

Neighbourhood Plan Steering group meeting notes

29th June 2018

Present – Michelle Thompson (MT), Jane Fountain (JF), Pat Warwick (PW), Bonnie Robertson (BR), Neil Featherstone (NF), Liz Whitcher (LW)

Apologies – Margaret Homes

- Wessington cannot supply Questionnaire template as they sought it from elsewhere but more research is to be undertaken by contacting both Diss Town Council and Mattishall Parish Council regarding their NP questionnaire.
- BR suggested that we enquire with Richard Yallop who previously went to Cranfield University regarding compiling a questionnaire for the NP.
- Future review of the Site Assessment was needed but all feedback is required by **July 6th**.
 - 6th Form college not possible due to low catchment
- JF and PW are attending a meeting on July 23rd with the head teacher of Wayland Academy regarding potential use of the land being the academy to stage a state park.
- *The ongoing Church Road planning application for 9 bungalows – to appeal to the site assessment.*
- MT to upload Character area appraisal, Market Report and the Drainage group updates to the Watton Town Council Website and Facebook Page
- Some discussion took place regarding current officers mess land at Portal Avenue and the potential future plans for a Cemetery. Look at maybe adding that piece of land to the Site Assessment.
 - NF to source ground water maps for that area.
 - Cemetery working group in place at Watton TC
- MT to circulate to all members of the NP steering group, a presentation compiled by Tony Needham that was carried out at the Carrow Road conference.
- LW now Drainage Working Group Chair due to Trevor resignation
- JF to contact Anglian Water regarding the refill scheme and potential reinstate of Water fountains/well in high street – Hoping to get business on board re;- refilling of bottles.
 - West Norfolk Working Group meeting 31st July
- LW presented Drainage Working Group Update – Hard Copy available
- MT To write thank you letters to all members of the Drainage Working Group
- JF and PW met with Academy.
 - Questionnaire had been developed for Academy use.
 - Images from Student group to be put on Watton TC Facebook/website
- Market H&S report from 11th July visit by Milne Safety to be presented to Watton TC for consideration
 - Consider establishing Working Group to take forward recommendations in Report

- AOB
 - 9 Bungalows development on Church Walk response made by Watton TC using reports developed through NP process
- Watton TC to work with Swaffham TC to issue complaint letter to Breckland DC for low levels of support for NP process
- LW suggested consideration of IT technology and Training for Watton TC councillors to aid delivery.

Neighbourhood Plan Steering group meeting notes

24th September 2018

Present – Michelle Thompson (MT), Pat Warwick (PW), Bonnie Robertson (BR), Neil Featherstone (NF), Liz Whitcher (LW), Keith Gilbert (KG), Margaret Holmes (MH)

Apologies – Jane Fountain

- NP steering group meeting notes dated 29th June were accepted
- NF stated the key aim moving forward is to get the questionnaire compiled.
- A written update report from the Drainage group was presented
- In addition to the Drainage Group report presented LW added that the group had visited Norfolk County Council and made it clear that communication from them was poor.
- In regards to the Keep it clear campaign, 85 homes in Watton was visited based on contact received from the residents as well as a stand on the carnival this year which included a story teller – It was felt that not such an success as originally thought it would be. Story teller from Anglian water to visit and educate the local schools.
- Thetford road Land owner to be contacted re drainage issues off the Barn Ruche corner. To be feed internally to Laura Waters, head of infrastructure at NCC.
- LW as chairman of the Drainage group to write to make the point re: ditch, quote consultant's report.
- NF asked if NCC and environment agency have any other monitoring systems in place other than reports received from the drainage group, it was suggested that it would be beneficial if a Future monitoring system to is set up.
- Affiliation to the Norfolk Flood Forum – The Town Council agreed to be part of the forum. Form has been completed as the Drainage Group because the Flood Forum seem to deal more with Community groups than local councils LW to email Town Clerk to let know.
- PW updated on the Loch Neaton, the NP steering group was informed of the new committee members. NF suggested a management plan and list of priorities for Loch Neaton be compiled, which would come in handy when applying for funding. BR previously provide JF a contact list for funding and advice re; potential boardwalk. NF to make enquires in regards to mowers and brush cutters to maintain the Loch.
- KG informed the group of the Japanese Knot weed growing at the Loch – Norfolk County Council have been made aware.
- In regards to the NP group working with the academy, the last meeting that was scheduled was cancelled but the head teacher seems very keen to continue, PW to chase up for another meeting. The design for a logo had started but it was felt more work was needed.

