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APPENDIX I MEETING OF THE NEIGHBOURHOOD PLAN TEAM

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DICKLEBURGH AND RUSHALL NEIGHBOURHOOD PLAN  
REGULATION 14 PRE-SUBMISSION

## The Evidence (MEETINGS of the NP TEAM) APPENDIX i

### Meetings of the NP team

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# 2017

## 20<sup>th</sup> February 2017 Agenda

Village Community Centre Committee Room

Time 7.30

Purpose of this meeting

To prepare for the PC public meeting to draw attention to the call for sites request planned to February 24<sup>th</sup>.

1. Update/News
2. To consider the best means of spreading the word about the Neighbourhood Planning process at the meeting on Friday 24<sup>th</sup>
3. To create a means of gathering the views of all of those who attend
4. Strategy for the next 4 – 6 weeks

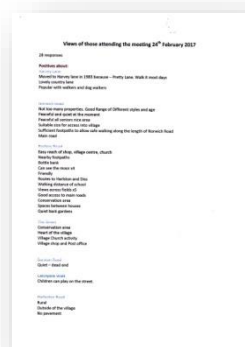
### Support documents

Village Survey Feb 2011 *fig. 1*

Salisbury initial thoughts *fig. 2*

Possible questionnaire for February 24<sup>th</sup> *fig. 3*

Other Neighbourhood plan policies



*figure 1*

#### SS – initial thoughts

What does Dickleburgh want to be? Satellite village to Diss/Long Stratton, commuter hub for Norwich/pswich/London. Depending on what mix of these aspects there is potentially a very different demand for housing stock and infrastructure.

Linked to the first point, is there a sufficient mix of housing to allow first time buyers to get onto the property ladder (or rent) and room for the upgrade to a family house. If all of the developments are going to target the 4 bed luxury end of the market we may risk cutting out the local population.

Size and density of developments - There have been some recent news articles about the minimum sizes being relaxed to encourage growth. Given the 'compact' nature of the 4-bedroom houses that are being built on Burston Road there is a danger of the village becoming far more urbanised and losing its character. Can we stress the need for more realistic sizing of the properties and space between them?

Green spaces. If all the green spaces are filled in, we will all end up overlooking each other. Therefore we need to include requirements for 'green channels' that can break-up the density of the developments and with good planting can maintain the feeling of still being in a village and not a town.

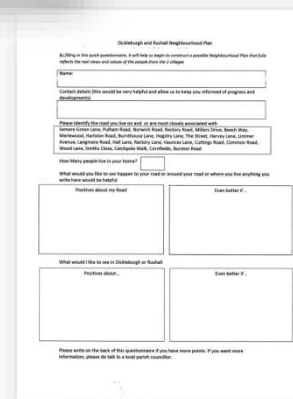
Are the local amenities sufficient? It would potentially be great news for the shop and could improve the prospects of the Crown being back in business. However, what about GP services etc.

The success of the pre-school and the primary is contributing towards the potential development and will be attractive for families. There is already a high proportion of pupils that live in surrounding villages that cause a spike in traffic at the start and end of the school day. Any increase in local families may in the long-term help alleviate this to a degree, if they can get into the school, but there will always be a number of pupils being dropped off or collected via car. Is there sufficient parking there? Is there a safety issue for those that are walking?

Traffic flows. The stretch of road outside the Crown is a bottleneck and will not get any better. With the Old Bakery becoming a business there is a greater likelihood of parked cars along that stretch making this a single-track road. Therefore any specific development will need to be assessed as to what traffic it will generate. Also could anything be done to the A140 junction to the north of the village to make it safer for traffic heading towards Long Stratton.

We need to try shape the developments so that they add to the village in a controlled way.

*figure 2*



*figure 3*

### Minutes of meeting: Monday 20.2 2017

Village Community Centre Committee Room

Meeting started 7.30. Meeting ended 8.20.

Attendees: Richard, Darren, Sam, Karen. Mary, Andrew

## Purpose of this meeting

To prepare for the PC public meeting to draw attention to the call for sites request planned to February 24<sup>th</sup>.

### 1. Update/News

Karen is chasing up the possibility of having a conversation with Gerry Mole (one of the authors of the Cringleford Neighbourhood Plan)

The following papers were circulated and briefly discussed.

Dickleburgh and Rushall Village Survey – February 2011 (image 1)

Steven Salisbury – initial thoughts. It was felt Steven had made some very good points which must be taken forward.

Other Neighbourhood Plan policies. There was discussion about the merits of developing just policies, using the methodology of Strumpshaw or moving toward a matrix approach. It was suggested that a road by road matrix would enable the people in the village to have a clearer unambiguous plan with strong elements of control.

### 2. To consider the best means of spreading the word about the Neighbourhood Planning process at the meeting on Friday 24<sup>th</sup>

It was felt the maps created by the Parish Council for the Friday 24<sup>th</sup> meeting were very helpful and clear. The group thought it was the right way to move forward.

The group were very clear that this was the PC meeting and were pleased to be invited to use some of the time to promote the idea of a Village Plan.

It was felt that, if there were options then we would like to be at the start of the meeting rather than at the end of the meeting.

The NP group would like around 6 minutes of presentation time followed by the possibility of around 10 minutes for any Q and A that may arise from the presentation of the Neighbourhood Plan.

If possible, the meeting would run on the basis that

A Terence opens the meeting and explains its purpose for the PC introduces the maps and the time scale 10 minutes?

B Neighbourhood Plan part 1, 3 minutes, Richard Hulett “What is a Neighbourhood Plan – outline in broad strokes the opportunities of a Neighbourhood Plan”

C Neighbourhood Plan part 2, 3 minutes, Karen Barker “Why we need a Neighbourhood Plan”  
Karen will extend an invitation to all to join and have their say.

D Karen introduces the questionnaire. 1 minute

E Any councillor or Neighbourhood Plan member respond to questions from the meeting. 10 minutes

We collect completed questionnaires which will be passed to Andrew Goodman who will collate the information on them.

The group felt the PC may want to ask 3 questions.

1 What kind of development would you like to see?

2 What would be the maximum size of the development up to 2020 / 2025

3 How many new properties do you think this village needs over the next 10 / 15 years

### 3. To create a means of gathering the views of all of those who attend

It was agreed we want to discover peoples aspirations as well as fears for their street or areas in Dickleburgh and Rushall they value.

It was understood that each person has a unique view of their surroundings and generic plans may ultimately please no one other than developers. It was agreed therefore we would use a questionnaire based on the road people live on. By doing this we would capture far more information about the area of Dickleburgh or Rushall in question and have policies that reference those areas and better meet the needs of those areas.

A questionnaire was constructed and agreed.

4. Strategy for the next 4 – 6 weeks

All information from the questionnaires and the meeting will be collated and pulled together to begin to gather an idea of the type of policies needed and what they should address.

Andrew to contact officers from Norfolk CC and South Norfolk C to organise expert meetings. This will enable us to have clarity over our ideas as they develop and a clear understanding of how they might relate to NCC and SNC current and future thinking.

To consider further development of the road by road strategy to gather more information and ideas.

### **3<sup>rd</sup> October 2017 Agenda**

Agenda of Neighbourhood Planning meeting: **Thursday 3.10.2019**

Venue: Village Community Centre Committee Room

Meeting from 7.30 pm – 9.30 pm

Attendees:

Purpose of the meeting: To consider current state and take advice.

1 Update on policy and theme development

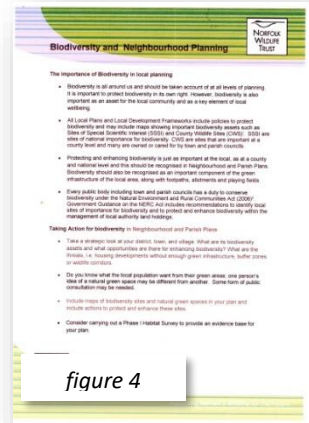
- a) Archaeology
- b) Settlement gaps
- c) Carbon offsetting
- d) Transport policies
- e) Bat surveys interim verbal report
- f) Areas to be further enhanced / created (employment?)

