**RYBURGH NEIGHBOURHOOD DEVELOPMENT PLAN**

**WORKING GROUP MEETING**

**19th SEPTEMBER 2017**

**MINUTES**

Present : Andrew Purdy, Hugh Lanham, Graham Taylor, Chris Hobson, Mike Rundle,

Apologies: Algy Williams, Ian Wilson, Liz Savory

Kate Groombridge also attended

**Item 1 Introductions and apologies**

Algy, Ian and Liz had written to give their apologies for non-attendance. Andrew presented the meeting with an Agenda.

**Item 2: Recap of last meeting, minutes and actions arising**

The minutes of the meeting of 8th August 2017 had been circulated and no one had any corrections or comments thereon. Andrew noted that he had not yet invited all of the Working Group to the Dropbox folder. He would do this.

**Item 3: Submissions received**

Andrew noted that some 32 submissions had been received to date, not as many as we would have hoped. Some themes have emerged, for instance the concern over lorries in the village and the wish to get around without a car (apparent from the concern over the inadequacy of footpaths, the wish for better pedestrian access to the Norwich road, for a footpath to Fakenham etc.) and on the other hand he was surprised that few had shown concern over the adoption of the vernacular in new building. Mike undertook to prepare an analysis of themes raised to date for the next meeting.

Some of the Working Group had not had the time to obtain submissions from the five persons allocated to them (being attendees of the public meeting who have not yet submitted). All present undertook to personally interview the individuals (if willing!) and to submit a summary of his/her views to Andrew before the next meeting. Kate indicated that she was willing to help with obtaining submissions if members needed assistance.

There was discussion upon the best method of encouraging additional submissions, given that we will have obtained responses from all those who showed an interest by attending the public meeting. It was agreed that the primary effort should be to complete the list of attendees and that when that is done to identify the recurring themes and use those to generate interest at a further public meeting to take place ideally, at the end of October or in November. Chris pointed out that it is good practice to consult as widely as possible whether or not people respond and it will recommend the village NDP to the authorities, to have done so.

**Item 4: Engagement with Major Stakeholders**

Hugh said that all members of the community should be regarded as having an equal say but it was accepted that some are central to the issues raised by villagers and may be termed “major stakeholders”. These include Crisp Maltings, the Sennowe estate, Pensthorpe, All Saints CEVA Primary School all of which have representatives in the Working Group. Mike pointed out that we need and have not yet had submissions from any of these. Graham and Hugh undertook to deliver a submission (on behalf of the Maltings and the school respectively) and Mike will ask Algy (on behalf of the Sennowe Estate) and Liz (on behalf of Pensthorpe) to do the same. Mike will prepare a list of the other major stakeholders (being the farmers and businesses identified for the public meeting on 12th July) and will write to each of them seeking their submission and offering to visit.

**Item 5: Next Steps**

Mike received an e-mail from Iain Withington of NNDC (25.08) indicating “the Council’s continuing support” to neighbourhood planning groups. He suggested it would foster good relations with the Council to ask for an appointment to meet with the NNDC to review progress to date, and to establish how the Ryburgh NDP and its emerging policies may fit into NNDC’s emerging local plan. We can also seek advice as to how to proceed. It was agreed that we should write asking for a meeting. Suzanne will be invited to join in on behalf of the Parish Council and Andrew, Chris and Mike expressed a willingness to attend. Graham and Kate said they would be willing substitutes.

With regard to the intended public meeting in Oct/Nov, Mike will check village events to see if we can conveniently “piggy back” the NDP stall upon another village attraction. The intended public meeting should take place before Christmas, if at all possible. The working group should meet on 17th October and all submissions should be in a week before that, so that they may be processed.

**Item 6: Other business**

Graham advised that at their meeting today with Bidwells, Crisp Maltings discussed getting to grips with the responses to the public meeting concerning their proposed development and upon how they might let the village know the nature of their response to the concerns raised.

Mike summarized the financial position regarding the grant given to fund the NDP by the Community Rights Programme. The original grant was for £3,870 on terms that it was spent on specific items. Some of those items have not proved necessary and there is currently £1,872 in hand. It was not clear whether a contribution towards the cost of the village web site will be required and Mike will enquire. The grant funding period ends on 2nd October 2017 when Mike will account for the expenditure and may be required to repay any surplus. A new Grant application will be necessary for future stages in the NDP process and the likely requirements, to be the subject of the new application may be discussed at the meeting with the NNDC.

Kate suggested that the grant application might include the cost of outside help in obtaining further submissions. She referred to Insight Track Ltd, a market and consumer research company who could assist (01 603 626800 [www.insighttrack.co.uk](http://www.insighttrack.co.uk)).

There was concern that the Dropbox list of submissions to date might have omitted one or more of those received. Mike will list the submissions he had received in order that they can be confirmed to have been included.

**Item 7: Date of future meetings**

The next meeting of the Working Committee will be on 17th October 2017 at 7.30pm at the Committee Room of the Memorial Hall. It has been confirmed that the Room is booked.

Dated 09.08.2017