- I brief discussion took place regarding the Wednesday market, the group was made aware of the survey which took place and that not much health and safety or traffic/highways experience was stated. MT to circulate the Market report to all NP steering group members.
- KG felt the shops in Middle Street are not keen for Middle Street to be pedestrianised.
- A full Health and Safety report for the Market is felt to be needed.
- A brief update was given regarding the pop up Market stalls and the Market Town Initiative – Town Council to go ahead with the stalls and that trial stalls are needed before any permanent fixtures are put in place. The next Watton and Swaffham focus group meeting is to take place on October 18th in Fakenham.
- NF to check if final site assessment was received.
- Town Clerk to speak to Clerk at Diss re – Template for questionnaire
- MT to add Colin Hay to the distribution list for the steering group.
- NF to draft questionnaire.
- For any other business BR updated on Gilman's Drift – *Gillman's Drift also Sustrans Route 13. Responsibility for maintenance of the Bridle way was transferred from Sustrans (Route 13) to NCC Highways on a signed maintenance agreement for 40 years. Now passed to Trails dept. The area of responsibility is 1.5 metres either side of the path. NCC agreed they would increase the visits from twice yearly to thrice yearly. Any land situated beyond the 1.5 metres is the responsibility of the adjoining house or land owner. This includes Watton Town Council who own the land on which the Lovell Gardens playing field is situated. This information should be in the Deeds of the land/property. This path is recorded on maps over 400 years old and there are 17 TPOs on the oaks there.*
- Church Walk was mentioned – Dog and litter bins overflowing and PSPO signs have been damaged – possibly look into get metal signs and fixed more securely.
- The group was notified that the Church Walk planning application for 9 bungalows has been appealed and dismissed.
- It is felt that a NP steering group meeting is needed once a month for the next 3 months.
- Next meeting date to be Wednesday 17th October @ 9:30am – Wayland Hall.

NP steering group meeting Notes – Wednesday 17th October 2018 9.30am
Wayland Hall Council Offices

Present – Liz Whitcher (LW), Margaret Holmes (MH), Neil Featherstone (NF), Michelle Thompson (MT), Jane Fountain (JF), Keith Gilbert (KG), Bonnie Robertson (BR) Pat Warwick (PW)

1. Apologies

No apologies given.

2. To accept NP meeting notes from 24th September 2018

Notes presented were accepted with 1 amendment added that the Church Walk planning application had been appealed and dismissed.

3. Key aims

- Questionnaire – to draft Watton's NP questionnaire using a template on Survey Monkey.

4. Update on NP Questionnaire development – agree proposed questions

- NF demonstrated an electronic template provided on Survey Monkey showing Ingatestone & Fryerning NP questionnaire. Keen to use a template as it will save time.
- NF to draft Watton NP questionnaire based on electronic template and to include outcomes of this steering group meeting.
- A trial run of the questionnaire is to take place once finalised. Members of the steering group to trial as well as a few chosen residents to include the younger age.
- MH to contact Revd Gerry Foster regarding the situation of the Children's Centre at the Church and determine what questions could be added to the questionnaire regarding children's services.
- Questionnaire to be distributed to residents of the town in paper copy and electronically within the next 4 weeks – aim to have the questionnaire out by the end of November.
- Hope for roughly 600 responses from the questionnaire.
- Drop boxes to be purchased, for the completed questionnaire - NF to send TC office link. Drop boxes to be distributed at Tesco, Watton Doctors, The Town Hall, Watton Library, Sports Centre and Cranswick.
- Personalised pens to be investigated and purchased. *Pens ordered on 23rd October – 100 pens for £108.00 + 100 free pens.*
- Some discussion took place regarding letters being written to local organisations to promote the questionnaire.
- Ask Watton Town Councillor Tina Cruz to translate introduction on questionnaire.
- Areas around the town to be mapped out amongst Steering group members and councillors for distribution of questionnaire.

