

**Bungay Neighbourhood Planning Group  
Meeting of the Steering Group  
Final**

**Date:** 19.10.2016

**Time:** 7.00pm

**Place:** Riverside

**Present:** Ken Lodge (Chair), Sue Collins, Alison Ballantyne, Liz Cawood, John Adams, Robert Prior, Karen Lodge, Tony Dawes, Gilly Shiner, Peter Jackson

**Apologies:** Peter Edwards, Chrissie Brown, Dan Brown, Steve Read, Debbie Read

**Minutes for 21.9.2016**

**1. Minutes of Previous Meetings**

**1.1 Matters Arising for 21.9.2016**

**2.3 Identity Badges**

Action: all members. Please email ( or post) your passport type photo to Tony Dawes for production of identity badge. Ongoing

**1.2 Confirmation of Minutes for 21.9.2016**

- Agreed and signed

**2. Statements from the Chair 21.9.2016**

**2.1 Honeypot and the Heritage Group (update)**

- The most recent plans for the new Community Centre have still not been approved. See item 5.3 for further information.

**2.2 Dr Toby James**

- The notes from Dr James' presentation are now on dropbox.

**2.3 Resignation of Councillor S. Thompson**

- Simon Thompson's resignation has created a vacancy on Bungay Town Council. Anyone interested in becoming a councillor must acquire nomination papers, complete them and present them by hand by 4.00pm Friday 28th October.
- If only one nominee then that person automatically fills the vacancy.
- Two nominees will automatically fill the vacancies.
- Three or more necessitates an election. (24.11.2016)

**2.4 Venue for future meetings**

- Members discussed meeting in the upstairs function room at The Fleece in Bungay. It would be warmer than the Riverside Centre and has wi-fi.

Action: SC to check whether the room would be available for next meeting on 16th November. Done. See item Date of Next Meeting.

**3. Report back re: NDP Workshop at Riverside, Lowestoft 15.9.2016**

**3.1 Right to Bid**

- Item not covered

**3.2 Housing/Broads Authority**

- Item not covered

**3.3 An explanation from an examiner responsible for passing NDPs**

- Members who attended indicated that this item was very useful.
- The examiner clarified how important it is to ensure that everything in the BNDP does not contravene a) the National Planning strategy ( PDF available on line) and b) the local Waveney plan. The current local planning strategy from Waveney District Council is also available on line but it is being re-written.
- All members encouraged to use Dickon Povey and Jo McCallum at WDC whose job it is to answer any questions and offer advice to the group as they carry out this work.
- SC reminded members that Kessingland's report was on dropbox. It could be seen as a helpful template/guide for Bungay's plan.
- KL reported that the SCDC Planning Officer had indicated that the number of affordable homes passed for development was not always carried out by the developer on financial grounds, and that the councils did their best to keep developers to their initial plans, though not always successfully.

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## 4. Wenhaston Third Consultation Day Sat 8th October (Oral report)

- KFL ( Karen Lodge) indicated that Wenhaston NPG are further ahead in the process than BNPG which means we may benefit from being able to adapt and use their documentation.
- It is a small village and many of the community have been involved.
- They have been able to keep the community informed by mounting a display in their community centre.

### **KFL's notes follow:**

Karen Lodge was invited to attend the consultation for the pre-submission draft plan as her mother is a resident of Wenhaston, and the steering group were aware of the link with the BNDP.

Key points of interest:

- A display had been on view in the village hall for a week before the formal presentation.
- Hot drinks and cakes were on offer free of charge.
- In addition to the wall displays there were a number of hard copies of the issues and concerns survey (2015) that could be lent to residents for 48 hours to allow residents to read them in more detail (copy given).
- All attendees were given a consultation questionnaire on the 3<sup>rd</sup> public consultation booklet to complete (copy given).
- The issues and concerns survey included a number of interesting questions and opportunities for the U18 age group to answer in a separate box, but no difference between age groups other than the profile of residents in each house (copy on line).
- All residents were delivered a questionnaire, with offers of support for completion if required.
- The draft plan gives background detail and indicates policy (requirements for new development and strategies (long term aims)) in different colour blocks.
- The group were criticised early on for not consulting sufficiently with young people in the community.

Phil Corbett is happy to discuss their plan in more detail.

The web address is: <http://wenhaston.onesuffolk.net/wenhaston-with-mells-neighbourhood-plan/neighbourhood-development-plan-documents/neighbourhood-development-plan-process-documents/>

- If there is an aspect of future development that is felt to be of important to Bungay, but does not fall under the strict heading of planning, it can be added to the Development Plan as an appendix.

