

NOTE OF NEIGHBOURHOOD PLAN WORKING PARTY MEETING

At the Angel Cakes Tearoom on Thursday 22 March 2018 at 11.30 am

Present: Violet Highton, Trish Mallett, Janet Trewin, Mary Dowson, Mary Manning, Richard Hoggett and Clare Wright.

Unable to attend: Don Crossman, Robert St John Cooper, Charles Oxley, Susie Hilton-Jowett and Mandy Hartley.

Feedback from recent focus group meetings

Two groups had met: 'Faith and the Church Estate' on 26 February in St Martin's Church and 'Village Organisations' on 5 March in the Village Hall. The reports of the meetings, together with copies of the attendance sheets, had been sent to Clare. Attendance had been satisfactory and discussion had been free-flowing. It was noted that younger residents were missing from these groups but it was expected that the forthcoming meeting for families, young children and teenagers to be held on Saturday 24 March would add balance.

It was suggested that children attending the meeting on 24 March might be invited to draw a picture or write down their thoughts on 'The Future Village'. Further thought would be given to the possibility of involving local schools in the project.

The focus group meeting on 'Business' would take place on Monday 26 March at the Village Hall. Working party members were urged to publicise the event and boost attendance.

The *Village Meeting on Saturday 28 April* would provide an opportunity to display reports and data from the focus group meetings.

Action: Mary M to contact Mandy. Everyone to promote the focus group on Business.

Feedback from Heritage Assessment and Landscape Study

Rik described the work he had been doing on data collection and mapping and an appraisal of the conservation area. This would form the baseline data for public engagement work in the summer months. He confirmed that it was his intention to include landowners in his appraisal. Everyone agreed that maps and photographs should be a key ingredient of the Plan and should be used at the April Village meeting.

Rik's work would form part of the **Basic Conditions Statement** of the Plan.

Highways and Traffic

Janet reported on the recent meeting organised by Charles with the Highways Officer. It had been interesting but inconclusive. Traffic issues had formed a significant part of the village survey and would need to be addressed at the Village meeting. It was suggested that a display board should outline the responses from the survey, invite further comments via post-it notes and ask supplementary questions. Clare offered to get in touch with Ben Hamilton Baillie for guidance on how best to approach the subject.

Action: Clare

Housing

New Buckenham had been designated a settlement without a boundary and was therefore not obliged to identify sites for new housing or development; the option to do so was still there but was not a requirement. The meeting therefore considered how best to develop a housing policy for inclusion in the Plan. With the information received via the survey and the focus groups, the working party was now in a position to identify a preferred position and had been given a mandate to offer a proposal. Thus: it was agreed that the working party should seek village approval for taking a **criteria based approach** to housing and establish a set of guidelines: e.g.

- Use of vernacular materials
- Reduce street parking; maybe introduce residents' parking in some areas
- Encourage renovation and occupation of existing village buildings
- Provide advice to owners of Listed Buildings
- Set guidelines for the development of redundant facilities: commercial and community use rather than, say, residential?
- A commitment to review in 3/5 years' time.

Agreed that there should be a display board at the April meeting explaining the criteria-based approach and providing an opportunity for residents to ask questions and add comments. Clare offered to prepare a form of words. **Action: Clare**

Communications

The communications and consultation statement would form a key element of the Plan. All the work done so far by the working party would contribute to the statement and Clare will write it up for us. Building on the public engagement work to date, we were now in a position to provide evidence, suggest answers and pose further questions – this would be at the heart of the April village meeting. We would demonstrate that we have communicated in a variety of ways – technical and social.

Action: Clare re statement; working party to prepare display boards.

Village Meeting Saturday 28 April 10am to 4pm

Agreed that a notice should go in the next edition of Parish News. **Action: Mary M**

MEM 24/3/18

Menu of items for display boards at the Village Meeting

Headline summary of what has been achieved so far.	Contributions from children on 'The Future Village
Focus Group reports – use quotes to highlight the discussion	Boards on traffic and housing
Statistics/charts illustrating outcomes from the village survey	Board summarising working party activity: meetings, reports, communications
Maps and photographs	Blank paper for comments and suggestions
	Where next?