



THE LONG STRATTON NEIGHBOURHOOD PLAN COMMITTEE
MEETING HELD AT LONG STRATTON PARISH OFFICE, THE STREET, LONG STRATTON
7 SEPTEMBER 2017 AT 10.30 AM

MINUTES

Present:

Kevin Worsley – Chairman
Steve Adcock – Vice Chairman
Ian Hetherington
Corinne Haynes – Note taker

Bob Mackenzie
Will Howman
Diane Woodham (arrived 11 am)

Action

Mike Haslam of Michael Haslam Associates provided feedback and facilitated an open discussion on the first plan proposal from LSNP at the commencement of the meeting.

1. Apologies for absence

Apologies were noted from Jenna Goodall-Browne.

2. Acceptance of last minutes

The minutes of the meeting of 14 July 2017 were accepted as a true record of the meeting and signed by K Worsley as Chairman.

Disclosures of interest and dispensations

KW sought clarification from the Committee following the Summer break that no individual had any further notifications to disclose. All the group confirmed there was nothing to add.

3. New Clerk – LSPC

KW advised the group that Roberta Bennett was no longer the Clerk to the Long Stratton Parish Council and had handed over the role to Becky Buck. Bobby is to remain available for any queries as required for the remainder of September.

4. LSNP Admin Role

KW welcomed and introduced Corinne Haynes as the admin assistant to the Committee. Following the completion of phase 1 of the Neighbourhood Plan process CH is compiling the statistics from the Survey Monkey data and ensuring that records of agendas and meetings are in order as the Committee moves to phase 2.

Moving forward CH will be instructed on future work requirements by Rachel Hogger (Modicum) via discussions with KW. Any requests for assistance from CH for the team should be done through KW so that work levels can be monitored.

5. Summer Programme wash up

It was noted that the number of qualified returns for the first phase of consultation was 251. The number demonstrates that out of all the people in the Neighbourhood Plan area that are old enough to complete the questionnaire, just under 8% did so. KW put forward that there was a need to bridge the gap with the younger target audience in the NP area.

KW advised the breakdown of the questionnaire collection from the summer period:

South Norfolk on Show – 31

Coop (9.30 – 12.15) – 27

Stratton St Michael Church Fete – 17

Mayfield's Fete (2-4.30 pm) – 16

Village Hall Consultation – 160

6. Locality Works agreement

KW explained that under the guidance of Rachel Hogger the LSNP applied for funding for:

SHMAR (Strategic Housing Market Assessment Report)

Master planning – The development of Town Centre Policy.

The LSNP has been successful in achieving grants/funding to support the SHMAR and the Master Plan.

It was noted that Ben Castell of AECOM had been nominated as our Master Plan contact along with a colleague. First aim is to have

Ben Castell visit Long Stratton and undertake a Neighbourhood Walk with the Committee and then to have a discussion with the group. The findings and knowledge gained from the first visit will be shared with RH and then feed into the second stage of the NP. KW put forward that it was time for the individual members to take their respective sections and start to think objectively about where and what is required for the NP.

The SHMAR will be undertaken by Ivan Tenant of Plan Urban Projects Limited. The focus of the SHMAR is for the exact requirements of Long Stratton in terms of housing to be determined and defined for incorporation into the NP.

Reference was made to the locality report issued by KW to all, 'Locality Technical Support Applicant Agreement.' The Committee were asked to familiarise themselves with its contents.

7. Invite to Aylesbury

KW informed the Committee that Mike Rigby through 'How Should Norfolk Grow' had issued an invite to the team to attend a Housing Conference (on 18/9/17) sponsored by NacSBA (The National Custom and Self Build Association) in Aylesbury. The similarities between Aylesbury and Long Stratton meant the day could prove beneficial to the group moving forward. KW asked who would like to attend:

IH attending as housing lead

KW/IH/BM

KW to attend

BM to attend

SA to seek time-off from other position to attend. It was agreed if SA could not secure time off DW would attend instead.

WH – to ascertain if can attend and will if possible.

SA or DW

WH

IH

IH to circulate email for the conference to all to register their attendance.

