

Stalham Neighbourhood Development Plan

Minutes of the meeting of the Stalham Neighbourhood Development Plan (SNDP) Steering Group held on Thursday 17th February 2022 at 7.00pm at the Town Hall, High Street, Stalham.

Chairman – Chris Foster (CF)

Vice Chairman – Matthew Taylor (MT)

Minutes – Rachel Hood (RH)

In attendance: Bob Reader (BR), Di Cornell (DC), Steve Toone (ST), Helen Foster (HF), John Walchester (JW)

Louise Cornell (LC) from Community Collective Planning

Matthew Gutteridge (MG) – Senior Planning Officer, NNDC

Apologies: Lolly Dawson (LD), Kevin Bayes, James Cole, Jeremy Baverstock, Mark Thompson (Community Collective Planning)

1. Welcome

CF welcomed all present to the meeting. The Minutes of the last meeting were approved.

2. Presentation and Q&A from Matthew Gutteridge regarding the NNDC Local Plan

A detailed discussion on various elements took place.

Key points were:

- That the Local Plan was disappointing from Stalham's perspective, which seemed underrepresented.
- There may be a slight extension to the end date of the consultation phase currently set as 28/02/2022.
- Final submission date is yet to be confirmed (later in 2022)
- Commissioning and Examination phases are expected to take place in 2023.
- The current version is final for now; subsequent amendments would be made through version amendments.
- The weight of Policies is stronger the nearer they come to adoption.
- Any proposed variations to the Local Plan would need to be clearly evidence-based and not opinion-based.
- It is possible to suggest alternative sites to those set out in the Local Plan, however these would need to be put forward as evidence-based amendments.
- The NNDC have looked at all possible sites, carried out objective assessment, liaised with consultants, considered all opportunities and ensured landowner consent.
- If NNDC have assessed a site as not suitable it would be difficult to suggest it as suitable.
- Consultation is not a legal requirement or necessary at the Reg 19 stage.
- 25 % of site(s) is identified for employment.
- The definition of "employment" does not mean "industrial"
- The space identified for development includes allowance for green spaces.
- The employment allocation does not have to be 1 hectare in 1 place; it can be spread. It is up to the developer/builder to decide where this is allocated within the identified space.
- Employment opportunities are allowed outside of the allocation, but all points regarding compliance with policies, and that proposals must be evidence-based, remain valid.
- Stalham is designated as a small town in the plan and has been allocated 2 hectares (from the current 0.9 hectares).

- The Plan identifies issues but does not suggest resolution of these eg the lack of transport infrastructure.
- The Housing Needs Assessment will help inform options and choices for residential development.
- Road infrastructure –developers must provide an access assessment as part of a planning applications

Guidance for the SNDP

- Draw the SNDP within the Policy. It is unnecessary to have policies in the SNDP which are already covered in the NNDC LP, including the version in development.
- Don't go against non-adopted strategic policies.
- There is a Policy Map which includes a list of strategic policies.
- It is better to adopt a collaborative approach to avoid a situation where the NNDC are arguing against the SNDP.
- Focus on one or two things affecting the community & find the solutions (eg Parking/Retail options).
- Look at issues, seek feedback, check that they are not addressed in the Local/National plans.
- Build evidence, consider all possible options, meet policy criteria.
- The SNDP can set out what we would like eg to identify land for car parking.
- The SNDP has the opportunity to allocate alternative areas (factoring all points raised previously regarding policies and process).
- The SNDP will need to balance with the Broads Authority and NNDC plans.
- MG suggested it would be harder to allocate space instead of current allocation, rather than in addition to.

Action: MG to send examples of site assessments that NNDC has carried out to assist with evidence gathering.

CF thanked MG for attending. MG left the meeting.

3. To confirm the final survey/questionnaire.

The questionnaire was agreed as much improved. Its adoption was proposed by MT, seconded by DC and approved.

4. To receive the drafted leaflet and paper questionnaire design.

It was agreed to add a QR code to the flyer.

Action: LC to provide QR code to LD.

Other amendments:

- To add the period of the consultation to the front of the flyer.
- To make the two "your" on the front page in capitals
- To add details of the open meeting (see Agenda Item 11)
- To add details of where the paper forms can be handed in
- Add details of the Prize Draw (see Item 6)

It was noted that noticeboard(s) and maps would be required for the Thursday morning sessions. It was believed LD was arranging. Maps may be available from NNDC.

Action: MT to investigate sourcing maps from NNDC and let LD know.

Action : LD to make amendments to flyer and recirculate.

6. To confirm whether to proceed with a prize draw.

CF had checked with the NNDC legal team and there were no issues with offering a prize draw incentive (£50) to complete the questionnaire.

Proposed: DC, Seconded BR, approved.

7. To confirm methods of distribution and receive quotes for printing.

Distribution via Town & Country

Double-sided A5 Leaflet – proposed by ST, Seconded by DC and approved.

CB had spoken to the Manager of Tesco's who was happy to circulate to their workers.

Distribution also via large employers, shops and services and the library.

Action: CB to talk to Richardsons

Action: LD to check the circulation of the Town & Country as we may need an increase on the 2000 originally quoted. If this is required, LD to circulate the new requirement, although this was agreed in principle (circa £200).

A query arose over the printing of the questionnaires for the Town Hall and Library.

Action: LD to obtain quote for circulation.

Action: LD to obtain quote for printing of questionnaires.

It was suggested that the proposed banner be worded in a general way to enable re-use. Eg "Plan the future of Stalham"

8. To receive an update on the Technical Support Grant (TSG)

This was moved to the next meeting

We will need to complete and End of Grant Form and return any outstanding monies, then reapply.

Action: LC to email LD with details of the outstanding monies in the TSG and the process to be followed.

9. Project Plan Update

There have been some changes to the Project Plan. There is currently no time in the Plan for allocating (spaces). LC to suggest adjustments to include this and bring to next meeting. It was noted this could extend the plan by 6+ months.

Action: LC to update Project Plan and bring to next meeting.

10. Any Other Business

Action: LC to check out the Broads Plan and see what is specific to Stalham.

11. Agree a time for the next meeting

It was agreed that the next meeting, being in the consultation period, should be an open meeting for members of the public to come and have their say, ascertain strength of feeling on matters and help identify core issues.

Next Meeting - 17th March 7.00pm (Open to Public)

A short discussion took place regarding the requirement for monthly meetings; these may not always be required but can be agreed on a month-by-month basis.

Meeting closed at 8:20pm