- Must engage the press re- NP questionnaire
5. Watton Site assessment report

- NF to re-send Final draft site assessment to all members of the NP steering group before finalising.
- To add Site Assessment to the next steering group meeting agenda as some discussion is need on how the site assessment report will be used.

6. Use of NP Reports

- Use all information gathered from the Drainage group, market report and character assessment as a resource.
- NP reports are displayed on the Watton Town Council website.
- MT make all NP reports available in hard copy and on display at the Watton Library.

7. Sub group updates

- Drainage Group

The Drainage Group (TDG) made a representation on the Gladman's planning application making the flood risks and current drainage issues known. It was sent to the planning officer at Breckland District Council (BDC), Anglian Water and Norfolk County Council (NCC).

TDG asked NCC to contact the landowners and Nathan Harris replied to say he was happy to write letters if TDG could give him the details of which landowners. (WTC's Land Registry account to be looked at.) He also said he was happy to visit TDG in Watton to see the ditches for himself. TDG invited him to join them on Friday 26 October.

The Flood Risk Officer at NCC was doing a great job in ensuring that Gladman's were confident that their surface water drainage plans were connected to ditches that would carry water away. NCC have also asked Gladman's to do more tests.

- Youth engagement

PW has been in contact with the Head teacher at Wayland Academy, Mr Rosenbert is still keen to continue helping with the youth engagement. A new meeting date to be scheduled for early November.

A meeting has been scheduled with Michelle Bibby from the Youth Advisory Board (YAB) at the Watton Sports Centre on November 8th, meeting to include students and head teacher from Wayland academy.

LW informed the group that Anglian Water (Keep it Clear Campaign) is planning to undertake talks at the local schools. She had forwarded the lesson plan to the Steering Group for the particular attention of Cllrs Fountain and Warwick to see if they could encourage Wayland Academy to take it on.

- Consideration for Market and Retail working group

Milne Market report received, did not seem to include detail of sufficient evidence needed.

One outcome of the market report is that the suggestion of Barriers be purchased for in the road. Barriers to be ordered. PW to give a brief update on the barriers and the NP at the next full town council meeting.

Some discussion took place regarding the quote received from Rospa for a full Market/traffic Report. LW suggested that the Town Council ask BDC whether the Market Town Initiative could contribute funds towards the cost of the ROSPA report.

- Consideration for Cemetery working group

Questions regarding the Watton Cemetery to be added into the NP questionnaire.

Watton Town Council to consider what cemetery questions are needed in the NP questionnaire – make item on next Cemetery working group agenda on October 23rd 2018.

8. Links and other project updates

Loch Neaton – issues with funding and match funding for the Loch – 106 agreement from the Abels Development – depends on further communication with Mr Abel needed.

Commuted sum payable for new development, nowhere near to spend it as no open space. Need to provide evidence that the Loch provides a unique facility and that the town use the area.

Loch Neaton holding a meeting on 25th October to start compiling a 5 year management plan – concerns with land to be resolved first. Any legal issues to be resolved before funding is to be applied for.

9. AOB

MT from now on to send all councillors NP steering group Notes and make hard copies available at TC meetings.