2 Public open session (whole day) in October?

3 Date of next meeting 17<sup>th</sup> October?

### **Support documents**

NWT Biodiversity fact sheet – July 2017 *fig.4*



## Minutes of Neighbourhood Planning meeting: Tuesday 3.10 2017

Venue: Village Community Centre Committee Room  
Meeting started at 6.10 pm – 7.40 pm.

### Attendees:

Adam Nicholls (S. Norfolk Council), Clare Crane (Clerk Starston PC), Mary, Pauline, Ivan, Richard, Terence, Jenny, Lilith, Ann, Andrew

### Apologies:

Jackie and Adam

### Purpose of this meeting:

To initiate the Neighbourhood Planning process

During the meeting the following papers were circulated:

“Neighbourhood Policy Grid” looking at Cringleford, Brundall, Strumpshaw, Salhouse, Easton, South Wootton and Brancaster

Outcome of “Call for sites Dickleburgh and Rushall Villages April 2017”

Policies examples from Salhouse OE1: Development, Natural Heritage and Countryside, OE2: Enhancement of our Natural Heritage and Countryside, OE3: Protecting Our Dark Skies OE4: Managing Land Use Change OE5: Promoting Improved Connectedness in the Parish OE6: Promoting a Safer Village

### Start:

6.06 Adam provided a broad overview of the next steps for Dickleburgh and Rushall and outlined the South Norfolk support for the development of the plan.

Consultation on the Greater Norwich Local plan will start in January and run until March. The first information regarding the call for sites process will be made available in early January, identifying sites as Green, Amber or Red. Considerations will be based upon safety and economy including school access. It will then be followed by further consultation.

The National Planning Policy will be updated in the Spring. There will be consultation and all views will be taken into account. Petitioning will not carry additional weight over content and substance of response.

Currently a 40-year supply of housing already exists in South Norfolk.

Regarding the NP (Neighbourhood Plan). This document should be viewed as the vision for the parish over the next 20 years. Once created it will have the same authority as the local

plan or even the Greater Norwich Plan. Once the NP is created it will require annual monitoring and a 5 year review.

There is no specific time frame for the delivery of the NP. The NP can cover as much or as little as people wish.

It is essential that whatever is in the NP must be backed up by surveys and evidence.

Housing: If we want to be specific and state a number then we must have a sustainability audit. Our options regarding style, location, materials etc are broad but must have an evidence base to justify them. Specifying housing design may be the route way ahead.

Considering Traffic calming – this may be more aspirational and an ambition although it could be added as a requirement.

Essential that stakeholders are consulted this would include Local landowners, Natural England, Utility providers, Employers, Businesses, Residents.

Discussion over the possibility of developing car parking as part of the NP. Agreed this could be something in the NP but be aware of land value. Transport and car parking could be built into aspects of the NP.

Infrastructures? What infrastructures are needed. Identify the deficits. This could include telecommunication systems for Rushall, footpaths, roads, parking.

Funding: There are 2 funding sources Central Government and South Norfolk. We will consider the application process after 26<sup>th</sup> October. We are unclear about the ramifications of under spending.

7.15 Adam left.

7.15 - 7.40 planning next steps - planning for public meeting on 25th October at Village Centre

In the light of the information provided by Adam it was decided that the PC meeting scheduled for 25<sup>th</sup> October be cancelled. Given this it was felt that the NP working group should also cancel any preparations for the meeting.

It was therefore decided to have a NP working group meeting on Thursday 26<sup>th</sup> October At the VC committee room starting at 7.00 pm and finishing at 8.00 pm

The purpose of the meeting will be:

To identify distinct areas of the parish in order to target questions for residents.

Agree an initial questionnaire to go to some targeted areas. This will help inform later questionnaires and start to provide an evidence base.

It was agreed key questions and information needed included:  
Peoples addresses for follow up work and to ensure evidence.

Answers to the Questions:

What are your priorities for living in the Parish?

What is good about your immediate environment?

Even better if ...?

What do we want to develop to make the 2 villages and surrounding hamlets even better?

The meeting ended at 7.40.

**26.10.2017**

Agenda for Neighbourhood Planning meeting: **Thursday 26.10 2017**

Venue: Village Community Centre Committee Room

Meeting from 7.00 pm – 8.00 pm

Attendees:

Purpose of the meeting:

To initiate the Neighbourhood Planning process of gathering information about the parish from parishioners in order to begin to construct the scope of the NP and it's rational.

- 1 To identify distinct areas of the parish in order to target questions for residents.
- 2 Agree an initial questionnaire to go to some targeted areas. This will help inform later questionnaires and start to provide an evidence base. Linking Questionnaire responses to questionnaires is essential in order to prove the evidence base and allow for follow up work.
- 3 Answers to the Questions:  
Some possible questions
  - A What are your priorities for living in the Parish?
  - B What is good about your immediate environment
  - C Even better if ...?
  - D What do we want to develop to make the 2 villages and surrounding hamlets even better?
- 4 Other issues related to the development of the plan?
- 5 Creation of a time plan for reporting on initial evidence gathering.

### Support documents

Views of those attending the meeting 24<sup>th</sup> February *fig.5*

### Minutes of Neighbourhood Planning meeting: Thursday 26.10 2017

Venue: Village Community Centre Committee Room

Meeting started at 7.00 pm – 8.00 pm.

Attendees:

Karen, Andrew, Darren, Richard, Ivan, Terence, Julia

Purpose of the meeting:

To start the Neighbourhood Planning process of gathering information about the parish from parishioners in order to begin to construct the scope of the NP and it's rational.

Start 7.00pm

To identify distinct areas of the parish in order to target questions for residents.

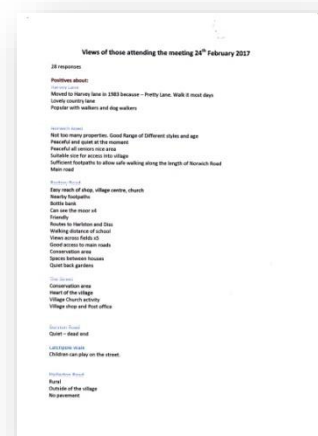


figure 5



It was agreed that we would not try to gather all the information in one single attempt but rather to break the parish into distinct areas and focus our attention on each area separately. The guiding principle would be: Ease of delivery and receipt of questionnaires. This would enable information to be analysed relatively quickly. The rationale for creating areas and auditing the voices of the parish over a time period was to enable us to learn as we were gathering information and respond to the information with new, improved, changed questions as required. As the information builds up it will inform later questionnaires. After discussion, it was agreed the areas would be:

- 1 Rectory Road, North side (around 152 households)
- 2 Norwich Road and Semere Green Lane
- 3 The Street, Burston Road and all areas on West of the A140
- 4 Ipswich Road, Common Lane including the museum.
- 5 Harvey Lane, Rectory Lane and Limmer Avenue
- 6 Harvey Lane (from Rectory Lane) to Langmere Road (The Church) including Langmere and all settlements on the route.
- 7 Green acre to Rushall Church
8. Rushall, Lonely Road and all other settlements
9. Smiths and Millers drive
- 10 Catchpole, Beach Way, Murlewood.

It was agreed that the initial questionnaire would be targeted at area 1 Rectory Road

The next phase of the meeting became the consideration of possible questions for the first questionnaire. It was agreed that the questions should be frames to extract the maximum information and views of parishioners. Being mindful, that:

- A) The answers we receive will effectively create the evidence base upon which the policies will be constructed.
- B) The process of policy creation will be open to scrutiny by all and eventual testing by S. Norfolk.

It was agreed that the questions should not lead people into saying what we want them to say, they should be as open ended as possible, they should be broad ranging to capture as much as possible on a wide range of issues.

A variety of questions were put forward, some long standing, some new.