It was agreed that funding would be available to reimburse for two vehicles to travel to the conference (mileage at duty rate) plus subsistence costs for the day.

8. Printing Solutions

KW outlined a proposal to be taken to the LSPC on Monday 11 September 2017, to see the LSPC rent a laser/copier for the PC office. It was noted that as the NP progresses the use of a laser printer will be invaluable to the Committee and the delivery of the final outcome.

It was suggested that LSPC would rent the machine and charge back the copies and printing costs to the LSNP on a price per copy tariff. SA and DW agreed the proposal and its presentation to the LSPC meeting.

	<p>It was agreed and noted that SA would be reimbursed for printing costs pertaining to the production of A3 printing relating to the survey statistics for display boards.</p>	
9.	<p>Next programmed visit by expert</p> <p>KW sort the dates of three days when Ben Castell of AECOM could be hosted by LSNP to commence work on the Master Plan (for Village Centre.) The first date was requested to be prior to 2 October 2017 when the developers are to hold their second consultation event.</p> <p>Suggested dates (in order of preference):</p> <p>Thursday 21 September 2017</p> <p>Thursday 28 September 2017</p> <p>Tuesday 26 September 2017</p> <p>The first day would consist of a Walk around the village with the Committee followed by a discussion.</p> <p>Once a date is confirmed RH will be informed of the date and to attend as required. To keep costs of out of county professional to the agreed plan RH will exclude herself from visits if deemed not necessary.</p>	
10.	<p>Web Monkey Data Presentation for All Group Meeting</p> <p>CH distributed figures for end of Phase 1. It was noted that the same method had been used to display the data (pie charts) as last time to avoid confusion and questions from other parties.</p> <p>CH is working on 'What you said' questions from Survey Monkey and will provide a list as previously displayed on the card display boards. KW noted that all the data and subsequent updates will become a part of the finished article for presentation to the Inspector.</p> <p>CH to discuss the inclusion of the % breakdown for each pie chart on the reverse side with RH.</p>	CH
11.	<p>Press Working Group</p> <p>KW read a press release to the group. The press release is being confirmed with LSPC/Norfolk Homes and Norfolk Land/BT Open Reach. Following the Parish Council meeting Monday 11 September 2017 when the draft is given full Council acceptance there will be an immediate release.</p> <p>KW put forward an idea from CH to set up and maintain a set of display boards for permanent display around the village. The boards could be used to advise residents of the 'Current Position' with the plan and updates on progress and what is next.</p> <p>It was agreed that consideration should be given to the best place to display the boards, but in principle the idea was accepted.</p>	CH
12.	<p>CH to design the content for the boards and gain approval from the Committee for their use.</p> <p>KW also suggested a regular page slot in the Sexton's wheel to maintain interest and update residents.</p> <p>In order to maintain momentum and garner support the creation of a Press Working Party was agreed. Members of the group are to be; Kevin Worsley/Bob Mackenzie/Ian Hetherington/Corinne Haynes. KW to approach Mike Rigby with a view to his support of the group and additional guidance to ensure 'Good News Articles' are posted to the correct forums.</p> <p>Any Other Business</p> <p>i) WH enquired as to the possibility of specifying that any Health Centre created via the LSNP could be run as a 'not for profit' concern. WH to</p>	WH/DW/ KW

- meet with KW and DW to discuss out of county facilities run in similar formats.
- ii) The next consultation event for the Developers is to be held on 2 October 2017. KW asked that all members attend and support the event but as individuals and not part of LSNP.
- iii) WH advised the Committee that he was stepping down from the PC as is moving out of the NP area. Role on LSNP to cease by 6 October 2017. KW expressed his sadness at the loss of WH to the Committee but thanked him sincerely for all his hard work and input to date. WH advised he would attend meetings until replacement found. KW asked that LSNP were formally told of the replacement as and when decided.

13. Date of next meeting

Tuesday 12 September 2017, 10 am LS Parish Office.

Walk around village to assess possible reconfiguration of plans, with Mike Haslam and other available developers.

Meeting concluded at 1.25 pm.

ALL