10. Next meeting

Tuesday 6th November 2018, 9:30am at Wayland Hall

NP steering group meeting Notes – Tuesday 6th November 2018 9.30am
Wayland Hall Council Offices

Present – Liz Whitcher (LW), Neil Featherstone (NF), Michelle Thompson (MT), Jane Fountain (JF), Keith Gilbert (KG) Bonnie Robertson (BR), Pat Warwick (PW)

1. Apologies

No apologies given.

2. To accept NP meeting notes from 17th October 2018

Notes presented were accepted with 1 amendment – add Pat Warwick to members present.

3. Key aims

- Questionnaire
- Site Assessment

4. Update on NP Questionnaire development

NF went through the electronic draft NP questionnaire he had compiled on Survey Monkey. A few amendments to be made including a section of questions on the market to be added.

- NF to amend questionnaire and compile draft front cover and introduction – Send to the Town Council for finalising at Full Town Council meeting on 13th November.
- Front cover of questionnaire to include introduction (to be translated and distributed at Cranswick) translation to include a contact person from Cranswick who is willing to help others translate and fill out the questionnaire. – LW to speak to Sam from Cranswick regarding the above.
- MT contact Councillor Tina Cruz to translate introduction.
- Aiming to distribute questionnaire on or around 30th November, allowing 2 weeks for responses – deadline to be roughly 15th December.

5. Watton Site assessment report

Discussion needed on how the site assessment is best used in terms of any forward development. Awaiting final site assessment report from AECOM and will revisit once responses from the questionnaire has been received.

6. Use of NP Reports

NP reports are now on display in Watton Library

The Site Assessment once finalised will also be on display with others and on the Watton Town Council website.

7. Sub group updates

- Drainage Group

Hard copy presented and filed.

In relation to paragraph 3 of the drainage group report, the steering group are all happy that up to £60.00 is spent from the Neighbourhood plan pot on further investigation into the land registry and getting title deeds and maps needed.

- Youth engagement

PW to organise a meeting date with the Wayland Academy

- Update on Watton Market

A brief update was given on the situation of the Market.

- In regards to the pop up market stalls, the grant has been given to the town council, Sue Dent is investigating usage of the stalls. Will have more of an update within the next 4 weeks.
- NCC Highways are against barriers being erected in the road.
- NCC Highways have been asked to potentially conduct a traffic report of the high street – has been added as an agenda item on the full council meeting Nov 13th.
- Highways Engineer John Cotton to be invited to attend the next NP steering Group Meeting on November 21st.
- NCC Street naming and numbering to be contacted regarding getting the signage for "Market Place and not Middle Street.
- LW to contact BDC Market Town Initiative in regards to potentially using £2,000 for the ROSPA Market report.

Some discussion took place regarding a Market and Retail working group being made to concentrate on the operation of the Market and try and involve Market Traders and retail shops to represent in the working group. Market Supervisor and Project officer be asked to liaise with traders and shops, including Paul Adcock and Deven Chandni.

8. Links and other project updates

9. AOB

No other business discussed.

10. Next meeting

Wednesday 21st November 2018, 9:30am at Wayland Hall

To be done before the next meeting

- Questionnaire drafted and seen by the Full Council
- Gather 3 quotes on printing the questionnaires

- Organise groups for distribution – Map to be sought and colour coded
- Drop boxes to be ordered

Neighbourhood Plan Steering Group Meeting Notes

21st November 2018

Present – Jane Fountain (JF) - Chairman, Colin Hay (CH), Neil Featherstone (NF), Liz Whitcher (LW)

Notes taken by Jane Scarrott

1. Apologies

Apologies received from Keith Gilbert and Pat Warwick.

It was noted that Bonnie Robertson has resigned from the Steering Group due to other commitments. Bonnie will be thanked for support and contributions.

2. The notes from the Steering Group meeting held on 06.11.18 were accepted.

3. Key Aims and 4. Update on Questionnaire

Discussion took place with regard to finalising the NP Questionnaire to ensure everything that the Group and the Town Council would like to see in the questionnaire has been incorporated. There is a growing urgency to get a final version together to keep to the agreed date for delivery to begin (30.11.18).