Questions included:

- 1/ If you could change one thing around the village what would it be?
- 2/ Do we need a larger school?
- 3/ What, in your opinion, is the maximum total of houses needed in the area?
- 4/ Are you concerned about the effect of vehicle pollution on your family?
- 5/ Do you want to have more sports facilities for all in the village?
- 6/ Would you support a sports centre on the football field?
- 7/ What percentage mix of new houses would you prefer. i.e., 2 beds, bungalows etc?
- 8/ Would you support a lorry curfew between 11 pm and 7am?
- 9/ Do you support a light industrial area in the village?
- 10/ Would you support a one way system around the village?
- 11/ Are you concerned about speeding through the village?
- 12/ Where would you plant more trees around the village?
- 13/ Would you support adult classes when the school is closed?
- 14/ Would you use the Church rooms for adult learning?
- 15/ Should we have collective oil contracts for the village?

- 16/ Should houses only be sold to local families?
- 17/ Insist safety is given top priority for residents on new estates?
- 18/ No deliveries to building sites between 11pm and 7am?
- 19/ What are your priorities for living in the village?
- 20/ What do like about your village?
- 21/ Would you use a separate car park for the school?
- 22/ Do you support better street lighting around the school area?
- 23/ Should allotment land be protected from developers?
- 24/ Would you support farmers increasing hedgerows around the village?
- 25/ Would your children welcome a youth club in the village?
- 26/ Would you support a bus service from Dickleburgh/ Rushall to Harleston?  
(I am not sure if one exists)
- 27/ Retain the unique walks around the village?
- 28/ How should we protect the moor?
- 29/ What wildlife would you like to see on the moor?
- 30/ Is there a need for a separate lane for all farm vehicles?
  
- 31/ What are your priorities for living in the Parish?
- 32/ What is good about your immediate environment
- 33/ Even better if ...?
- 34/ What do we want to develop to make the 2 villages and surrounding hamlets even better?

It was agreed that Andrew would take the questions and construct a questionnaire based upon the questions presented and others as appropriate. The questionnaire would then go through a process of "improvement" until it was ready to be signed off by the group.

A brief timetable was agreed.

26<sup>th</sup> October – Meeting held agreed the need to start the process of auditing the concerns / wants / needs of the parish.

9<sup>th</sup> November questions circulated for ratification / change and then final signing off soon after.

16<sup>th</sup> November (or as soon after as possible) Julia and Andrew to deliver the questionnaires to area 1

19<sup>th</sup> and 20<sup>th</sup> November to collect the questionnaires between 5.00 pm and 8.00 pm

Other issues related to the development of the plan?

It was agreed to look at other models of perceived best practice. It was noted that some Neighbourhood plan groups had created Facebook pages / groups and utilised twitter to spread the word and engage with residents and interested parties. It was agreed that Karen and Darren would investigate the possibility of creating a forum on Facebook for the D and R neighbourhood plan.

The meeting finished at 8.10 pm.

## **2018**

### **2.2.2018**

Agenda for Neighbourhood Planning meeting: **Thursday 2.2 2018**

Venue: Village Community Centre Committee Room  
Meeting from 7.00 pm – 8.00 pm

Attendees:

Purpose of the meeting:

To consider next steps.

- 1 To reflect on survey of targeted area 1 and consider next steps.
- 2 Funding for the development of the neighbourhood plan.
- 3 Costs to date
- 4 Responses to the Parish Council evening presentation on the Greater Norwich Local Plan – presenting and seeking views on “Aims Objectives and Vision” of the D&R Neighbourhood Plan
- 5 Reflect upon the time frame for delivery of the plan.
- 6 AOB

### **Minutes of Neighbourhood Planning meeting: Thursday 02.02 2018**

Venue: Village Community Centre Committee Room  
Meeting started at 7.00 pm – 8.00 pm.

Attendees:

Liz, Paul, Andrew, Darren, Richard, Ivan, Matthew, Abigail, Julia, Ann, Jackie, Alan, Mary

Apologies:

Karen

Purpose of the meeting:

- 1 To reflect on survey of targeted area 1 and consider next steps.
- 2 Clarify funding for the development of the neighbourhood plan.
- 3 Identify costs to date.

- 4 Responses to the Parish Council evening presentation on the Greater Norwich Local Plan – presenting and seeking views on “Aims Objectives and Vision” of the D&R Neighbourhood Plan
- 5 Reflect upon the time frame for delivery of the plan.
- 6 AOB

Start 7.00pm

To reflect on survey of targeted area 1 and consider next steps.

Area 1 Rectory Road (north side) and Rectory Lane. The final count reported a 20% return rate from the residents in area 1. This was after every house had been visited and conversations had with the householder introducing the questionnaire and explaining briefly its purposes and confirming a collection time with the householder. It was felt that despite a low return rate it did mean that everyone who lived on Rectory Road (north) was aware of the neighbourhood plan and had an opportunity to contribute to it through the questionnaire. It was also noted that Area 1 was conducted at a particularly difficult time of the year (the run up to Christmas).

It was agreed that we should push on with the questionnaire and target more areas. It was agreed that we would now issue questionnaires for:

Area 3 The Street, including Burston and the area on the south side of the A140, Back Lane? (Richard)

Area 6 Harvey Lane including Limmer Avenue and Crown Close (Ivan, Sandra)

Area 2 Norwich Road and Semere Green Lane (Matthew, Abigail, Andrew, Mary)

Clarify funding for the development of the neighbourhood plan.

Funding can be obtained from 2 sources: central government agency and South Norfolk. Dickleburgh and Rushall PC have agreed that the NP team should apply for funding. It was agreed that Andrew Goodman write as Chair of the D and R Neighbourhood plan Steering Committee and apply for the funding from both sources.

Identify costs to date.

The costs to date were shared. Printing and collating is being done by Dove Associates of Common Road Dickleburgh.

The PC have supplied paper, and A4 envelopes (cost to be identified)

Costs incurred by Dove Associates are currently:

Construction of the questionnaire, collating Area 1, labels for all homes in the parish £110.00

Responses to the Parish Council evening presentation on the Greater Norwich Local Plan – presenting and seeking views on “Aims Objectives and Vision” of the D&R Neighbourhood Plan

It was agreed that the map showing the Parish boundary should be put on the wall and people invited to comment on their vision of the village.

It was suggested that we should investigate the possibility of broadening awareness of the neighbourhood plan, by placing posters on the notice boards in the Parish. Suggestion boxes being placed in the village shop, chip shop and local pubs. Updates on the village website. Updates in the parish news.

The possibility of a Facebook page was discussed. Karen had previously agreed to look into it with Darren. It was agreed to put this on the next agenda.

Reflect upon the time frame for delivery of the plan.  
It was agreed that we should aim to complete the distribution of the questionnaire by early summer.

AOB

There was no other business.

Meeting ended at 8.05 pm.

Post meeting:

Mary spotted that we had missed some streets from the original areas. The new list is below with red additions.

8. From Lakes Road, Harleston Road, Vaunces Lane, Rushall, Lonely Road and all other settlements

9. Smiths and Millers drive, Cornfields.

10 Catchpole, Beech Way, Merlewood, Chestnut Road, Smiths Close.

11 Rectory Road South to Lakes Road (Harleston Road) and Merlewood.

# 2019

## 31.1.2019

### Agenda for Neighbourhood Planning meeting: Thursday 31.1.2019

Venue: Village Community Centre Committee Room  
Meeting from 7.00 pm – 9.00 pm

Attendees:

Purpose of the meeting:

To consider next steps and review questionnaire outcomes

- 1 To reflect on questionnaire outcomes
- 2 To confirm Neighbourhood plan steering committee
- 3 To agree policies as determined by the questionnaire outcomes and consider participation in policy groups.
- 4 Consider the best way to share the data and engage the communities.
- 5 To plan Dickleburgh and Rushall Character assessments
- 6 Discussion on 4 sites for possible housing development
- 7 Respond to “Biodiversity and Neighbourhood Planning” by Norfolk Wildlife Trust
- 8 Discussion on possible sites for conservation and community use
- 9 AOB

