**RYBURGH NEIGHBOURHOOD DEVELOPMENT PLAN**

**MINUTES OF MEETING HELD 27TH June 2017**

Present: Andrew Purdy (Chair), Ian Wilson, Liz Savory, Hugh Lanham, Chris Hobson, Algy Williams, Mike Rundle.

Apologies for: Graham Taylor, Adrian Dyter

In attendance: Chris Buxton

**Item 1 – Introduction**

Andrew conveyed apologies from Graham and Adrian

**Item 2 – Minutes of Previous Meeting**

The minutes of the previous meeting were agreed.

**Item 3 – Progress with collection of Baseline Information**

Andrew reminded the meeting that we would be using “story boards” on 12th July. Algy pointed out that overlap between headings will arise. Andrew said this is inevitable and is unimportant. The purpose of the information displayed is to stimulate ideas. Algy suggested the usefulness of large maps with relevant items marked. Chris H said that he has asked Chris Brown at NNDC for maps of the NDP area showing 1. Heritage/Archaeological assets, 2. Wildlife/Biodiversity designations, 3. Rivers and flood risk zones and 4. Policy allocations in the current core strategy. Ian said he had started to collect information from DEFRA on his allocated subject (Environment). It was agreed that each subject area should have a map or a diagram dedicated to it on display. Algy understands these can be obtained for £5 each from Willow Printing. Mike was asked to obtain x8 laminated maps for this purpose as soon as possible and make them available to those dealing with subject area’s.

Andrew urged that we do not need a polished performance on 12th, merely sufficient to stimulate thinking.

**Item 4 – Public Meeting 12th July 2017**

 Andrew proposes to address the meeting, and he will prepare a draft of the address and circulate it to all the Working Group, so that we all proceed on the same premises. His address will deal with the general principles of an NDP, the subject areas identified and what is required from the residents (that is their views on what their concept of the desirable development of the village over the next 20 years may be). The “subject heads” will then stand by their story boards and be available for discussion/reception of views. We must check that Graham Taylor remains willing to assist and take part for the subject head “Infrastructure”.

Mike suggested photographs might be useful to illustrate subjects. Chris B said that he could provide a display of photo’s showing the village in the past. Liz suggested that we might ask Anne Prentis to lend the Church Art Boards for the display of maps etc. Mike will contact Anne. Chris B will help with repair if necessary. Hugh thinks these can be stored in the container at the side of the Hall (not locked).

The discussion turned towards publicising the event. Mike will contact the Secs. of the various groups within the village to obtain e-mail addresses to which to send notification of the meeting. Mike will arrange for the printing of notices advising of the meeting to be put at either end of the village, perhaps in the terms (three spaced notices) “Ryburgh Development Plan, Public Meeting, 12th July at the Memorial Hall at 6.30pm”.

Andrew will draft a flyer to be printed and put through all letterboxes in the village explaining the purpose of the meeting. Andrew will also draw up a draft paper for people to take away with them from the 12th July meeting asking for their suggestions for the village and giving details of how they may submit those details. These drafts are now urgent if they are to be printed/distributed in time.

**Item 5 – Collecting Public Input**

Mike confirmed the new Parish Council website *ryburghpc.info* is up and running and includes a NDP page from which e-mails can be written direct to a new g.mail address, and that a Twitter account (@RyburghNDP) has been opened. A Facebook page will also be available w/c 10th June. Input can be delivered to the Working Group by any of these media and we should publish their availability where ever possible.

The dates at which “surgery’s” are to be held must be agreed so that they may be made known at the public meeting on 12th July. Mike has booked the hall for a surgery on Weds 26th July, 6-8pm and all working group members are to e-mail Mike with availability for that date and for a Saturday afternoon and a Sunday morning in August.

Mike is to explore the printing of a large AO size map of the village for the stand at the dog show on Sunday 16th July. It will be used for members of the public to stick post-it notes to it, with their views upon concepts for the village. Mike will purchase the post-it notes.

The content of a questionnaire to be submitted to villagers was considered. Mike will ask Mark whether he has precedents for this. It was recognised that the questions must not lead people and must not be too narrow in its scope. Chris H pointed out that we will need to demonstrate consultation upon topics to the Inspector of the NDP in due course and that a design of questionnaire that supports a SWOT analysis would be very useful. Chris H will look into what has been done in other cases.

Ian suggests that we should ensure that the opinions of the youth in Ryburgh are collected. We could have a school bus poster, we could appeal to the parents to raise it with their children. We could explore what Facebook and Twitter messages might be most effective with the children of members of the Working Group. We could ask Fakenham College if they have students who might like to take part gathering views from resident youth. To be discussed.

**Item 6 – Terms of Reference**

This was adjourned to the next meeting

**Item 7 - Other Business**

Chris H acknowledged that the Working Group would at some stage in the process be obliged to consult the statutory consultees. He will provide a list of these.

Liz raised her concern that the plan accompanying Bidwells notice of the meeting on 13th July is inaccurate as it fails to show the current extent of the Maltings buildings and is thereby misleading.

Mike and Chris H told the meeting of a short correspondence with NNDC regarding how the NDP might deal with the development proposals of the Maltings due to be announced on Thursday 13th July, or whether they may be outside the terms of reference of an NDP as having “strategic priority” within the local plan. A copy of the correspondence will be sent to all Working Party members.

To get the ball rolling it was agreed that each member of the Working Group is to put his/her key concepts for the development of the village during the next 20 years, by e-mail to Mike for inclusion on the website, within the next 7 days.

**Item 8 – Date of next meeting**

The next meeting of the Working Group will be on 1st August 2017, Memorial Hall annex at 7.30pm