Deadline set of Monday November 26th for final draft to be completed. NF will make any changes suggested and send final copy to members of the Steering Group.

The importance of views and how the settlement sits in the landscape was felt to be an important issue and a question relating to this will be added.

Loch Neaton is a defined area and will be given a separate line in the questionnaire (not to be incorporated with play areas).

Also suggested an “are you aware of” column could be added as residents seem not to know of amenities within the parish.

The Town Council needs to market what it has and it would be good to see an information pack available for new residents.

It was hoped greater community engagement would result as part of the NP process and further links would be beneficial.

Final suggestion for questions was to include “what would you be prepared for an increase in the precept to fund?” e.g. wardens, Cemetery, youth worker.

NF is investigating costs of printing and post boxes. Likely that post boxes will cost £21.95 each and 8 will be ordered. Stickers will then need to be added to the boxes.

LW will approach Cranswick re. distribution of the questionnaire there and it is hoped some translation can be undertaken with employees also being offered assistance to complete the questionnaire.

Watton will be divided into areas for volunteers to distribute the questionnaires.

5. Site Options and Assessment Support Package

Awaiting final version of Site Assessment from AECOM.

It is possible the site identified as a possible location for a 6th Form Centre may need to be re-visited and other uses considered. It has been suggested as a location for a skate park.

6. Group Updates

Drainage Group – report submitted by LW (copy filed). Noted that the Drainage Group undertakes some excellent work which should be recognised.

Youth Engagement

Noted that the Town Council is in correspondence with Breckland Youth Advisory Board Youth Worker Michelle Bibby and an initial meeting organised by Michelle has been held with local young people.

Watton Market

Debate took place regarding the need for further reports relevant to the market. It is felt an overall Health & Safety Report and a Viability Report are needed. NF offered to speak to John Mullen about this and whether any assistance can be obtained through Breckland Council's Market Town Initiative.

Watton Cemetery

Noted that the opening of a new crematorium at Scoulton could ease future demand at Watton Cemetery.

7. Links and Other Project Updates – nothing to report.

8. No further business

9. No date set for the next meeting.

Neighbourhood Plan (NP) steering group meeting Notes
Tuesday 19th February 2019 at Wayland Hall Council Offices

Present – Jane Fountain (JF), Keith Gilbert (KG), Pat Warwick (PW) Neil Featherstone (NF) Michelle Thompson (MT)

1. Apologies

Apologies received from Liz Whitcher (LW)

2. To accept NP meeting notes from 21st November 2018

The notes from the steering group meeting held on 21.11.2018 were accepted

3. To consider future leadership for the NP steering group as current lead councillor has indicated she will be stepping down from the position and from the group.

- JF wanted to step down as leader of the group due to lack of interest and support from councillors and staff. Work that had already been undertaken is being duplicated by other groups and there has been conflict with the progress of the NP by the actions of other councillors.
- JF will hold off and continue leading the NP group. NF will attend both the Watton Working Well Together meeting on 25th Feb and the Full Town Council meeting on 26th Feb to give reports and explain the NP process and the progress and its value to WTC projects so far, hopefully raising awareness to the Town Council that if engaging with the community it should be building on the contributions made by the NP.
- Once the further summary of the result on the questionnaire is undertaken, MT to ensure all Town Councillors are sent a copy.

4. Key aims

- **Obtain summary of questionnaire findings**
- **Distribute summary and findings**
- **Re-engage and move forward to start writing the NP plan**

5. To consider whether a single survey received, which could be taken as hate crime, should be recorded on survey monkey.

- It was noted that the decision on whether the questionnaire is classed as hate crime was taken out of the NP groups hands.
- MT to get in touch with the police – ask advice and be guided by the police on this matter.
- It was decided not to enter the questionnaire onto Survey Monkey as it's under further investigation.