### Support documents

D25 Sites Assessment summary document *fig. 6*

D&R NP questionnaire summary charts *fig. 7*

Meeting record A. Goodman J. Wilshire S. Marjoram *fig. 8*

Views of those attending 24<sup>th</sup> Feb *fig. 5*

Character assessments *fig. 9*

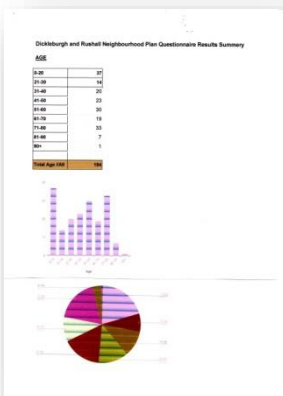


figure 7

Meeting: Andrew Goodman, John Wilshire and Simon Marjoram

Dated: 7<sup>th</sup> Feb 2019

We discussed the possibility of additional housing under the NP. The NP will not be a 'blanket' NP and will be developed in a way that will be agreed with the community. It will be developed in a way that will be agreed with the community. It will be developed in a way that will be agreed with the community.

figure 8

Further Background Site Assessment/Sustainability Appraisal Summary Document August 2014

The following table provides a summary of the sustainability appraisal for the proposed NP. It is based on the findings of the sustainability appraisal and the views of the community.

figure 6

Dickleburgh and Rushall Neighbourhood Plan Character Assessment

Character Area: Riverside Road

Character Area: Riverside Road

Character Area: Riverside Road

figure 9

## Minutes of Neighbourhood Planning meeting: Thursday 31.1.2019

Venue: Village Community Centre Committee Room  
Meeting started at 7.00 pm – 9.15 pm.

### Attendees:

Darren, Julia, Mary, Alan, Jackie, Abigail, Matthew, Allan, Brenda, Richard, Andrew

### Apologies:

John

### Purpose of the meeting:

- 6 To reflect on questionnaire outcomes
- 7 To confirm Neighbourhood plan steering committee
- 8 To agree policies as determined by the questionnaire outcomes and consider participation in policy groups.
- 9 Consider the best way to share the data and engage the communities.
- 10 To plan Dickleburgh and Rushall Character assessments
- 11 Discussion on 4 sites for possible housing development
- 12 Respond to “Biodiversity and Neighbourhood Planning” by Norfolk Wildlife Trust
- 13 Discussion on possible sites for conservation and community use
- 14 AOB

Start: 7.00 pm

It was agreed to move item 1 to item 2 and item 2 to item 1.

1. To confirm Neighbourhood plan steering committee. It was agreed that this is the Dickleburgh and Rushall Neighbourhood plan steering group. And, all those in attendance were members of the steering group. It was further agreed that there were still opportunities for others to join us if they wished.

2. To reflect on questionnaire outcomes. 2 documents were circulated:

- A) Dickleburgh and Rushall Neighbourhood Plan questionnaire results summary January 2019
- B) Summary tables and pie charts for questions

There was wide ranging discussion on the summary results.

3. To agree policies as determined by the questionnaire outcomes and consider participation in policy groups.

It was agreed that, for now, we would establish 3 focus groups. Each group would lead on the investigation and development of policies for the neighbourhood plan.

Groups consisted of:

Housing - Allan and Brenda (Allan to be Chair)

Transport and Infrastructure - Richard, Darren and Julia (group to select Chair)

Green spaces, habitats, recreation and environment - Alan, Jackie, Abigail, Matthew, Mary (group to select Chair)

There is scope for the groups to cover areas within the broad headings.

4. Consider the best way to share the data and engage the communities

It was agreed we need to share the current findings and keep engaging everyone we can in the NP process.

Strategies to be adopted include:

Updates to the Parish Council - Andrew to organise.  
Posters in the Chip shop and both pubs in the Parish – Andrew to organise  
Posters in the Village Centre – Andrew to organise.  
Regular updates in the Parish news – Andrew to coordinate.  
In the march edition of the Parish news Issue a summary to accompany the Parish news and promote the open event at the Village Centre in April – Richard to speak to Mike Hodgkinson, Julia to speak to Gale Hodgkinson.  
Email - All  
Updates to the school - ? to coordinate / organise  
Run an open day event in the Village Centre ideally 27<sup>th</sup> April – All to contribute  
Parish Website – Andrew to organise.  
Twitter – Matthew to investigate?

#### 5. To plan Dickleburgh and Rushall Character assessments.

Document:

C Dickleburgh and Rushall Neighbourhood Plan Character Assessment

We have been advised by South Norfolk and Broadland councils Neighbourhood plan advice team that we should create character assessments of areas in the parish. It was resolved that we would do so. It was thought the section identifying views should be changed to sight lines.

We have agreed to each do a practice run of our own street / road or area we know. Andrew to circulate copies of the document with photos if possible, team members to complete the sheets over the next 2 weeks. Team members to add pictures as needed / required.

#### 6. Discussion on 4 sites for possible housing development

Documents

D Village meeting May 2017 GNDP call for sites graph plus Call for sites map, Document A and B

Wide ranging discussion around appropriateness of sites and appropriateness of choices being made. It was agreed there appeared to be a clear residents preference being made. This is complicated by recent approval of site developments that may not have been the popular choice of residents.

It was agreed that more guidance was needed. Andrew to arrange a meeting with John Walchester from the South Norfolk and Broadland Neighbourhood Planning team. And explore the answers and implications to the following points:

The current housing requirement by GDLP of the Parish

The issue around current planning permissions already given, and any new sites identified by the D and R neighbourhood plan team (D and R NPT).

Does the identification of a site / sites by D and R NPT necessarily mean that it will be adopted by GNLDP.

What protection / strength can be given to D and R NPT identified green spaces.

#### 7. Respond to “Biodiversity and Neighbourhood Planning” by Norfolk Wildlife Trust

Document:

E Biodiversity and Neighbourhood Planning by Norfolk Wildlife Trust

It was agreed that there is clear evidence in the questionnaire outcomes to suggest that conservation, green spaces, wildlife habitats are important to the communities that make up the parish and this should be reflected in the eventual NP. The Green spaces working group will consider Document E and seek further guidance. It was agreed to follow up our initial contact with Norfolk Wildlife Trust and seek their support as advisors to the G and R NPT.



## 8. Discussion on possible sites for conservation and community use

The focus of this discussion was a plot of land owned by South Norfolk which lies on the west side of Rectory Road around the bottle bank. It was noted this is now the only point from where the Dickleburgh Moor can be seen from Rectory Road and the centre of the village. It was agreed that this sight line was essential for the Historic and cultural references of the village. It was also agreed that well-trod footpaths across the moor should be investigated and supported. There was an aspiration expressed that there could be a new green link created from Rectory road to the Moor. The PC should be encouraged to investigate the possibility of purchasing the land to protect the sight lines, and possibly create a wooded area or community orchard. There was discussion of a strip of land on Rectory Lane that may be a habitat of owls and bats. It was resolved to continue the discussions over the coming months and formulate a plan and policies to protect habitats and maintain rural settings.

## 9 AOB

Discussion around the significance of Walnut trees.

Discussion over lorry sizes in relation to Document B.

The meeting ended at 9.15 pm.

**27.04.2019**

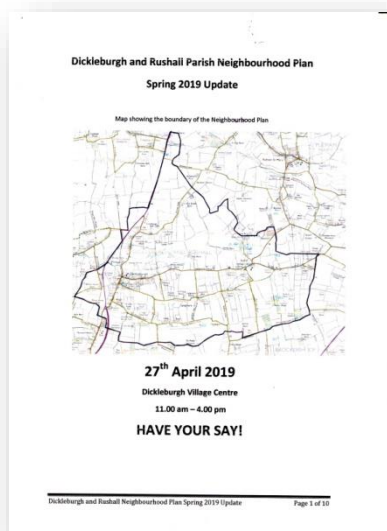
**Have Your Say 27<sup>th</sup> April 2019**

### Support documents

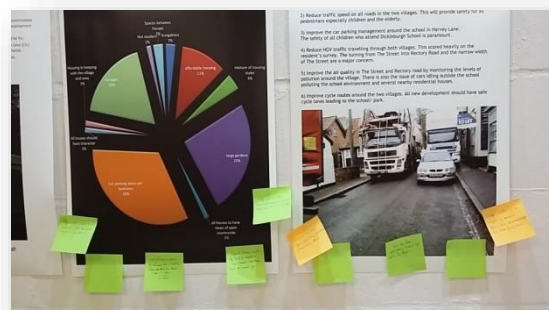
Have your say booklet *fig. 10*.

