

NP steering group meeting Notes – Wednesday 19<sup>th</sup> June 2019 10.30am  
Wayland Hall Council Offices

Present:- Jane Fountain(JF), Liz Whitcher(LW), Pat Warwick(PW), Neil Featherstone(NF), David Dent(DD) – Wayland Chamber of Commerce, Keith Gilbert(KG), Sue Dent(SD), Michelle Thompson(MT), Michelle Bibby(MB) – Youth Advisory Board(YAB), Paul Adcock(PA) - Watton Retail Group

**1. Apologies**

No apologies

**2. To accept NP meeting notes from 17<sup>th</sup> May 2019**

Notes were accepted

Item 4 moved to item 3

**3. Discussion with Paul Adcock regarding a possible plan to revamp the High Street and potential Town Centre Design and Design Codes from Locality Technical Support. Retail groups input to possible application for Market Town Support.**

- NF explained App 1(see attached) a background on the NP for the Retail Group.
- The NP are looking to actively engage with the businesses, Market and retail sectors within the Town.
- Currently there is no business allocation in the Local Plan for Watton.
- Engagement with the retail group started when the Watton Working Together Group was formed, the WWT group for various reasons was disbanded but it was still felt that the need was still there to work together to improve the town.
- PA explained that the Group is keen to be involved and will continue to run the Watton Retail Group.
- Policies that can be adopted through the NP process will help business and retail in to the future.
- The Watton Retail group was formed off the back of the WWT group, the group consists of roughly 15 high street businesses within the Town.
- The NP group would like to help with further engagement in regards to improvements of the poor state of repair of shops and the physical appearance of the Norwich end of the Town (indicated in the NP Questionnaire)
- The Retail group had suggested additional planters, given a welcoming approach to the High Street. Some businesses have already taken part in having an extra hanging basket.
- More efficient signage to the High Street.
- The Retail group has issued a survey which is been distributed in the Chamber of Trade directory.
- Try and speak to shop owners to improve the appearance of their empty shops
- Lamppost hopefully to be painted.
- Events and holding activities that will encourage people into the town.

- Generally try and improve the physical appearance of the high street.
- Intention is to get a grant aided design guidance undertaken by Aecom which will include what improvements are wanted in regards to the High Street.
- If the design guidance is produce an outline brief and send to PA and DD
- Town Council to liaise and consult with Retail Group in regards to planters – Location, size etc.... Retail Group to come back to the Town Council with ideas.
- Flag Poles – research is being undertaken.
- PA to try and find out who is responsible for Chaston Place – Town Centre Trust – Jo King?
- Ideas on including Wednesday Market Traders in the Retail Group.
- Need to be project ready to apply for funding at Breckland District Council.
- PA suggested planters be located outside Belvoir as it is the entrance to the High Street – there's no reason why this can't be mentioned in the design guidance.

#### **4. Discussion with Michelle Bibby as to role of Youth Advisory Board and wider youth engagement in developing NP policies/strategies and benefitting from its implementation**

- App2 explained.
- NP steering group to work with the YAB regarding Youth Provision in Watton.
- YAB is commission by Norfolk County Council to encourage youth participation through Norfolk
- YAB work alongside BDC, NCC the Police
- Once a year a consultation is undertaken with young people aged between 12 – 18 to discuss issues within their area.
- Results from the consultation plan is put together to tackle the issues
- Issue identified within Breckland are currently Mental Health, Bullying, having somewhere to go and something to do, not having enough education around alcohol, smoking and drug use, and Transport.
- YAB can look at specific areas by Post Code – results from consultation and questionnaire (350 reply's from the Wayland Academy) (1500 reply from young people in Breckland)
- Over the last 12 months the young people have been looking at the issues of having something to do and lighting within the area.
- YAB do work with NP so have some experience.
- Struggle engaging with the community.
- Youth Advisory Group – 1 group in each Market Town, Old Buckingham and Litcham.
- Once a month the young people will meet including representatives from the NHS.
- Young Commissioners volunteer themselves they have lots of training, learn how to chair meetings – Currently 20 in Watton.
- The YAB received great support from the Wayland Academy
- Schedule of Meetings – In school meetings every 2 weeks then once a month for the YAB Board Meeting.

