

Watton NP Steering Group Meeting Notes  
14<sup>th</sup> October 2021 at 2pm to be held in the Council Chamber Wayland Hall

Present – Jane Fountain(JF), David Dent(DD), Kathryn Stallard(KS), Pat Warwick(PW), Liz Whitcher(LW), Ian Poole(IP)

1. Apologies  
Keith Gilbert
2. NP meeting notes from September 27<sup>th</sup> 2021 were accepted

**IP to send over answers to the questions asked in the previous notes and to investigate the BDC open space assessment 2015. If there is a deficiency of open space in the parish this can be included within the plan as a community action to push for increasing the open space and propose some amendment to the plan to include this.**

3. To review amended final draft of the plan
  - IP submitted an up to date draft of the plan dated October 2021
  - Concerns were raised regarding typos, grammar and errors.
  - IP recommends the TC approves the plan subject to the typos, grammar etc... The Town Council as a body to decide on those corrections before publishing. The Group to submit a list of amendments, **MT to amend and correct typos to the October 2021 draft doc and send to IP stating it's the Final draft that will be submitted to the Town Council.** Editorial and grammatical must be signed off before publishing.
  - If there are changes required to planning policies or Community Actions these need to be compiled as the priority and amend.
  - Section 10 of the draft plan refers to Map X, the map is hard to identify. It is suggested that 10.5 be **deleted** "In the meantime ..... Map X" and **add** "*The significance of the buildings is indicated within the links shown at Appendix X. Some of the buildings are identified on Map X*". Item 10.4 refers to App. X and there isn't an appendix. As part of App. X, which will need to consist of those buildings identified in the list shown in paragraph 10.4, a description is needed that will support the list and policy and describe why the buildings listed are of importance. Some buildings and their descriptions that are listed are referred to in the Heritage Trail Leaflet. Those buildings that are included in the list in section 10.4 that are NOT included in the heritage trail leaflet need a description regarding their history. **JF to research.**
  - Section 10.5 states the link to the heritage trail and a separate report "Buildings of Local Significance" this report would normally be produced as an individual document describing the buildings but in this instance the paragraph needs amending to state this is included in App X not in a separate report.
  - **IP to send a list of buildings stated in section 10 that do not have a heritage description** to include Queens Hall, Old Infant School, Disraeli House and 108 Dereham Road which is not included in the heritage trail leaflet so it will need a short description of its heritage and history to include in APP X.
  - Amend App X to "The following links give descriptions of the history and Heritage assets of Watton. These provide an indication of the significance of the buildings within the town."  
<http://wattonsociety.org.uk/wattonheritage-trail>, Watton Character Appraisal  
<http://www.wattontowncouncil.gov.uk>, <http://www.historyofwatton.org.uk>,  
<http://britishlistedbuildings.co.uk>.

- Section 8.2 – Thinking of the residents of Watton, LW thought it was important to include developments that are currently being built as well as those that are still to be approved such as Mallard Road. **LW to compile.**
  - Section 9.13.1 land at end of Loch Lane, slightly incorrect information **JF to correct.**
  - Community Action 15 Site Enhancement Opportunities – to be reworded to “Where necessary the Town Council will work with the owners of land and premises to enhance them” **JF to correct.**
4. To consider how and when the plan will be presented to BDC for comment
- JF has been in contact with Susan Heinrich - Neighbourhood Planning Coordinator at Breckland Council.
  - IP has emailed Susan to update her on the current position of the plan. It is not unusual for a district council to view a draft plan before consultation. The BDC will be more concerned about the policies and whether they fit in with the Local Plan. IP is happy that the plan as it is, is ready to be sent to Susan Heinrich at BDC for an Informal review. **IP to send draft plan to SH.**
  - In regard to the formal review, SH should take 1 – 2 weeks to review. Once comments received, IP to review comments and advise if comments are essential to take onboard.
5. To consider timeline and process for completing the plan
- For the final draft plan to be signed off by the TC on November 9<sup>th</sup>, and allowing time for SH’s comments, **IP will send the plan in its current form to the Steering Group in time for their meeting on 2nd November. Sending it out after that meeting should allow Town Councillors time to read. This is achievable.**
  - Regarding completing the plan, and the consultation process, it can take around a month for leaflet and plan publishing as well as printing and distribution etc. Looking at commencing consultation the week commencing 6<sup>th</sup> December as it would run over the Christmas Period, IP strongly advises that the consultation period be extended to 8 weeks instead of 6 weeks, Consultation to end around end of Jan 2022.
  - The Steering Group will need to decide on community engagement events such as physical drop-in events and exhibitions. The engagement process will including distribution of leaflets. IP can provide display screens and suggested an event on Saturday 11<sup>th</sup> December then a repeat event in Jan 2022 mid-week. The leaflet will include the details of the physical engagement events, where the plan can be viewed. Will need to re-visit and finalise the draft leaflet to ensure it is up to date with all relevant info.
  - It is hoped that by the time November 9<sup>th</sup> Town Council meeting is here, the comments from Susan Heinrich will have been received. Will be able to report to the Town Council those comments and recommendations.
  - IP opinion is that the planning policies are robust – BDC will be looking at the planning policies in the informal review.
  - Can consider BDC comments at the formal review instead of the informal review.
  - It is suggested that as the plan is going to be made available for public viewing, we also include the Aecom report and Character Appraisal to give some background.
  - IP has asked if the group could put together some text to support community and social facilities – to explain the community actions background. **JF to compile.**
  - LW in the process of consulting with WSP and the LLFA to get a map showing the local flood zones without the individual properties identified.
6. To receive further reports and items for the next agenda

No further reports.

Item for the next agenda to be physical community engagement events.

7. Any other business

It was noted that correspondence from Yaxham Parish Chairman Maggie Oechsle regarding Breckland Local Plan Review was received and the Town Council will be informed of the current position.

LW asked the Group's permission to send the Draft NP (in the version to go to the TC) to the Secretary of the Southwell Flood Forum in Nottinghamshire whom Liz met through the National Flood Forum. Their plan was adopted in 2016 and they are now reviewing it. Liz has their plan and it has some good ideas particularly in relation to sites in the Local Plan not yet bought for development like our one on Saham Road. They are a similar size to Watton population-wise and had similar task groups. She and Liz talked about whether one could have designated local/critical drainage areas. The WSP project is identifying areas that are like that so it will be interesting for their Group to see what we have put in our Plan. The Group gave their permission.

8. To set a date for the next NP meeting

Tuesday 2<sup>nd</sup> November 2pm, IP to attend virtually. **IP to provide proposal for consultation, including timelines etc for the group to sign off at this next steering group meeting.**

Nov 2<sup>nd</sup> - Circulate draft plan to Town Councillors with a cover note along the lines of we are awaiting comments from BDC informal review of the plan, will circulate once received.

Nov 9<sup>th</sup> – Plan to be presented to the Town Council for sign off. IP happy to attend in person if needs be. JF to speak to the Town Clerk to ask if this would be feasible regarding incurring extra costs for IP to attend.