13 A3 posters

36 A2 posters (examples) *fig. 11 and 12*



*figure 10*



*figure 11*



*figure 12*



The meeting was well attended with many thoughts and suggestions posted.

### **30.5.2019**

Agenda for Neighbourhood Planning meeting: **Thursday 30.5.2019**

Venue: Village Community Centre Committee Room  
Meeting from 7.00 pm – 9.00 pm

Attendees:

Purpose of the meeting: To action plan for Summer

- 1 To action plan summer activities
- 2 New people to opt onto groups.
- 3 Creation of a New group - writing group
- 4 Update actions since last meeting and reflect upon 27<sup>th</sup> April event.  
Document: Residents written comments
- 5 Transport (Richard to lead)
- 6 Biodiversity (Jackie to lead)  
Document: South Norfolk Tree Warden AGM (notes)  
Footpaths
- 7 Housing development (Allan to lead)  
Document: Sites map
- 8 To consider the sponsoring of a Bat pole.
- 9 To time plan an action plan and set a provisional date for draft policies.  
Document: CONTENTS of a possible Neighbourhood Plan

### **Support documentation**

A Green future 25-year environmental plan January 2018

Open day (27<sup>th</sup> April) residents written responses *fig.13*.

Sites numbered map *fig.14*.

Report South Norfolk Tree Warden report May 2019



Although the number of visitors was small it was however felt that it was a worthwhile activity and it helped raise the profile of the Neighbourhood plan.

Alan provided a copy of all the comments made by visitors to the event on the 27<sup>th</sup>. These will be added to the data so far collected from residents. Thanks were expressed to Alan for this work.

### **7 Housing Development Planning group.**

Reported they had been in contact with Anglia Water who had confirmed the Cordon Sanitaire. Anglia water confirmed they would prefer building to take place outside of the cordon sanitaire (400 metres from the plant). The water treatment plant is operating at 60% efficiency and has the maximum capacity for a further 200 homes. There is an on-going conversation with Anglia water. A question was raised about the quality of water in the ditches and stream. This will be taken up by the biodiversity group when they meet with Ben Potterton, a trustee of the Otter Trust managing Dickleburgh Moor, to seek advice. Assessments of the sites. The group is ready to formally start the assessment process. We have been in contact with GNLP, and they are happy for the group to perform this task. They will however be conducting their own assessments independently of us to be used should we fail to deliver sites for development.

### **5 Transport group**

A meeting is planned with Bob West highways officer for South Norfolk area, on the 20<sup>th</sup> June at 10.30 to discuss; a) issues raised by the speed watch team and the data generated (traffic calming particularly on the Street and Rectory Road, Dickleburgh and through Rushall and b) The box factory deliveries, exploring new routes and delivery times, and checking via rumble strips lorry movements.

The speed watch team will organise a lorry count to take place before the meeting with Bob West.

The box factory. It was suggested that there may be planning restrictions in place on lorry movement times. Karen agreed to look into this with Richard. Daren may be able to look into operating licences.

Once the meeting with Bob West has taken place, Andrew to organise a meeting with the Manager of the Box Factory.

The air quality monitors have been placed in two villages at strategic points (The Street, Harvey Lane, Rectory Road, Rushall village green). One of the monitors has been destroyed by a resident. When they are replaced next month, a new location will be found for the one destroyed. The data from the air quality monitors will be generated monthly and will be collated to provide an on-going picture of the air quality in the two villages. A meeting will be organised with the manager of the box factory to discuss lorry journeys through the villages.

### **6 Biodiversity**

A brief report on global warming and the government's commitment to reducing greenhouse gases was provided through the Tree Warden A.G.M. notes. This must feature in the Neighbourhood Plan.

Norfolk record biodiversity data has been received. The team are looking at the data to find aspects that can help in the Neighbourhood Plan. Andrew to organise a meeting with Ben Potterton regarding biodiversity data to supplement what we already have. The team can make further requests to Norfolk record office if we wish to.

The Otter Trust is looking to make the Dickleburgh Moor a county site. Currently there are two in the Parish; Langmere and St. Clements.

The biodiversity group will have a strong focus on recording vistas, site lines and green corridors. Further investigation will take place to safeguard verges.

### **8 To consider the sponsoring of a Bat pole.**

There was discussion around the number of species in the parish and the location of feeding grounds and roosts. It was proposed that the Neighbourhood plan team purchase a Bat monitor. This may cost in the region of £1,000.

Proposed: Andrew, Seconded: Allan. The vote was 13:1,

Allan asked to see the Development plan budget to date. It was agreed this would be circulated.

### **3. Create a new writing team**

Draft village plan. It was agreed that August and September would principally be writing months and a writing team will be created. Alan and Matthew agreed to join the team along with Andrew and Pauline. The opportunity for any other member to join is open and team members will be able to join at any time.

### **2 New people to opt onto groups.**

Pauline has agreed to join the transport group.

It was felt that we needed to address employment and rural communication in the Neighbourhood Plan. Keith agreed to lead the new group.

Karen agreed to support Keith and help other groups as time allowed.

### **9 To time plan an action plan and set a provisional date for draft policies.**

It was agreed that each group should focus on the creating of policies during July.

It was agreed that the writing group should be working in the background during July and then focus on pulling the Neighbourhood plan together as a final draft document during August and early September, with the aim of having a document that could go to the whole team for ratification by 30<sup>th</sup> September 2019.

AOB

Andrew thanked everyone for the time and effort they are contributing to the formation of the village development plan.

**22.06.2019**

## **AGENDA FOR MEETING OF DICKLEBURGH & RUSHALL NEIGHBOURHOOD TEAM**

**SAT 22<sup>ND</sup> JUNE 2019**

**SITE ASSESSMENTS This meeting was held on Saturday to enable more members of the public to attend.**

We envisage this being a 2-hour meeting. Although preliminary work has been conducted there is nonetheless a likelihood that the meeting could be overrun. In that event the meeting will end and reconvene at a later date. Further preliminary work will continue, in the meantime, that will require ratification at the subsequent meeting.

Venue: Village Community Centre

Meeting from 2.00 pm – 4.00 pm

Attendees:

Purpose of the meeting: To assess the sites put forward through the GNLP process.

**Start Time: 2.00 pm.**

**End time: 4.00 pm**

1. To briefly refer to the background reasons for site Assessments based on NPPF, GNLP Call for Sites, SNC Local Plan. **10 minutes**

2. The Norfolk : Summary HELAA Methodology. **15 minutes**

3.

a. To review the 18 sites identified and my initial Assessments shown on 2 Spreadsheets and draft completion of the 3-page forms for all sites. **10 minutes per site**

b. To review the Preface and Addendum Notes \*1-6\*

c. For the NP Team to review initial assessments and agree or add or change on each site.

d. To assist / advise on completion of any items left blank on sheets like "Availability" NB the form says "Availability Assessments ( will require liaison with landowners) but see my Note \*2 in response to this.

4. Set timescale for completion of assessments and submission to SNC or GNLP, and as preface to this need to discuss whether these are included in our NP or submitted separately? It is my view that the Assessments, once a consensus has been reached should be submitted asap (so that ours take precedence over any Assessments done by GNLP/SNC !)