**Action: all sub-groups to read the Wenhaston pre-submission doc with a view to using as a template/guide for a similar doc. for Bungay.**

## 5.0 Subgroup Reports

### 5.1 Town Centre, Retail and Employment

- JA ( John Adams) had attended the Lowestoft workshop and recognising the importance of relating any plan to the current local plan asked members to consider the following:
  - Do we submit Bungay's NDP plan using the existing Waveney plan and attempt to influence the forthcoming plan or should we wait for the new Waveney plan to be completed and submit Bungay's NDP plan following the acceptance of this new Waveney plan?
- JA indicated that this group is not attempting to write a section for the Strategic Environmental assessment (SEA).
- JA indicated that in order to meet economic, social and environmental requirements of planning for retail and employment for Bungay this subgroup has begun following guidelines of National Planning Policy Framework

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and Waveney planning documents. We have identified sections of the current documents applicable to our team.

- This group does not feel a public questionnaire would suit our area.
- Instead, we propose using a focussed face to face questionnaire. Three audiences need to be addressed: retail, non-retail, public (split into age). The group is in the process of identifying who to speak to and forming the questions. Complete January 2017.
- JA raised the idea of spending some of the grant on employing a Neighbourhood Planning Officer to oversee process and be responsible for delivering the plan i.e. co-ordinating all sub groups.

### **5.2 Environment**

- KL indicated that Guy Bradley is currently working on the Strategic Environmental Assessment.
- KL indicated that several relevant documents have been placed on dropbox.

### **5.3 Social Issues group actions**

**Consultation with a disabled member of the community [see Dropbox]**

**Consultation with a carer for children [see Dropbox]**

### **Bungay Honeypot Community Centre**

Meeting with Jo McCallum and Honeypot Trustees 11/10/16

Following a meeting with Jo McCallum (Gilly, Chrissie, Ken, Sue and Karen) it was decided that it would be helpful to broker a meeting with the chair of the trustees of the Honeypot centre - Judy Cloke. This would help to clarify the current situation of the plans for the building of a new community centre. It was agreed that Jo would make initial contact with Judy Cloke, as she had previously worked with the trustees on their plans.

The meeting was held at the Honeypot centre on 11<sup>th</sup> October. All the trustees (except 2) attended, plus Olly Barnes from the Kings Head Project.

After some clarification of the legal frameworks of neighbourhood plans by Jo McCallum, Martin Evans was asked to give a short history of the progress, with a lot of difficulties encountered: promises of funding; applications turned down; information shared with the public and then plans changed due to loss of funding! There is clearly a high level of frustration. Accordingly, over time, plans have changed. The most recent iteration was on display. This is waiting for approval by the planning committee and the allocation of a number. Planning has been granted and the plans for a community centre will continue on the Old Grammar School meadow. The building of the play area is the first phase of this. For further funding bids, a more current public consultation will be required. Concern was raised about the impact of this on the community who had already been let down by plans and promises not being fulfilled. WDC will support future bids if the trustees agree that this is appropriate.

Trustees asked for more detail of the role of the steering group and timescales. Ollie Barnes gave an update on the plans for the Kings Head development. Consultation with the public is a common theme for all three projects.

This was followed by discussion of how the steering group could work with the trustees and the Kings Head developments to share the same platform for consulting the public rather than flood the community with three different consultation documents. This has tacitly been agreed, with no details decided.

It was agreed that Jo McCallum would act as a communication link between the various parties and that the Bungay NDP SG should nominate appropriate members as points of contact, their NDP e-mail addresses to be sent to Jo McCallum by the Chair.

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### Final

#### Links with local schools

Karen will be visiting Bungay High School on November 4<sup>th</sup> with Stuart Halsey (WDC) and has had preliminary discussions with the Headteacher of Bungay Primary School, who has expressed an interest in working with us.

- KFL indicated that if any subgroup wishes to contact a school it would be appropriate to speak to her first as she has established communication links with all of them.

Re: other communication links

Action: KL and SC to send Jo McCallum the email contact addresses between Honeypot and Heritage groups and a named link for each subgroup. Done

John Adams (Town Centre, Retail & Employment)

Chrissie Brown (Social Issues)

Linda (Gilly) Shiner (Social Issues)

Karen Lodge (Social Issues)

Sue Collins (Deputy Chair, Councillor)

Bob Prior (Treasurer, Environment, Councillor)

Ken Lodge (Chair, Traffic & Transport)

#### 5.4 Transport and Traffic

- KL indicated that a number of the ideas raised by the group are to do with enforcement rather than planning. He indicated that it may be possible to add such ideas in the plan's appendices.

Action: KL to write to Suffolk's Police & Crime Commissioner, Tim Passmore, and Bungay Town Council regarding concern about traffic issues on behalf of the steering group.

#### 5.5 Housing, Urban Design Historic Buildings

- No report available

- Members discussed BNPG SG needing a representative on the King's Head heritage project.

Action: KL to write to Olly Barnes (cc Simon Woods) indicating that SC would be BNPG's representative. Done.

#### Date of Next Meeting

16.11.2016 at 7.00pm

Please note the new venue: The Fleece Inn, Bungay

Meeting closed 9.15