**RYBURGH NEIGHBOURHOOD DEVELOPMENT PLAN**

**MINUTES OF MEETING HELD 2nd MAY 2017**

Present : Andrew Purdy (Chair), Ian Wilson, Graham Taylor, Hugh Lanham, Algy Williams, Mike Rundle.

Apologies from Chris Hobson, Adrian Dyter, Liz Savory (representative of Pensthorpe Conservation Trust)

Members of the public attending: Hannah Dunne, Chris Buxton, Linda Beamish, Mandy Barr

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| Item | Action |
| **Item 1 - Introduction**  Andrew conveyed apologies from Chris, Adrian and Liz. |  |
| **Item 2 - Structure of the NDP Document**  Andrew observed that some NDPs use language that appeals to the community but which produces a document that is not a simple document for the planners to use. He stressed that the objective is to produce a useful document for the planners, who will use it when considering future planning applications for property in Ryburgh.  From reading the NDPs of other villages he thought there are two ways of structuring the document; Where we are now/where we want to be/how to get there, or by subject matter, one by one, housing, environment etc. This was discussed and any decision postponed to a later date, when experience in the issues etc may assist in the choice. Andrew pointed out that a decision on this early in the process will facilitate collation of information. |  |
| **Item 3 - Subject Areas to be Covered in the NDP**  Andrew produced an illustration on which he had identified what, from other NDPs, might be expected to be the “subject areas”. It was recognised that as we proceed these may need amendment to include/exclude items to suit Ryburgh’s particular circumstances. Chris suggested the inclusion of “self-employed” in the category of “Business/Industry”, Linda pointed out the omission of “Community”, Ian thought “transport and cycling” should appear under one of the subject areas (possibly Infrastructure or Environment). Ian pointed out that the NDP is in essence a planning document but that it could also make mention of other aspirations of the community such as footpaths. Chris thought “Railways” should be considered. Hugh suggested that the appearance of the village forms an element in most if not all of the subject categories. Ian thought “flooding” should appear under Environment. Mike thought “demographics” should be included somewhere.  [Afternote: A revised version of the Subject Areas Map is attached to these minutes] |  |
| **Item 4 – Collection and Collation of Baseline Information**  Andrew invited each member of the Working Group to take responsibility for a subject category and, with the help of other interested villagers they may co-opt to do so, to collect together information upon “where we are now and what we have in the village”. The information should be brought to the next Working Group in June.  The allocations agreed are:  Ian – Environment (with which Linda volunteered to assist)  Graham – Infrastructure  Algy – Building/Development  Mike – Business/Industry  Andrew – Amenities  History – Chris Buxton  Andrew pointed out that a great deal of information about the village can be obtained from the Defra website and the Census data. Mike said that NNDC have a statutory obligation to assist those preparing NDPs and hold information we may find relevant. He said that the relationship we have with NNDC is likely to be very important during the preparation of the NDP and that we should therefore ensure that contact with them is carefully managed. He suggested Chris Hobson may be the best contact facilitator. If any information is required from NNDC please route it through Mike for the time being.  Mike asked that all information collected should be logged in one place. There was discussion on whether that should be on a computer or on the Cloud and how it should be accessible. Mike pointed out we shall need to show our information database and demonstrate evidence of the consultation we have made in the NDP process and it is essential therefore that work done is collected together in a convenient format/place. | Ian  Graham  Algy  Mike  Andrew  Chris |
| **Item 5 - Community Engagement**  Andrew suggests that the first community meeting should be used to explain NDP’s and to ask for the ideas of the village residents, to be collected then or possibly at a later date. He is looking for suggestions upon how the meeting and the gathering of the ideas may best be done. Andrew favoured “workshops/surgeries”. Chris suggested that recording people speaking of their ideas might be a good method to employ. Graham thought it important that the first meeting be used to communicate the scope of the NDP. Ian said that the Mattishall NDP used a questionnaire to obtain views. He thought surgeries on the different topics at different tables might be workable. Andrew said we want to reach out to the residents perhaps by flyers, posters or slips through doors, but it takes 3 hours to put something through every letter box. Chris pointed out that the message may be communicated through membership of clubs, groups, social clubs by approaching the leaders of each group.  Mike asked what the “mission statement” to be communicated to the village, to which they are to respond, may be. Andrew suggested  *“A place where people want to live that has a stimulating environment with all the facilities and amenities to enable someone to live a happy and fulfilling life from cradle to grave without ever leaving the village”.*  Andrew had put this forward as a starting point but it would need to be revisited next meeting once everyone had had a chance to think about it. | All |