**6. To discuss draft summary of responses from the questionnaire to date.
(Email Appendix 1)**

- It was decided to look at summarising the questionnaire further.
- NF to investigate exporting the summary and to look into pie chart layout or the findings.

7. To agree procedure for storage or disposal of hard copy questionnaires.

All hard copy completed questionnaires to be stored in boxes in the chamber until the Neighbourhood Plan is published. To discuss disposal of questionnaire once the NP process is complete.

8. To consider NP display for the Annual Town Meeting on April 16th

Discussion took place with regard to what is to be displayed at the Annual Town Meeting.

- Site Appraisals
- Market Report
- All reports from AECOM
- Final summary of questionnaire, further investigation on how to have the lay out and what information would be best transferred to vinyl.
- Any previous correspondence and evidence used so far.

9. Sub group updates

- **Drainage Group**

A letter that was sent out to residents of the town that completed the Drainage Group flooding questionnaire last year is presented to members of the steering group meeting as the current Drainage group report. (Copy of letter filed with notes)

KG reported that he and Liz Witcher had a meeting with an engineer from Norfolk County Council to show him onsite regarding flooding issues. A priority was to try and get the drains cleared to minimise flooding.

Liz Witcher was praised for her work in reporting to the Town Council when needed, it was felt that the Town Council take the drainage group reports as help with objections to certain planning applications.

It was noted that the Drainage Group work is taken seriously and very much appreciated as one of the many direct outcomes of the NP process.

- **Youth engagement**

It is felt that it needs to be re-iterated that any work undertaken is to come under the NP umbrella, building on the work, contacts and profile of the NP to date to increase coordination and avoiding confusion.

It has been asked that Michelle Bibby – YAB and Councillor Tina Kiddell is approached and ask for up to date information they have in regards to Youth engagement so far and to feed it into the NP from now on.

10. Links and other project updates

NF informed the group of funding that was available for “Pocket Parks and may become available again which he felt might be of some help at Loch Neaton.

It was felt that the NP group needs to link into other projects within the town and plug into funding that is available. PW to raise at the next Watton and Swaffham meeting.

11. AOB

No other business

12. Next meeting date

Monday 18th March 2019 – 10am

Neighbourhood Plan (NP) Steering Group Meeting Notes – Monday 18th March 2019 at Wayland Hall Council Offices

Present – Jane Fountain – Chairman (JF), Keith Gilbert (KG), Pat Warwick (PW), Neil Featherstone (NF), Liz Whitcher (LW)

1. Apologies - No apologies received

2. To accept NP meeting notes from 19th February 2019

- The notes from the steering group meeting held on 19.02.19 were accepted as presented.
- LW informed the steering group that the Drainage Group letter presented at the last NP steering group meeting is still being delivered to residents of the Town.

3. Key aims

- ✓ **Clearly define the priorities and key issues from the strategy out of the Questionnaires results**
NF demonstrated a visual representation (absolute values instead of percentages) of the questionnaire in bar graph form on the age profile question. Some discussion took place as to how to present the results. Questionnaire to be analysed further to have all responses in bar chart form.
 - ✓ **Start thinking about the Planning Policies – Pull in policies from other NP's**
 - ✓ **Make people more aware of the NP process and framework and try to encourage other groups to come under the same framework as the NP to feed back into the planning policies which highlight the main issues in the Town and potentially allowing access to funding.**
 - It was suggested that every project or initiative has a simple crib sheet indication the purpose, objectives, time scales, membership and outcomes. The concern is that other groups undertake the same work as the NP.
 - NF offered to meet with Paul Adcock regarding the new High Street retail group formed to discuss the objectives of the group.
 - Some discussion took place regarding the commission of NCC Highways Health and Safety Report on the High Street, is this an opportunity for the NP to highlight the issue that have been raised through the NP process?
 - NF to provide a template crib sheet for Projects and initiatives within the town so there is a structure of discussion, from the market report and other finding note what the key issues where the group would seek to be addresses by the NCC Highways Report for the Market and a brief from a Town Centre Plan.
- 4. To discuss summary of responses from the questionnaire to date.**
- At present there are still a few questionnaires to input onto Survey Monkey.
 - NF to tweak summary of the questionnaire for more usable chart selection that more effectively shows the results.

