

BUNGAY NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

MINUTES OF MEETING

AT THE RIVERSIDE CENTRE

20TH JULY 2016

Attending: Ken Lodge, Linda Shiner, Karen Lodge, Peter Jackson, Tony Dawes, Danny Brown, Chrissie Brown, Guy Bradley, John Adams, Elizabeth Ann Cawood, Alison Ballantyne, Susan Collins

Observers: Lesley Ward and Derek Ward of 18a Trinity Street

5.0 Apologies: Neil Burns-Thompson, Peter Edwards, Katherine Hampton, Simon Thompson, Debbie Read, Stephen Read, Dave O'Neil, Bob Prior

5.1 Minutes of 15th June 2016 agreed.

5.2 Statements from Chair:

- ID Badges

Action point: All members to send passport style photograph and state how they wish their name to appear on an identity card to Tony Dawes. Email tony.dawes@bungayndp.co.uk

- Consultancy – Ken Lodge has met with Dr. Toby James from UEA who has expertise in referenda and construction of questionnaires. It was agreed that he would attend our next meeting planned for 21st September. The fee for this initial consultation is £150. From information gained from this meeting it would be decided whether Dr James would provide follow up consultancy work for SG under terms provisionally quoted. Funding for consultancy work would be applied for via Jo McCallum at East Suffolk District Council who holds funds up to a maximum of £1000 per applicant explicitly for local NDP projects.

Action Point: Members should come with prepared questions and ideas for discussion

- Guy Bradley proposed that group needed a draft timeline to work within. Following discussion re previous proposed timeline it was agreed that Guy would produce a revised draft for consideration and share with group.

Action Point: Guy Bradley to draft a timeline proposal and post in Dropbox.

- Alison Ballantyne has agreed to be the SG secretary following resignation of the post by Debbie Read.
- Terms of Reference – revised draft with proposed amendments from Town Clerk circulated and discussed. Some discussion in relation to paragraph 7 Meetings, clause 7. It was decided that further guidance needed from TC and that all members given a further opportunity to comment.

Action Point: (1) Chair to email Town Clerk for further guidance. (2) Members wishing to make further comments to email Chair. (3) Chair will produce and circulate a final draft once all additional information received. (4) SG members to email response so that if acceptable by all TOR can be authorised before the next meeting.

- Draft article for BTC Newsletter agreed but decision that it was too early to produce posters in time for the Bungay Antiques Market.

Action point: (1) Article should have NDP logo added, (2) Ken and Karen Lodge will be the designers of the deferred poster.

- Service level agreement cannot be signed as SG officers have been advised that the agreement needs to have signatures of all 3 parties; BTC, BNDP SG and East Suffolk DC.

Action point: Chair to contact Dickon Povey at East Suffolk District Council asking for a revised final version of the SLA that includes space for the signature of Chair of BNDP to sign

5.3 Keeping track of developments in and around Bungay

John Adams raised concerns regarding developments immediately beyond the boundary of the Bungay designated area. The boundary marks not only the division of parish, but also that of district and county. Therefore decisions being made by other councils that could have a considerable impact upon Bungay planning proposals will not be made known to the SG through any formal channels. An example was given of business starter units being built on the Waveney Business Park land bordering the NDP designated area at Ditchingham. The significance of this will be considered by group 3 who are researching business opportunities and development.

Action points (1) All groups to check local authority websites at regular intervals to ensure that they are up to date with any relevant developments planned for in the immediate vicinity of Bungay.(2) Recommend that Bungay Means Business 2017 be entered onto the SG timeline so that BNDP can be a participant next year.

5.4 Report from subgroups

Verbal progress reports were received from some groups: Karen Lodge for group 2 Social Needs, Alison Ballantyne for group 3 Employment, Guy Bradshaw for Built and Natural Environment, and Peter Jackson for Transport/Traffic. (see attached for written versions)

Date of next meeting 21st September 2016

SC 24/7/16

Reports relating to

5.4 Written reports from sub groups.

BNDP Transport Subcommittee Report 20 JUL 16

We have had two subcommittee meetings so far and have the following to report.

1 List the members/contributors of our group

We have divided the subject into smaller areas for committee members to research as follows:

Peter: Cycling and pedestrians

Debbie: Parking

Ken: Public Transport

Bob: HGV

Dave: Disabled Access

Tony: Road Safety

2. State the project area and briefly describe the vision of Bungay in relation to the project area

The issues of traffic volume and congestion, and also parking in Bungay, have long been a concern and the subject of many studies and strategies.

The problems stem from the fact that, as noted above, significant parts of Bungay comprise built environment from the 19th (or earlier) century, have little or no provision for off-street parking and are not suitable for modern vehicular traffic. Consequently streets are often congested with parked vehicles and moving vehicles mount already narrow pavements, which detract from the character of the environment, and are a safety hazard for pedestrians and other road users.

