

**Bungay Neighbourhood Planning Group
Minutes**

Date: 17.10.2018

Time: 7.00 pm

Place: The Fleece Inn, Bungay

**Present: Ken Lodge (Chair), John Adams, Sue Collins, Karen Lodge,
Elizabeth Cawood, Peter Jackson, Gilly Shiner, Tony Dawes, Bob Prior**

Minutes

1.0 Apologies were received from Jesse Timberlake, Guy Bradley, Dave O'Neill and Nicholas Usherwood.

1.1 Minutes from 19.9.2018

were agreed and signed.

1.2 Matters arising

2.3 BP has agreed to withdraw from the Officers' Group, thereby reducing the number of councillors to three.

3.0 Action done. It was pointed out by Hilary Hanslip that given our expected submission date the referendum could not take place before September/October 2019, as the NDP had to go to the Examiner first.

(ii) The production of a Housing Needs Assessment has been agreed with Aecom. The other action points were done.

2.0 Statements from the Chair

2.1 KL reported that some of the grant money has been spent on work from MT.

2.2 It was decided to look for alternative venues for our Christmas get-together; the best date was agreed as being the 19th December. EC to ask the Fisher Theatre and KL to investigate the Stonehouse.

[Fisher not available that day; Stonehouse booked.]

3.0 The expected update from Chris Sadler did not arrive in time for the meeting. It took a whole day to reach members. It is reproduced here for reference.

I have prepared 'the rules' of the photography competition. The Vice Chair of Bungay Camera Club has given her approval of the rules. The rules ensure safeguarding (safeguarding not preventing) of identifying private spaces and individuals, provide for joint ownership of the images and stipulate the image is to be of or include the town.

The Vice Chair of Bungay Camera Club + Beccles & Bungay Journal have agreed to co-judge the competition. I'm sure the Mayor of Bungay Town Council will join them to make a panel of three - so sure that I haven't asked him!

What I need though is ideas of how to clearly phrase what the photos of Bungay are to actually be of. I am favouring 'an image of Bungay representing the Bungay Neighbourhood Development Plan'. (We will need an easy to read 'executive summary' included in the draft plan) Having the interpretation of the plan as the competition is a way of showing people have read and considered the plan (or at least the executive summary).

I am working on a leaflet to deliver to residents of Bungay inviting them to consider the draft plan and to enter the photography competition.

There are 2,500 dwellings in Bungay. It will take one person 2.5 - 3 weeks to deliver to every house (without holding conversations). I was under the impression that committee members would do this. Will they do this? My idea is that there are two 'leaflet drops' - one for the draft plan, the other for the final plan to encourage a turnout to vote.

I think a press release stating committee members will be doing the leaflet delivery would facilitate possible 'conversations' on door steps.

Would the committee consider keeping a 'register of conversations' with the public to show public engagement? A simple record of when & where conversations were held, who they were held with. The record could be placed on a file to be updated by individual committee members on the 'Dropbox'.

The record could therefore show individual conversations and speaking engagements at clubs & societies etc.

To be able to show good attempts at public engagement might be necessary to 'defend' criticism in the future that the BNDP failed to try to provoke public interest and is therefore lacking in credibility.

4.0 (i) See Matters arising (ii) above.

- It was agreed that the Introduction should be finalized last.
- KL reminded the group that there are actually two audiences, and hence two documents to prepare, one for the inspector and one for the inhabitants of Bungay. The latter should pick out the crucial points, list the policies under the appropriate headings and ask for comments. It was agreed that it should be of A5 format.
- The section on the physical limits of Bungay should be included in the Context section.

Action: Hidden Needs Suffolk Report was to be looked at by ???

CULTURAL HERITAGE

- It was suggested that the Cultural Heritage section was not necessarily in an appropriate format. Parts of it could go in the Introduction or an Appendix; or it could be part of a section on Conservation.

HOUSING

- Reference must be made to the 12 points of the Building for Life guidelines.
- Include photos to show local features that are to be included in the Design Codes.
- Passive houses and energy efficiency must be stressed in the Building section, perhaps in a subsection.
- Modern prefabricated houses.
- Sustainability in the Introduction?

- Do we need to have a section on the built environment as opposed to the natural one?

TRAFFIC & TRANSPORT

- Electric charge points to be incorporated into new estates.
- Porosity of surfaces.
- Communal parking bays must be within clear sight of inhabitants.
- Avoidance of on-road parking.
- Traffic hazards and air quality – links with Environment.
- Reference to such issues as HGVs going through the town need to go in an Appendix.
- Surfaces must also be user-friendly for wheelchairs and pushchairs.
- Traffic calming including roundabouts on St John's Road.

Action: PJ to send round examples of difficulties of traffic layouts in Bungay.

TOWN CENTRE & BUSINESS

- Add a section on what we want/need in the town in future.
- Signage, shop fronts and street view important in the conservation area.
- Sustainability of the street markets.
- Expansion of Thursday market in front of Wightman's.
- Issues relating to change of use and variety of shop types.

Discussion of the sections on Community Matters and Environment was postponed until the next meeting.