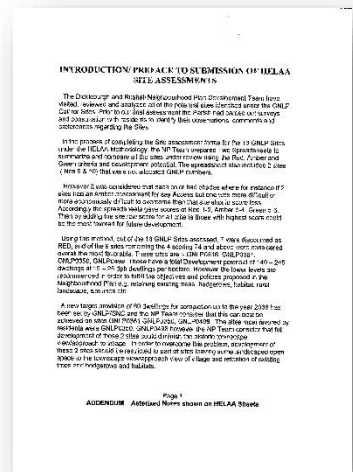
**Support documents**

GNLP call for sites numbered map *fig. 14*

Dickleburgh HELLA site analysis *fig. 15*

HELLA future site assessments *fig. 16*

HELLA NP site suitability assessments *fig. 17*



*figure 15*

**DICKLEBURGH AND RUGLEY FUTURE DEVELOPMENT SITES ASSESSMENTS**

**Contents**

Preface to Submission of HELAA Site Assessments .....1

Addendum Addendum Notes added to HELAA sheets .....2-3

Weighted Spreadsheet Criteria Assessments .....4-5

Parish Plan and Potential Development Sites Map .....6-7

HELLA Assessments 16-18 sites inclusive of Site Plans if required 7

Site Number 1 ...GNLP016 ..... 8-11

Site Number 2 ...GNLP014 ..... 12-15

Site Number 3 ...GNLP013 ..... 16-19

Site Number 4 ...GNLP009 ..... 20-23

Site Number 5 ...GNLP029 ..... 24-27

Site Number 6 ...GNLP019 ..... 28-31

Site Number 7 ...GNLP026 ..... 32-35

Site Number 8 ...GNLP003 ..... 36-39

Site Number 9 ...GNLP017 Allocation, see ..... 1-4

Site Number 10 ...GNLP018 Allocation, see ..... 1-4

Site Number 11 ...GNLP029 ..... 40-43

Site Number 12 ...GNLP027 ..... 44-47

Site Number 13 ...GNLP028 ..... 48-51

Site Number 14 ...GNLP039 ..... 52-55

Site Number 15 ...GNLP017 ..... 56-59

Site Number 16 ...GNLP005 ..... 60-63

Site Number 17 ...GNLP004 ..... 64-67

Site Number 18 ...GNLP014 ..... 68-71

*figure 16*

**Suitability Assessment Criteria**

Updated revised 24/4/19 to reflect HELAA statement re Anglian recommendation to maintain a safe distance between communities and Water treatment Plants of 400 meters

Site No	DICKLEBURGH SITE ANALYSIS REVISION 18																		Assess. sheet No
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
Site Name	Access	Access	Access	Access	Access	Access	Access	Access	Access	Access	Access	Access	Access	Access	Access	Access	Access	Access	
1	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
2	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
3	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
4	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
5	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
6	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
7	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
8	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
9	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
10	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
11	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
12	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
13	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
14	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
15	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
16	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
17	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
18	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	

*figure 17*

29.8.2019

Agenda of Neighbourhood Planning meeting:  
Thursday 29.8.2019

Venue: Village Community Centre Committee Room  
Meeting from 7.30 pm – 9.30 pm

Attendees:

Purpose of the meeting: To consider current state and take advice.

- 1 Update on activity
- 2 Housing to present – open discussion 30 minutes
- 3 Transport to present – open discussion 30 minutes.
- 4 Biodiversity to present – open discussion 30 minutes.
- 5 Identify gaps and Action plan.

### Supporting documentation

Heritage and Archaeology *fig. 18*

Biodiversity Key objectives *fig. 19*

Transport policies and objectives *fig. 20*

Draft Housing and built environment *fig. 21*

Biodiversity source / meeting evidence *fig. 22*

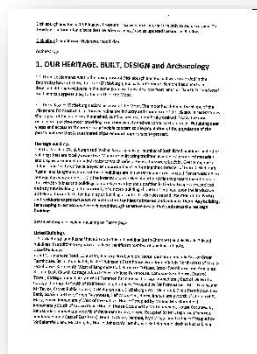


figure 18

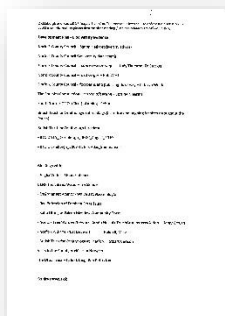


figure 19

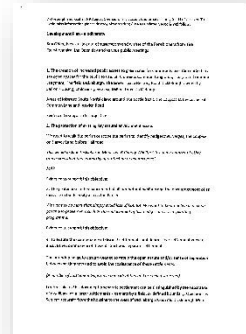


figure 20

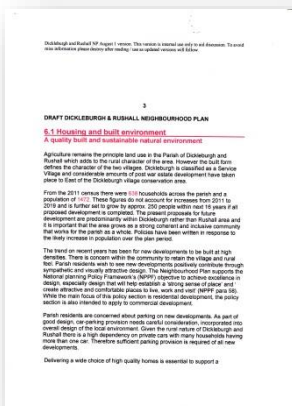


figure 21

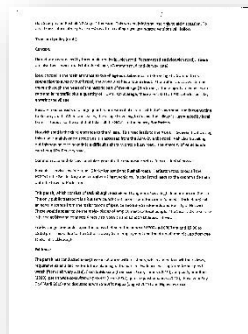


figure 22

## Minutes of Neighbourhood Planning meeting: Thursday 29.8.2019

Venue: Village Community Centre Committee Room  
Meeting from 7.30 pm – 9.30 pm

Attendees:

Karen, Allan, Alan, Jackie, Matthew, Richard, Andrew

Purpose of the meeting: To consider current state and take advice.

People asked to treat the documents sent to them as historical and to delete them. It is important they remain confidential and new versions will now be written.

### 1 Update on activity

The situation is changing daily with new information being received meetings with different bodies taking place.

### 2 Housing to present – open discussion 30 minutes.

Outcome: Investigate further (national planning guidance) water harvesting and its implications on building houses. Future proofing (electricity, carbon neutral, green roofs and walls.

Investigate covenants on land to ensure owners do not plant conifers and erect inappropriate fences in the wrong places. Soft edging / hedges when property is beside open countryside. The housing “design Guide” should indicate minimum space standards for design of dwellings. Allan and Karen will investigate.

### 3 Transport to present – open discussion 30 minutes.

Consider the electric car points needed. How can the Village Centre (or other sites e.g. Two Pubs) be used to support this?

Agreed concern over routes to the school and the protection of children on their journey.

Cross roads on Rectory road, parking on verges on rectory road, parking on land around the bottle bank – use of mesh or other soft measures that protects grass and earth.

Bomford route discussed.

### 4 Biodiversity to present – open discussion 30 minutes.

Beautification has been a policy in other NP's includes maintenance, screening (thinking of Hopkins Homes and the entry to the village of Dickleburgh on Ipswich Road. Beautification can also involve planned projects adopted by the PC.

Create green routeways and bridlepaths away from roads.

Consider a create a garden project with the school children.

Need further conversations with Bob West about verges and green areas.

Map of the footpaths

SUSTRANS - investigate.

Ben to write something about the moor – the ambitions of the Otter trust, flora and fauna.

### 5 Identify gaps and Action plan.

3<sup>rd</sup> and 4<sup>th</sup> Sunday in September recruit people to walk the verges identifying potential heritage verges, wild life/nature reserve verges. 3<sup>rd</sup> Sunday Dickleburgh 4<sup>th</sup> Sunday Rushall  
Need photographs of verges as evidence and marked maps. Including photos of people doing it.

Archaeology – 86 listed buildings, consider houses and buildings of note not listed.

Archaeological finds are still happening, and they are on the surface.



3.10.2019

# Agenda of Neighbourhood Planning meeting: Thursday 3.10.2019

Venue: Village Community Centre Committee Room  
Meeting from 7.30 pm – 9.30 pm

Attendees:

Purpose of the meeting: To consider current state and take advice.

- 1 Update on policy and theme development
  - a) Archaeology
  - b) Settlement gaps
  - c) Carbon offsetting
  - d) Transport policies
  - e) Bat surveys interim verbal report
  - f) Areas to be further enhanced / created (employment?)
- 2 Public open session (whole day) in October?
- 3 Date of next meeting 17<sup>th</sup> October?