| **Item 3 (revisited) - Subject Areas ….continued**  The discussion returned to Subject Areas, the groups agreed upon for obtaining baseline information and the first community meeting. Ian thought the use of templates would be useful. Hannah stressed the need for “hooks” to encourage participants, nice visuals, photographs and provision of cakes and tea. Mandy said the first meeting should not be a lecture, more of an exhibition. Linda stressed the need for inclusivity with provision for the disabled. Graham pointed out that the findings of the first meeting must ultimately be reflected in the NDP, that we will be collecting a snapshot of today but if it is to have value the views must be as to the future, that is the time period of the NDP. We discussed the time frame for the intended community meeting. Andrew thought at least a couple of months would be needed before we can hold it, perhaps in the first part of July.  Chris said that people attending the first community meeting should be asked whether they wish to get involved themselves and volunteer their name, address and details. There was then some discussion about housing and poverty, and about the provision of allotments. |  |
| **Item 6 - Resources**  Mike said the grant of £3,870.00 had been received into the Parish Council account. It represented £2,600 Consultancy, £1,000 website costs and £270 printing and room hire. It must be disbursed on the approved expenditure by October 2017 or returned. With regard to the use of the consultant Mark Thompson, it was agreed that it is for the Working Group to collect the evidence and establish the vision and possibilities but that Mark will advise on the policies that will make the vision possible and with the writing of the NDP and with compliance generally. It was agreed that we should ask Mark to attend the next Working Group meeting if he is available. With regard to a website, it was agreed we want to be part of the new website under construction for the PC. Mike will make enquiries and produce a progress report to the next Working Group meeting. Andrew said that we want to be able to convey information and to receive information, from the web page. | Mike |
| **Item 7 - Training Requirement**  If training courses are available Mike and Algy will attend. Mike will make enquiry. | Mike |
| **Item 8 - Draft Timeline**  Andrew summarised the timeline that had emerged from the discussions thus far:  May Collect baseline information  Prepare website  End May next WG mtg to consider baseline information gathered and how to present it at a village meeting and through other media  June Continue to gather baseline information  Prepare presentation for public meeting in early July  Prepare communications to the village to issue through all available media late June  July Public meeting to inform and enthuse the community and seek input  Receive input through written submissions, website, e-mails and face-to-face surgeries etc  Draft “present” section of the NDP document  August Collate input  September Second public meeting to play back the collected thoughts of the village in order to stimulate further input  Receive further input  On the basis of this, he suggested we might aim for next April for our referendum. A fleshed-out timeline would be prepared for the next meeting. | Andrew/Mike |
| **Item 9 - Terms of Reference**  Terms of Reference are required to regulate the relationship between the Working Group and the PC. Andrew will draft something short and concise with Mike and put to the PC. | Andrew/Mike |
| **Item 10 – Other Business**  There was no other business. |  |
| **Item 11 - Dates of Future Meetings**  The next meetings of the Working Group will be on 30th May and 4th July. Andrew will make enquiries as to the availability of the Hall for the first community meeting in July.  Chris made the suggestion that the Working Group meetings might be held in the former Methodist Chapel, now owned by the Maltings and Graham promised to look into the possibility. | Andrew  Graham |

Dated 03.05.17

Annex:

A. Subject Areas Map (revised)

**ANNEX A TO**

**WG MEETING MINUTES**

**DATED 3 MAY 17**

**SUBJECT AREAS MAP**