- Adult board members are reported back to after each meeting.
- Must asked the YAB for feedback of meetings involving Watton.
- The Town Council to think of having a representative at the YAB Board Meetings.
- A brief discussion took place regarding the Young People of Watton wanting a skate park – A lot of abuse on social media.
- The trust at Wayland Academy informed the YAB of the land available.
- A lot of research was put together regarding skate park design, material, land etc.
- The next step would be to ask the TC to apply for outline planning permission for the piece of land that is behind the school.
- TC will need supporting documents from the YAB for a decision to be made regarding the outline Planning Permission – to include a Project Proposal, Information on any conveyance on the land, confirmation that the Trustees are on board and an explanation as to why the TC needs to apply for the planning and not BDC.
- Moving forward – for the NP group and the YAB to work closer together – Better communication needed. Try and organise an informal meeting with the young people and the TC also organise a few councillors to represent at a YAB board meeting when watton is on the agenda.
- YAB to book the Council Chamber for their Board meeting on July 2<sup>nd</sup> – Ask that Agenda and draft minutes be sent to MT to forward to Councillors.
- There has been talks of the YAB meeting with Claire from the Benjamin Foundation to discuss future plans with the Charlotte Harvey Trust building.
- MT to send MB, the NP notes.

## 5. AOB

Summary of Key Points provided by David Dent – Chairman of the Wayland Chamber of Commerce

“The Wayland Chamber of Commerce has three key themes that it is pursuing in order to promote economic growth of businesses in and around Watton.

### 1. Start-Ups and Entrepreneurship:

- Using the business skills within Wayland Companies to assist in the generation of new start-up businesses and their growth.
- Promoting entrepreneurship, especially among young people.
- To assist in this the Chamber has engaged with Hethel Innovation (NCC supported) who have agreed to undertake a ‘Hackathon’ at Wayland Academy in September to raise awareness of innovation and entrepreneurship and more widely a Library-Drop in Programme to help people translate ideas into commercial opportunities.

### 2. Delivering Innovation; identifying essential approaches to innovation in rural businesses in collaboration with Leyton Bell and Breckland Council and implementing a pilot initiative.

### 3. Future Business Growth and Development: working with the priorities set by New Anglia LEP to secure local investment for Agri-tech and Food Processing, and

Digital and Creative Media within Wayland. Watton is now part of the Cambridge-Norwich Tech Corridor initiative.

In order to deliver to our current and future members of the Chamber there is a need to ensure that the Neighborhood Plan includes opportunities for business growth, especially with regard to availability of Business Parks supplying suitable premises and infrastructure.”

- MT to send Site Assessment to David Dent.
- NF to amend priority issues

**6. Next meeting date**

July 10<sup>th</sup> @ 10:30am

## Watton Town Council Neighbourhood Plan

### Retail and Market Group

#### Background

The Neighbourhood Plan was undertaken as a consultation and engagement exercise to explore what the residents, businesses and those with an interest in the future of Watton wanted the Town to look like, operate and offer to its residents in the future. The process is designed to ensure the local scale is taken account of in all development decision making for the period of the plan. The Town Council have supported and led the plan however in areas where the appetite for the process is not apparent businesses can come together to form a Neighbourhood Plan Forum and produce their own NP with the support of the Local Planning Authority e.g. Altrincham. In summary the views and support of the businesses is vital to ensure the final Plan takes account of their needs and aspirations.

At the outset the NP working group intended to establish a series of Thematic Groups within the Town involving local residents and businesses including one for Retail and Economy. Although individual businesses have been involved in the process there did not appear to be the enthusiasm to establish a group specifically interested in the Town Centre, Retail and/or Market areas.

The importance of the Market was underlined by the commissioning of the AECOM Master planning Report by the NP working Group that explored the current operation of the Market and made recommendations arising from the research.

The importance of the Town Centre and the Conservation Area designated within it was also underlined by the Character Area Appraisal carried out by members of the Community in Association with Compass Point Consultant. Not only were the original designation criteria not available from Breckland District Council but the recommended Conservation Area Appraisals had never been carried out. Now all buildings of importance and areas of conservation value have been identified to inform future development decisions and a pool of informed citizens are available to help in those decisions.

#### Opportunity

The NP Working Group have endeavoured to engage with all interests and residents and recently carried out a questionnaire review involving all approximately 3500 households in the Parish. The feedback received includes concerns arising from many aspects of the Town Centre have concerned residents across a wide range of issues ranging from access, retail offer, signage, character, car parking, transport etc.

Linked with the outcomes of the Master planning Report and Character Area Appraisal there is a great opportunity to develop the Town Centre along lines that suit the long term retail offer, appearance and vibrancy of the whole Town.

The Town Council are supporting the process and through the NP Working Group are working to take account of all input and views in the development of the final NP. We would like to work with those who have an interest in the Town Centre and the retail and market offer it provides to provide a viable and vibrant town centre for many years to come.