## Support documents

- Settlement gaps *fig. 23*
- Carbon offsetting *fig. 24*
- Archaeology Version 2 *fig. 25*
- Transport *fig. 26*
- Inked Bat clusters *fig. 27*

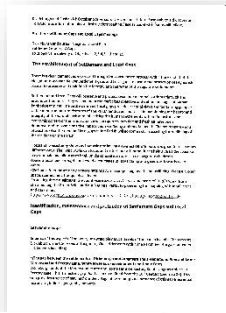


figure 23

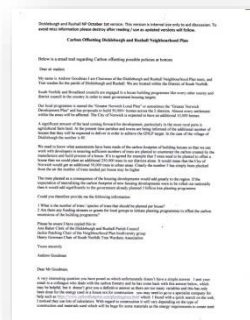


figure 24



figure 25

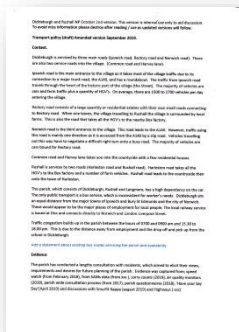


figure 26

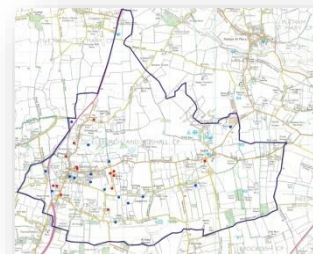


figure 27

## Minutes of Neighbourhood Planning meeting: Thursday 3.10.2019

Venue: Village Community Centre Committee Room

Meeting started: 7.30 pm ended: 9.30 pm.

Apologies:

Karen, Darren, Matt, Abigale, Pauline, Julia

Attendees:

Andrew, Ann, Alan, Allan, Brenda, Jackie, Richard

Guests:

Richard Squires (Broadlands DC), John Walchester (Broadlands DC)

Minutes of meeting 29.8.2019 were accepted as an accurate reflection of the meeting.

Purpose of the meeting: To consider current state and take advice.

### **1 Update on policy and theme development**

- Suggested that the moor be clearly identified as a green space along with any land within the villages that are considered important (field around the bottle bank
- Vistas and views are of planning importance when they are everyone's. They are not when it is a personal view.

### **g) Archaeology policy/statement in the NP**

- Need to look at national policy (NPPF) on archaeology.
- Identifying buildings of interest that are not listed. Offer a brief description about why it is important.
- Set our criteria to justify selection.
- Tabled: Historic England. Neighbourhood Planning and the Historic Environment Note 11
- Tabled: NPPF p. 55 Proposals affecting heritage assets

### **h) Settlement gaps**

- In order to ensure the strength of the policy and different settlement gaps we must ensure we do not offer more than 1 distance, Example leaving the village of Dickleburgh toward Rushall and Langmere. On Harvey Lane and Rectory Road. Emphasise the edge of the conurbation and the sense of leaving and open countryside. The dark skies and habitats. The move from one existence to another.
- Views of the church and other landmarks across settlement gaps was discussed with the emphasis being everyone's views not an individual. Tie in with sense of change difference. Could even bring in aspects of awe.

### **i) Carbon offsetting**

- Investigate the centre for sustainable energy.
- If we are putting in desire for sustainability we should put it into the planning requirement as the developer will need clarification and it is cheaper to do it during the build rather than after the build.
- Advice is that CIL money can be used for carbon offsetting we need to state in the policy what we think builders should do.
- Should it involve people extending a property? Converting a property? Building a new property? A development? – further discussion needed.

### **j) Transport policies**

- Policy 1 should become a project – vehicles should follow the most appropriate route to reduce impact.
- Policy 2 potential project if it is moved to housing then it could be a policy
- Policy 4 Traffic proposals. What about the bowls club parking? How safe will a zebra crossing be? Will creating parking on a green space on Rectory Road run counter to the vista argument? Will parking on a new parking spot on Rectory road simply move more permanently stationary cars there and maybe become a car dumping point?
- More thought needed on traffic measures – traffic calming – greater clarity
- Wording advice **it is an expectation of each new development to have electric car terminal points**

**k) Bat surveys interim verbal report**

- There are a wide variety of bats identified in the Parish.
- Dark skies are vital for some bats particularly the rarer species.
- There are some very healthy colonies of bats.
- We need to try to find the roosting places to protect them
- Bat corridors need to be identified and put into the NP this will strengthen arguments about settlement and local gaps and also about build locations. It can also support the dark skies policy.
- Report to be written for the Parish News

**l) Areas to be further enhanced / created (employment?)**

- Richard and his team will follow this up.
- A number of people work from home.
- We do not have to have an employment section.

**2 Public open session (whole day) in October?**

- It was agreed we would run a Friday and Saturday session on **Friday 8<sup>th</sup> November** 2.00 – 5.00 pm (setting up and catching the school run), **and Saturday 9<sup>th</sup> November** 12.30 – 5.00 pm. It was pointed out that this was bonfire weekend and we may therefore not get many visitors. Unfortunately, there are not many free spaces at the VC. We will produce A1 or A2 posters and a 10 page booklet like before.

We need a Vistas and Views policy.

Dark skies

Footpaths – green walkways

Possibly on Habitats – the hedging on Rectory Road

We can identify projects and therefore direct the PC.

We may need to do a sustainability assessment Allan and Andrew to investigate

**3 Date of next meeting 17<sup>th</sup> October?**

Agreed

**17.10.2019**

Agenda of Neighbourhood Planning meeting: **Thursday 17.10.2019**

Venue: Village Community Centre Committee Room

Meeting from 7.30 pm – 9.30 pm

Attendees:

Purpose of the meeting: To plan public presentation of policies to date on Friday 8<sup>th</sup> November and Saturday 9<sup>th</sup> November 2019

**1 Update on policy's**

- m) Settlement gaps
- n) Dark Skies
- o) Carbon offsetting latest thoughts

2 Public open session Friday 8<sup>th</sup> November and Saturday 9<sup>th</sup> November 2019

3 Date of next meeting Thursday 31<sup>st</sup> October?

**Support documents**

Dark Skies October version *figs. 28 and 29*

Settlements and local gaps October version *figs. 30 and 31*

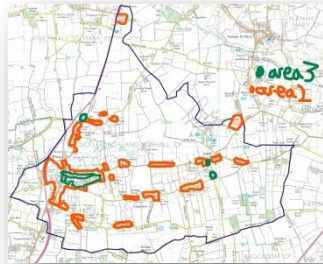


figure 28

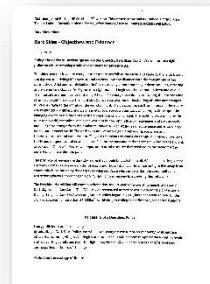


figure 29

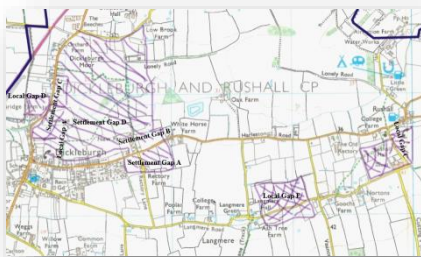


figure 30

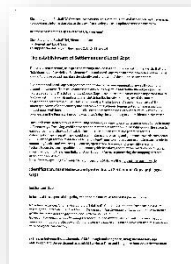


figure 31

**Minutes of Neighbourhood Planning meeting: Thursday 17.10.2019**

Venue: Village Community Centre Committee Room  
Meeting from 7.30 pm – 9.30 pm

Attendees: Karen, Andrew, Richard, Allan, Daren, Matthew, Abi, Ann, Jackie, Alan

Apologies: Ben Grief – sent comments

Purpose of the meeting: To plan public presentation of policies to date on Friday 8<sup>th</sup> November and Saturday 9<sup>th</sup> November 2019

**1 Update on policy's**

Andrew and Allan had a meeting with South Norfolk regarding the site allocation and what further documentation may be required and how it can be produced. We will be writing a bid for support from locality.

p) Settlement gaps

It was explained and agreed that when identifying the settlement gaps we need to ensure that the settlement boundary is not an access road i.e. a road to other places. It was felt that the map needed improving and a second look was needed for settlement gaps particularly with flight paths and mammal routes, along with ancient settlements and recent building projects taken into account.

q) Dark Skies

Evidence from the Bat survey suggests that a dark skies policy would support some of the rarer bat colonies in the parish.

Rushall Church yard. There appears to be a healthy population of bats around the Church. The Church has been advised to contact the churchyard conservation scheme.

Concern was raised about the possible use of ultrasound units at the Dickleburgh Church to ward off bats, rabbits, cats and rats.

