landscape: a study would be made of the settlement and its archaeology and landscape, the wider environment, topography and land use. The views and setting of the historic monument would be assessed. The outcome would have the added value of raising awareness of the listed buildings and key features of the village – 'the grain of the landscape'.

Members briefly discussed whether there might be a need for an ecological assessment? No firm decision either way was reached. Noted, that as part of his investigations, Dr Hoggett would survey the growth and building patterns of the village since the 1950s, including the amount of infill that had taken place.

Action: Richard Hoggett

5. Families and younger people

Mandy Hartley had kindly agreed to lead this focus group activity and she outlined her thoughts on how best to engage with parents and young children. The experience and aspirations of this sector of our community would put a human face on what might otherwise be a rather dry document and, it was hoped, would lead to a wish list of 'soft' benefits (walking trails, sports facilities, nature studies) which would add value to community life. Rob and Violet offered their support for this group.

Action: Mary M to provide Mandy with contact details for Clare Wright so that Mandy could prepare the focus group meeting plan. Mandy to lead the group. Violet to provide contact details for families with younger children in the village.

6. Village Organisations

It was noted that Mary Dowson had kindly agreed to lead this focus group. It was suggested that the remit of this group be expanded to include all not-for-profit organisations in the village. See the full list attached at appendix A.

Action: Mary D

7. Landowners, Utilities, Norfolk Wildlife Trust

The working party were mindful of the need to involve local landowners and other external stakeholders in the consultations and it was agreed that this group should be included in the work undertaken for heritage and landscape. Since it was unlikely that representatives of this stakeholder group would be available to come to a meeting in the village, it was suggested that they be contacted personally by telephone.

It was decided that local businesses should not be included in this group but would be better served with a group dedicated to their own needs.

Action: Richard Hoggett to make contact with the landowners and report back to the working party. The working party will look again at the most effective way of consulting with local businesses.

8. Faith and Church Estate

Agreed that a focus group should be formed and Charles offered to approach a village resident to lead the group.

Action: Charles

9. Cross- cutting themes: tourism, traffic, housing and communications

In the course of discussion it became clear that there were several overlapping themes that might arise in two or more groups: for example tourism, traffic, pedestrian routes, housing. It was agreed that each focus group meeting should provide an opportunity to discuss these topics, thus developing an evidence base with a broad perspective of views and opinion. Housing, for example, would dovetail well with heritage and the built environment, and with the landowners' survey.

In addition, mindful of the village survey which had thrown up a broad set of issues concerning traffic in the village, Charles offered to consult County Councillor, Steve Askew to seek his advice and a recommendation on someone locally who could help formulate policy.

Action: Charles to contact Steve Askew.

10. Village meeting

Noted that a village meeting would be arranged in April 2018 to present the work done so far.

Action: Charles and Mary M to find a date and book the Village Hall.

11. Date of next meeting

The next meeting of the working party will take place on Tuesday 6 February at 10.00 am at Thatched Cottage.

Appendix A - see item 6 above.

Village Hall Trust	Players	Gardening Group
Good Companions	Parish News Committee	Cricket Club
Football Club	New Buckenham Society	Fundraisers
Silver Band	NewBarts	Church
War Games	High Bailiff's and William Barber's Almshouses Trust	
Parish Council		

Appendix B: List of Focus Groups and leaders:

Heritage and Landscape	Richard Hoggett
Village organisations	Mary Dowson
Families, Younger people	Mandy Hartley
Faith and church estate	TBA
Businesses in NB	TBA
Traffic	TBA after further research