Early in the NP process concerns were raised about the surface water and sewage systems and the Council supported the establishment of the Watton Drainage group. The Group comprise Watton residents and have carried out exemplar work to establish understanding

of the whole network, engage all agencies involved and identifies who and where responsibilities lie for every part of the network. This work will not only help to influence all development decision in the future but also present opportunities to engage the Town in initiatives such as Keep it Clear and increasing availability of fresh water and reducing plastic usage in and around the Town.

We would like to work with the Retail and Business Sector to make sure the Watton Town Centre takes advantage of every opportunity to secure its future.

Areas involved in NP can include:

- Land Allocations (sites A – F, see Plan 6)
- Designation of Main (Primary) Shopping and Mixed Use with Active Ground Floor Frontages
- New Retail Development
- Town Centre Housing
- Car Parking
- Digital Infrastructure
- Design and Quality and Green Infrastructure
- Office Uses
- The Market
- Community Facilities
- Access and accessibility
- Signage and Promotion

The NP Working group would also like to work with all interests to take advantage of every opportunity to make the Watton of the Future a vibrant and viable place to live work and visit.

PAS > PAS Topics > Neighbourhood Plans  
> Plan making - Neighbourhood plans - Advice on evidence

# Plan making - Neighbourhood plans - Advice on evidence - Topic three: Infrastructure example

**Specific Issue: A lack of local facilities for youths**

While there are well-established standards for the provision of play space for children (i.e. local areas for play and local/neighbourhood equipped areas for play), there is an absence of such standards for youth facilities. Commonly this might include:

- youth shelters
- skateboard parks or BMX facilities
- or it may be the physical space to run a particular youth activity, e.g. scouts or young persons' internet café.

## Topic

Infrastructure example

## Specific issues to be addressed

A lack of local facilities for youths

**What do neighbourhood groups have to be able to properly demonstrate with the evidence they collect in order to ensure that NP policy is robust?**

- That there is a need for youth facilities given the expected growth in population in the future (and that there are existing youths in the community who need access to youth facilities).
- That there is a lack of youth facilities within accessible distances of the local community (distance to and quantity and quality of facilities).
- That the lack of youth facilities is having a detrimental effect on the community, e.g. through increased anti-social behaviour.
- The type of facilities there is a demand for.
- How much these proposed facilities would cost to provide and maintain.
- How these facilities would be funded (construction and maintenance).
- How and where these facilities might be delivered and who would be responsible for their maintenance.

**What evidence do neighbourhood groups need to collect to help them demonstrate the issue and develop policy?**

- Evidence of demand from local children for particular facilities to be provided locally.
- The level of demand for these uses from neighbouring communities – joint provision to provide more efficient delivery.
- An audit of existing facilities – location, accessibility (travel time), quantity, quality, broad level of use.
- An assessment of the amount of provision that is expected for the current population when compared to actual provision.
- An assessment of the amount of additional provision that is expected to support the projected growth in the population.
- The cost of providing new facilities and the amount of space needed if a large scale use.

**What questions should they ask (either through a survey or focus group, etc) in order to gather effective evidence?**

### School children/youth groups/sports and leisure clubs

- What do you ideally like to do in your spare time?
- What facilities do you use at present in the local area? How do you get there?
- What facilities do you not use? Why not?
- What facilities do you use outside the area?
- What facilities would you like to see provided in the local area? Why?
- How far would you be prepared to travel to access these facilities? What mode of transport would you most likely use, i.e. car, public transport, walking or cycling?
- How often would you be likely to use these facilities?

### Parents

- Would you be supportive of the provision of a particular youth facility that your child could access, i.e. would you be happy for your child to use that facility in that location?

### Police/PCSOs

- Are there anti-social issues with youths? If so, what are they and where do they occur?

### Developers

- Would you be prepared to provide necessary youth facilities as part of your development, ideally in the early phases?

### Landowners

- Would you be willing to sell/gift part of your land for youth facilities?

**What evidence have you got to help neighbourhoods demonstrate the issue and develop policy? - How useful is it for them? - Is it in a useable form?**

#### Evidence

#### Useful?

#### Useable format?

Demographic information – age breakdown of local population and population projections

PPG17 study

Infrastructure Delivery Plan (IDP)		
Core Strategy/Local Plan SA/SEA background information		
Monitoring data – number of planning permissions/completions by size of dwelling to forecast potential new youths in an area		
Anti-social behaviour orders (ASBOs)		
Complaints to Environmental Health regarding noise from youths		
Census data (from 2011 Census when available)		
Community strategy – partnerships that exist, e.g. school youth council representatives, etc		
Facilities costs (through Sport England or recent experience)		
Vacant premises register		

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18 Smith Square, London, SW1P 3HZ.

[pas@local.gov.uk](mailto:pas@local.gov.uk)

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