It was thought the policy document is too long and wordy. It will be shortened for the final Plan. Map far too complicated. A lot of agreement on the need for a dark skies policy. PC supports this idea and has suggested the new developments should not have street lighting.

r) Carbon offsetting latest thoughts

There was discussion about the possibility of purchasing land for the purpose of carbon offsetting.

We should designate places we would like to see utilised as carbon offset land in and around the development sites.

Any tree cut down should be replaced.

We may need to make energy efficiency strategies such as water harvesting, green roofs, solar panels etc.

Agreed that carbon offset trees must be identifiable and in a public space. Agreed it is a desirable ambition but concern expressed over getting developers to adhere to it.

Carbon offsetting can add to the beautification aspect of the eventual document

There should be a carbon offsetting reference within transport this will be written by the carbon offset writers and passed to Richard

2 Public open session Friday 8<sup>th</sup> November and Saturday 9<sup>th</sup> November 2019

Friday the 8<sup>th</sup> cannot work as it clashes with the bridge club. It is agreed we go for Monday 11<sup>th</sup>.

The display should contain.

Policies and objectives, invite comments and be colourful.

Themes

Objectives

Policies

Housing want 4 posters    Transport want 5 posters    Biodiversity want 8 posters.

More will be available if needed we will order 36.

There will be a 10 page booklet to go with the event like last time.

3 Date of next meeting Thursday 31<sup>st</sup> October? Agreed

### **31.10.2019**

Agenda of Neighbourhood Planning meeting: **Thursday 31.10.2019**

Venue: Village Community Centre Committee Room

Meeting from 7.30 pm – 9.00 pm

Attendees:

Purpose of the meeting: To plan public presentation of policies to date on Friday 8<sup>th</sup> November and Saturday 9<sup>th</sup> November 2019

1 Update on policies.

A Carbon offsetting

B Mapping tool

C Locality

2 Public open session Saturday 9<sup>th</sup> November 2019 (set up from 11.00am open to public from 2.30 – 5.00 pm) and Monday 11<sup>th</sup> November for school visitors (from 2.30 – 4.30 mums and dads)

Display to be taken down on Tuesday from 1.00 pm.

Each team should bring A4 copies of the posters being submitted for printing for proofing. They go to the printers on Friday 1<sup>st</sup> November.

Please share your ideas prior to the meeting!

We have booked for 36 posters.

Current distribution

Transport 5 A2 posters

Biodiversity 10 A2 posters

Housing 10 A2 posters

Additional linking themes and topics Education, Employment, 6 A2 posters

3. Reconsider date in light of publicity failure?

3 Date of next meeting Thursday 21<sup>st</sup> November? – to review the have your say 2 event. Thursday 14<sup>th</sup> is not available.

### **Minutes of Neighbourhood Planning meeting: Thursday 31.10.2019**

Venue: Village Community Centre Committee Room

Meeting from 7.30 pm – 9.00 pm

Attendees:

Apologies: Allan, Brenda, Richard

Purpose of the meeting: To plan public presentation of policies to date on Friday 8<sup>th</sup> November and Saturday 9<sup>th</sup> November 2019

1 Update on policies.

- A Carbon offsetting – This is the most contentious element of the NP – ongoing discussions
- B Mapping tool – the Parish Council will pay for access to Parish online
- C Locality – application to funding still in process.

2 Public open sessions Saturday, 9<sup>th</sup> November 2019 (set up from 11.00 am open to the public from 2.30 – 5.00 pm) and Monday, 11<sup>th</sup> November for school visitors (from 2.30 – 4.30 mums and dads)  
Display to be taken down on Tuesday from 1.00 pm.

Each team should bring A4 copies of the posters being submitted for printing for proofing. They go to the printers on Friday 1<sup>st</sup> November.  
Please share your ideas prior to the meeting!

We have booked for 36 posters.

Current distribution

Transport 5 A2 posters

Biodiversity 10 A2 posters

Housing 10 A2 posters

Additional linking themes and topics Education, Employment, 6 A2 posters

3. Reconsider date in light of publicity failure? WE were unable to get the advert into the Village news and therefore felt it would be best if we cancelled the event and re scheduled for very early 2020. It would provide more time for printing.

3 Date of next meeting Thursday 21<sup>st</sup> November? – to review the have your say 2 event Thursday 14<sup>th</sup> is not available. Decided to call the next meeting in very early 2020.

## 2020

**16.01.2020**

Agenda of Neighbourhood Planning meeting: **Thursday 16.01.2020**

Venue: Village Community Centre Committee Room  
Meeting from 7.30 pm – 8.30 pm

Attendees:

Purpose of the meeting: To plan public presentation of policies to date on Saturday 18<sup>th</sup> January and Monday 20<sup>th</sup> January 2020.

- 1) Open session Saturday 18<sup>th</sup> Monday 20<sup>th</sup> January 2020
- 2) Date of next meeting to be agreed.

Agenda of Neighbourhood Planning meeting: **Thursday 16.01.2020**

Venue: Village Community Centre Committee Room  
Meeting from 7.30 pm – 8.30 pm

Attendees:

Purpose of the meeting: To plan public presentation of policies to date on Saturday 18<sup>th</sup> January and Monday 20<sup>th</sup> January 2020.

Agreed to run the Saturday and Monday – Monday will enable parents collecting children from the school to visit and contribute also enable us to capture children's views.

Plan constructed and roles allocated.

Meeting finished at 8.15 pm.

## 18<sup>th</sup> and 20<sup>th</sup> January Have Your Say 2

### Support documents

Advert *fig. 32*

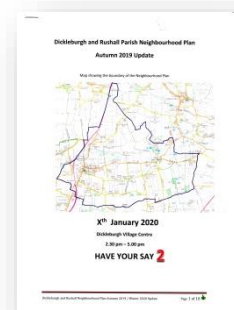
Have your say 2 booklet *fig.33*.

Forty 2 posters (examples *figs.34,35,36,37*)

14 A3 posters



*figure 31*



*figure 32*





figure 33



figure 34

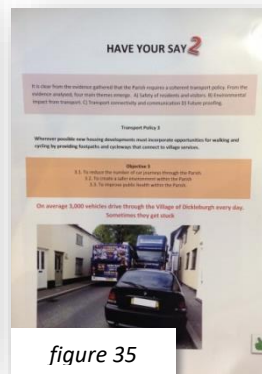


figure 35

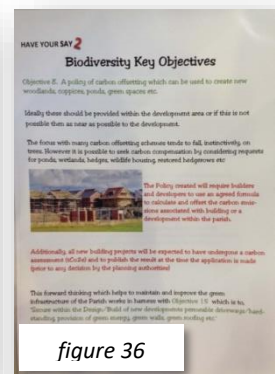


figure 36

19.3.2020

Agenda of Neighbourhood Planning meeting: **Thursday 19.03.2020**

Venue: Village Community Centre Committee Room

Meeting from 7.30 pm – 9.30 pm

Attendees:

Purpose of the meeting:

- a) To consider and discuss a proposal from Last Tricker partnership re Chenery's site.
- b) To review the draft policies document
- s) Proposed development. Key questions/issues for the NP team
  - 1. The original application was to only build upon the Chenery garage and associated bungalows site only.
  - 2. We are being asked to extend the parameter to include a much larger area that runs parallel to Burston Road.
  - 3. What are the implications for other sites and the whole site assessment process if we extend the boundary?
  - 4. The original site is part of the Cordon Sanitaire and may fall foul of that policy.
  - 5. If the site boundary is extended, then what do people feel about the proposals – they do not currently meet many of the expected specifications re parking, the size of gardens, beautification, carbon offset, hedgerows and biodiversity.
- t) Review of policies
  - 1. Read policies to check: Do they make sense? Are they contradictory? Are they repetitive? Are they relevant? Can they stand up to scrutiny? Is anything missing?
- u) Date of next meeting Thursday XX April? We will be receiving a presentation by La Ronde The proposed site behind the Norwich Road bungalows that already has outline planning permission.

**National LOCKDOWN imposed.**

All further meetings were held by on the Zoom platform. They are covered in other appendices.