5. To consider NP table display for the Annual Town Meeting (ATM) on April 16th

- It was noted that at the ATM graphs be used to show the results of the NP questionnaire and not all descriptions of questions. Focus on the Demographic data, facilities within the town, and questions relation on what is wanted for the future.
- A wishing tree showing comments made on the questionnaire be on display.
- Drainage group to have a presence at the ATM
- NF to draft display with graphs and wishing tree – to circulate to all group members. (Vinyl's to be printed)
- ATM NP display to include identifiable selling point (Branding Watton) report compiled by Don Saunders – **Report filed**

It was asked that 2 plastic containers be purchased to store NP paperwork and stationary.

6. Moving Forward with the Neighbourhood Plan

- Revised the NP schedule to facilitate the Breckland Local Plan timings. Town Council Comments on the Local Plan to be submitted by April 1st.
- Approx. submission of the NP plan is to be before the end of the year.

7. Sub group updates

• Drainage Group

A verbal report was given by LW and KG

- Met with Helen Blower from Environment Agency – Natural method of flood mitigation, the met started at the Nile Field in Saham Toney, she spoke a lot about the watton brook and it being a chalk stream and she has been working to improve the quality of the brook working alongside Chris Reay of Anglian Water and Cranswick.
- Flooding in Langmere Road, Anglian water investigated the manhole covers – all surface water sewage which are all NCC highways.
- Bridle Way Public Footpath - is compacted, would need to be looked at when it's raining. Ditches were running at the top but not the bottom of the lane, having a lattice grid/bridge could prevent some of the flooding from occurring on the Brandon Road. It was suggested working with the landowner to create a pond to contain some of the water. An officer from Highways to look at the highway boundary, the bridle way could come under NCC Maintenance, find out who the landowners are. Town Council could facilitate a meeting with all land owners.
- JF informed the group that there is funding for trees to be planted which could mitigate the flow of the flooding.
- NF guidance on soil erosion, funding for mitigating environmental impact. Heritage Lottery Fund bid legacy looking at the fen edge including the Wissey.
- The drainage group to look further into landowners using land registry.
- Visibility study prompted by Mark Ogden on what NCC highways can do in Watton.

- (i) To note report on Health provision in Watton and what can be asked for under S106 money – **Report filed**
- (ii) To note report on sustainability focused on the Nile Field application – **Report filed**
- (iii) To note report on research into S106 monies – **Report filed**

- **Youth engagement**

- The youth engagement from the NP perspective has come to a standstill due to conflict of process by another group. It is the intention for the NP to work with the Youth Advisory Board (YAB) group. JF to comprise a summary report on the outcomes and findings from her and PW process with Wayland Academy so far, feed the summary back to the YAB so any potential work is not duplicated.

8. Links and other project updates

- NF to research developing Brecks Fen Edge project.
- JF reported that she has been looking in to S106 funding for Loch Neaton, further investigation needed on how much funding is available and to seek the application forms, but JF has come across the Breckland Healthy Communities Fund – which could provide the Loch with new Benches and a trim trail which would fit in nicely with the Park Run.
- It was suggested that Sue Dent – Project Officer is approached with a list of all possible projects with the potential of looking for grant funding.

