

Watton NP Steering Group Meeting Notes
23rd June 2021 at 2:00pm to be held in the Council Chamber Wayland Hall

Present: Keith Gilbert (KG), David Dent (DD), Jane Fountain (JF), Pat Warwick (PW), Liz Whitcher (PW), Kathryn Stallard (KG), Ian Poole – Planning Consultant (IP)

Notes by Michelle Thompson (MT)

1. Apologies

No apologies

2. To accept NP meeting notes from May 19th 2021

Notes were accepted.

3. To review NP Community Actions/Executive Summary with Planning Consultant

- Initially the Community Actions were to be a separate document to the plan but it was suggested that each action be included in the relevant sections of the plan but also have a sentence referring to the separate executive summary to keep that connection between the two documents.
- With a few amendments, additions and changes of layout, Overall the steering group are happy with the presented version of the community actions.
- The document will need to be reduced in size if to be used as a leaflet.
- LW to amend actions to included discussed amendments
- JF to liaise with TC office to include the other projects that's are listed within the summary – when including in the document use the policy and project numbers.
- Send final version of Community Actions to IP
- IP to look at including examples and pictures of speed reduction methods within the plan.

4. To review photographs already obtained and decide what further photos are to be supplied by Keith Gilbert

- Photos taken by Keith Gilbert where viewed and a limited number of photos were selected by the group. These selected photos are to be sent to IP
- When including photos into the plan no caption is needed as photos seem to be self explanatory.
- Will need to provide IP with as many photos as possible.
- IP will use some photos that were included in the Aecom reports.
- MT to get permission from person who took the photo of Loch Neaton which is used as the front cover of the Chamber of Commerce. DD to provide contact.
- KG to provide photos of St Marys Church.
- MT to speak to Sue Dent (PEPSO) regarding photos of the Wednesday market.

5. To compile a list of ariel photos that Mike Wabe can provide

- I. Loch Neaton and Sports Centre
- II. High Street and Market
- III. St Marys Church including Cemetery and Church Walk
- IV. Threxton Road Industrial Estate
- V. Old Officers Mess Site, Portal Avenue
- VI. Wayland Wood

Also ask Mike if he would shoot a live video of the high Street/Town as it is today.

6. To receive further reports and items for the next agenda

- To consider any anticipated project costs that could be included in the Town Council 3-year Budget plan

The timetable of the Plan process was discussed: -

- The draft will need to be signed off by the Steering Group on Friday 6th August.
- The Town Council will need to formally sign the plan off at the full town council meeting on August 24th.
- Approx. 3 weeks after the plan is signed off by council, the consultation process begins – this process will run for a min period of 6 weeks.
- The consultation process will need to include an 8-12 page leaflet which will entail the summary of the plan and what the planning policy are along with the agreed community actions. This will need to be available for display at place such as the library, TC office allowing the public to view and comment.
- The plan will also be available online with a consultation form.
- MT to investigate and source quotes from local printers – quoting will need to include 50 copies of the full plan in full colour with photos, maps and text and 4000 copies of a 2pg and 3pg A3 double sided and centre stabled leaflet.
- MT to contact Swaffham TC to ask what printing company they used for the NP as well as how many pages there plan was. Having looked on Swaffham TC's website their plan contains 108 pages and was printed by Hussey Knights Ltd in Norwich.
- DD to provide contact for company who printed the Chamber of Commerce.

- In regards to future costs, it was advised that the consultation process of the plan with be the biggest expenditure – once the plan goes to Breckland District Council there should be no further expenditure incurred.

7. To set a date for the next NP meeting

Friday 6th August @ 2pm – a physical meeting with Ian Poole joining virtually.
MT to set up a zoom link for IP.