While national and local policies have introduced the aim to reduce reliance on car travel through minimising the need to travel and use of sustainable modes of transport over the long term, the reality is that we have become a very car based society and this is unlikely to significantly change in the short term. A pragmatic approach is needed to deal with the prevailing need for, and use of, private motor transport in our neighbourhood area.

Walking and cycling will be encouraged by the provision of new routes. New development will be permitted only where it provides natural surveillance of public spaces, safe footpaths and cycle ways, as well as satisfactory lighting, in accordance with national planning guidance.

3. What would need to be achieved in order to realize your vision?

Survey questions:

1. How should transport infrastructure be funded?
2. Is there enough public transport?
3. What infrastructure is required (bike stands, paths, shelters, carparks etc)?
4. What are the opportunities for new development around Bungay?
5. Does Bungay need a North/South Relief road?
6. What safety issues do you see in town?

Resources:

1. Suffolk Guidance for Parking - Technical Guidance - Adopted November 2014 - Second Edition - November 2015

2. National Guidance PPG13 Transport
 3. Suffolk Cycling Strategy booklet
 4. Waveney DC Draft Cycle Strategy
4. Who are the stakeholders
- Anglia Bus, Taxi firms, BACT, BTC, Godric Cycle Club, Lorry Watch
5. State who in the community has been consulted so far and give a brief description of their response
6. How does it fit within the local area plan?
7. Identify any other documents/report that apply to your project area and give a short explanation of why they are relevant
- Time to work survey? To see how many people use public transport/cycles/walk etc
8. Revise your vision and objectives in the light of the evidence you have gathered

Town Centre, Retail and Employment sub-group report 20 7.2016

The group was reformed on 15th June 2016, with four members.

Since then we have met twice.

We are conscious how complex an activity it is to organise a method to gather information and ideas from our stakeholders in a fair and impartial manner.

We have decided to trial a method of gathering information based on interviews rather than questionnaires.

We are in the process of developing a series of questions to use to interview a selected percentage of the stakeholders involved.

The questions need careful focus. To help us attain this focus we are using a SWOT analysis (strengths, weaknesses, opportunities and threats) based on Bungay.

Our next meeting will focus on question design and deciding how to trial them.

Social issues subgroup

Numbering relates to guidance sheet.

1. Members of the sub-group: Chrissie Brown, Karen Lodge, Linda Shiner.
2. Our vision is that within Bungay there will be community facilities for all ages and all needs.

3. In order to realise our vision we will need to have clarity on the long-term plans for the Bungay Community Centre (Honey-pot); identify strengths, weaknesses and gaps in current social provision by talking to service users; suggest possible ways of meeting unmet needs.
4. The stakeholders are: The Honey-pot Trustees, Patient Participation Group, local schools, medical and care centres. Just as importantly, identifiable groups such as the elderly, carers, mental health needs, teenagers and pre-school children.
5. So far the group has consulted with The Honey-pot Trustees, East Suffolk Community Action Trust, Bungay Primary School, Bungay High School (no response), Patient Participation Group, individuals and carers. Plans are in place to meet with a member of the community who has disabilities and carer of young people.
7. The following documents are being consulted in support of our research: Community Centre survey of 2010, proposal for the Centre on Old Grammar Lane., the Community Play plan, Open spaces in Waveney, The Suffolk Observatory, Hidden Needs Report (published 1/8/16), The Suffolk Poverty Strategy 2016, plus references to an Elderly care plan.

13 July 2016

Bungay NDP

Environmental Sub-group progress report - July 2016

Members

Guy Bradley
Neil Burns-Thomson
Bob Prior
Danny Brown
Katherine Hampton

1. Sub-Group meetings

The environmental sub-group met on 7 July to discuss:

- the draft questions and key issues to be raised in the course of public consultation - draft questions were circulated for review.
- Progress in contact and consultation with public sector and NGO stakeholders
- Progress in acquisition of secondary data, and the legislative, institutional and policy background for the purpose of establishing the evidence base that will support the consultation process.
- Individual task requirements

2. Stakeholder Consultation

The group have initiated contact and submitted information requests to the following institutions for the purpose of establishing environmental baseline conditions:

- Environment Agency - sustainable Places Team/DEFRA
- Essex and Suffolk Water - Barsham Treatment works
- Suffolk County Council - Highways
- The Waveney River Trust

- Suffolk and Norfolk Wildlife Trusts
- Anglian Water

3. Document Reviews/Evidence base

The Group have acquired and reviewed/are reviewing the following documents/References:

Bungay Biodiversity Audit - Waveney District Council/Suffolk Wildlife Trust - December 2007
Waveney Open Space needs assessment - Waveney District Council/PBA research July 2006
Broadland Rivers Catchment Plan - Final Rep.- Broadland catchment partnership 2014
Waveney Green Infrastructure 2015 - summary of findings
Suffolk Biodiversity Action Plan - Suffolk Wildlife Trust May 2012
Essex and Suffolk Water - Final Water Resources Management Plan 2014
Suffolk Coastal and Waveney District - Strategic Flood Risk Assessment - Scott Wilson 2012
River Waveney Catchment partnership newsletter - Issue 1 - July 2016
National Planning Policy Framework
Water Framework Directive

Habitats Directive (92/43/EEC)

It should be noted that these documents will become available on the Bungay ndp site via dropbox.

4. Key Issues

The following represent preliminary views/findings arising from initial consultation and the document reviews noted in (3) above. and will be the subject of further discussion and clarification with the institutions noted in (2) above

1. Open Space and Green infrastructure

Green infrastructure constitutes a range of community assets from Natural and semi natural space, parks and gardens, green corridors, amenity areas, sports grounds, rivers, water bodies and related natural resource assets. Bungay performs poorly in provision of amenity green space, parks and gardens, and play areas for young people, failing to meet the guideline ratios of 0.6Ha/1000 people (amenity green space), 0.4Ha/1000 people (parks and gardens). Green infrastructure provision is prioritised both at National and Local Plan levels and the initial view is that this should be reflected at Neighbourhood Plan level in relation to all new development planning.

2. Water resources

Water supply in Bungay is derived mainly through raw water abstraction from the river Waveney at the ESW Barsham treatment works and this is supplemented by groundwater wells at the same site. Quantitatively, it is understood that some 70% of the treated supply meets demand in Lowestoft, and a significant proportion also supplies Reydon and Southwold through the recently operational pipeline from Barsham to Southwold . Qualitatively the raw river water fails to meet the WQ standards set out under the EU water supply directive, specifically in relation to phosphates and metaldehydes¹ that are derived from diffuse sources associated with agro-chemical use. While phosphate stripping during treatment ensures compliance with the drinking water standards, the difficulty of removing some of the agro-chemical contaminants during treatment means that when concentrations are high in the raw water supply, there is greater dependence on groundwater supplies to meet demand. The extent to which this situation may compromise future supply needs to be clarified.

For the purpose of new development it appears likely that the areas defined under the local plan for residential development on the periphery of the town, are towards the limits of the existing distribution network and it is therefore essential that there is a clearer understanding of the capacity to service these areas in the future. Correspondingly there is a trade off between the levels of abstraction of river water and the ecological and biological quality status of the river Waveney. Clarifying these potential capacity constraints will be the subject of discussion with ESW and the members of the the River Waveney catchment partnership.

3. Climate change and Flood Risk

In its present form the catchment management of the Waveney through use of the flood plain system is both effective in minimising the impact of flooding and is environmentally beneficial - sustaining this condition will be dependent upon planners and developers minimising intervention in the Zone 2 Flood Risk areas adjacent to the town. The complex institutional responsibilities for development planning that are shared between Waveney District, the Broads Authority, and South Norfolk District council indicate that the sustainability of catchment management in Bungay is contingent upon these three bodies having a clear collective approach to the regulation of new development.

4. Biodiversity and designated protected status

Despite the shortcomings of open amenity space in the urban area, Bungay is fortunate to have access to nearly 500 acres of semi natural and natural habitat in the designated County Wildlife sites of Outney common and Stow Fen both of which bring important social and economic benefits to the town (amenity, tourism, agriculture etc). A concern is that

¹ Metaldehydes and specifically Propyzamide are used to prevent slug and snail damage to agricultural and horticultural crops.

although such areas fall within the Broads Authority National Park and are designated county wildlife sites, this does not necessarily confer effective protected status on these important sites. A consideration for the neighbourhood plan should be to examine how the designated protected statuses of such sites and the related flood plain system referred to in (3) above may be enhanced. The sub-group propose to address this matter through consultation with Natural England.

5. Air Quality and Roadside traffic emissions

Re-routing of the traffic flows through the conservation area in the centre of the town has resulted in significant expansion of traffic flows in the historically important area off Bungay - it is understood that the increase in traffic may have a detrimental effect on the architectural infrastructure due to the underlying geology - this in conjunction with increased traffic emissions need to be clarified, and the sub-group are awaiting responses to requests for roadside monitoring data from SCC and DEFRA. For the longer term planning horizon, the neighbourhood plan should assess the public appetite for a north-south bypass to relieve these pressures on the urban environment.

In addition to the above issues, the environment sub-group intend to address issues relating to waste management, Noise, and environmental education - these components have yet to be addressed by the group.