9. AOB

No further business

10. Next meeting date

Tuesday 23rd April 2019 – 10am

NF - deadline for draft display material for the Annual Town Meeting – 27.03.19
To then be finalised, approved and send proof for printing the vinyl's - 02.04.19

Neighbourhood Plan (NP) Steering Group Meeting Notes

23rd April 2019

Present – Jane Fountain – Chairman (JF), Pat Warwick (PW), Neil Featherstone (NF), Liz Whitcher (LW), and Keith Gilbert (KG).

1. Apologies

Margaret Holmes

2. NP meeting notes from 18th March 2019 accepted.

3. Key Aims

Concern remains that other groups may be undertaking engagement work which should be fed into the NP. NF offered to produce a guidance sheet for the Town Council which could be used as a basis for partnership working with other groups in the town to help manage engagement and input into the NP.

4. NP moving forward

- Revised NP schedule will fit around the timings of the Breckland Local Plan.
- Momentum appears to have slipped and a push is needed to compile the first draft of the NP policies.
- An approach could be made to link with Saham Toney Neighbourhood Plan team to possibly work with them and share appropriate policies that may be relevant to both parishes.
- Other plans, already accepted elsewhere, are being researched with a view to obtaining ideas for planning policies which could also be included within the Watton NP if appropriate.

5. Sub-groups

Drainage Group

Liz Whitcher shared a report from the Watton Drainage Group at the Watton Town Annual meeting on April 16th. A copy is filed together with the report dated 23.04.19 which Liz presented at the Steering Group meeting.

Points to note:

- Suggestion made that any information from Anglian Water should be posted on the Town Council website. Drainage Group reports are on the Town Council website and will be added to the NP Facebook page if not already present.
- Anglian Water Education Team would like to visit schools in the town and attempts will be made through the Steering Group and the Youth Advisory Board (YAB) to try to facilitate this.
- The Drainage Group continues to investigate who is responsible for what drainage where and monitors what agencies are doing! Residents are asked to inform the group of activities and close monitoring will take place

following any heavy rain to track drainage improvement and any failures in areas.

- Suggestion made that tree planting (to aid surplus water management) could be added to planning policies within the NP.
- Liz Whitcher and Keith Gilbert would be willing to share their experience of working as part of the Watton NP Team with other Councils.

Youth Group

It was felt Terms of Reference for some form of working agreement with the Youth Advisory Board (YAB) are needed. NF offered to draft a document to be presented at the Town Council meeting 23.04.19 when working with the YAB is to be considered.

Guidelines are necessary as to how the Town Council should or could support the YAB to help provide facilities for the young people of the town.

Suggestions to be included in any Terms of Reference:

- What Councillor and Council staff input and time is expected?
- Any youth group should be balanced and representative of the youth of Watton
- The YAB would be expected to commit to any agreement for a minimum of 12 months
- The Town Council would like at least 2 Council reps to be involved with the YAB
- Watton Academy should be seen as a possible facilitator
- Feedback into the NP would provide evidence of need and appropriate priorities
- YAB could be used to consult with youngsters re. High Street and Market

6. Project updates

- NF will work to produce priorities and outcomes from the NP questionnaire.
- NF to enter data from remaining 20 hard copy questionnaires.
- Data obtained from the questionnaire gives an indication of what the priorities are in the town e.g. drainage and provision for the youth.

7. AOB

- Thanks were voiced for the help given by Colin Hay, Katherine Stallard, Peter Bishop and Bonnie Robertson to deliver the questionnaire and input data from it.
- The High Street Group recently formed will be asked if they can assist with suggestions for re-siting of planters in the High Street. Paul Adcock will be approached.

- The recent walk around the town centre highlighted the need to undertake a review/audit of signage in the High Street. NF will investigate whether AECOM would provide this.

Neighbourhood Plan Steering Group Meeting

17.05.19

Present: Jane Fountain, Pat Warwick, Keith Gilbert, Liz Whitcher and Neil Featherstone

The draft objectives and policies, compiled from the information obtained from the NP questionnaire, were considered with suggested amendments to the presented objectives and policies to be made and brought back to the group.