

Mattishall Neighbourhood Plan Consultation Statement

January 2017



our village, our future



To accompany 'Version 2: Neighbourhood Plan submission draft' for examination
January 2017

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1. Introduction

1.1 Background and consultation requirements

- a. Mattishall Neighbourhood Plan is a community-led document for guiding the future development of the parish. It is the first of its kind for Mattishall and a part of the Government's current approach to planning. It has been undertaken with extensive community engagement, consultation and communication.
- b. The Neighbourhood Plan has been undertaken in response to planned housing growth for the parish, a decision was taken by the Parish Council at their meeting on 5 January 2015.
- c. The Consultation Statement is designed to meet the requirements set out in the Neighbourhood Planning (General) Regulations 2012 for Consultation Statements. This document sets out the consultation process employed in the production of the Mattishall Neighbourhood Plan. It also demonstrates how the requirements of Regulation 14 and 15 of the Neighbourhood Planning (General) Regulations 2012 have been satisfied.
- d. The Mattishall Neighbourhood Plan Working Group has endeavoured to ensure that the Neighbourhood Plan reflects the desires of the local community and key stakeholders, with whom have been engaged from the outset of developing the Plan. This has been achieved through the collection of qualitative and quantitative data.
- e. Part 5, Section 15(2) of the Regulations sets out that a Consultation Statement should:
 - i. Contain details of the persons and bodies who were consulted about the proposed neighbourhood development plan;
 - ii. Explain how they were consulted;
 - iii. Summarise the main issues and concerns raised by the persons consulted; and
 - iv. Describe how these issues and concerns have been considered and, where relevant, addressed in the proposed Neighbourhood Plan.

1.2 Designation as a Neighbourhood Area

- 1.2.1 Mattishall Parish Council made an application to Breckland Council for the designation as a Neighbourhood Area on 2 February 2015 based on the parish of Mattishall. There was consideration of the benefit of trying to develop a plan with up to 7 adjoining parish councils, but it was decided that there would be no benefit to outweigh the difficulty of achieving this and the length of time it would take. In addition Mattishall clearly has a specific role as a service centre for other Parishes which warrants having its own Neighbourhood Plan. A four-week consultation period closed on 11 March 2015 and Breckland Council designated the area on 30 March 2015 (Appendix 1, p9).

2. Community engagement stages

- 2.1 In March 2015 the Mattishall Neighbourhood Plan Working Group agreed a Communication and Community Engagement Plan. It was agreed engagement needed to be effective from the beginning of the process and would result in a well-informed plan and a sense of local ownership. The aim of the Communication and Community Engagement Plan was to inform and involve the Mattishall community throughout the process. Communication is dealt with in section 3 of this report.
- 2.2 There are four clear stages in which residents of Mattishall and key stakeholders have been engaged:
- Stage 1: The recruitment of a Working Group
 - Stage 2: Identifying key themes
 - Stage 3: Development of policy ideas
 - Stage 4: Drafting the Plan
- 2.3 This section gives an outline of each stage. Full details of the purpose, date and locations, consultees, publicity, preparation, event details, follow up and outcomes can be found in the appendices. The names of individual respondents have been removed.

Stage 1: The recruitment of a Working Group

- 2.4 In January 2015 Mattishall Parish Council agreed that a Working Group of interested residents should be formed to guide and produce a Neighbourhood Plan. As a result of publicity in the Parish Council newsletter (Appendix 2, pp10-12), a Working Group was formed that included a range of residents from the parish, including some Parish Councillors (Appendix 2, p14). The Group developed Terms of Reference and a project plan in March 2015 (Appendix 2, pp14-17). All Working Group members completed a Register of Interest form.

Stage 2: Identifying key themes

- 2.5 The second stage of community engagement was 'Questionnaire 1' (Appendix 3,p21), distributed to every household in Mattishall asking residents to identify the benefits future development should bring to Mattishall as well as how they would like to see the village evolve over the next 20 years.
- 2.6 Key theme areas emerged: Environment and Landscape, Housing and the Built Environment, Community, Economy, and Transport and Telecommunications. From this input the Working Group formed a draft vision, aims and a set of objectives for the Plan.

Stage 3: Development of policy ideas

- 2.7 'Questionnaire 2' – in July 2015 a much more detailed second questionnaire was distributed to every household and was also available on-line. The aim of this questionnaire was to develop a more detailed understanding of the key themes identified in the responses to Questionnaire 1 (see para 2.6 above). Separate questionnaires were designed and distributed to young people and businesses in the village. The responses to the three questionnaires formed the basis for the development of draft policies. More than 1,000 people completed Questionnaire 2, over 40 per cent of the Parish population (Appendix 4, pp24-27).
- 2.8 Key points that emerged from analysis of the results of the questionnaire showed that residents valued the quiet rural nature of the village, finding it friendly, safe and having a strong sense of community. The importance of being a working agricultural community came through strongly. People liked the fact that the village had a good range of services. They particularly valued the GP Surgery and pharmacy but felt it should move to a better location in order to expand and have sufficient parking. There was an almost even split on the subject of traffic flow, but a majority felt that there was insufficient parking provision. There was support for having a wide range of housing sizes and types to cater for people at all life stages. Most felt that houses should be within walking range of services and public transport. A majority favoured small sized development, with medium sized developments the second most favoured size, giving a combined large majority. Most were against development on greenfield sites and were in favour of eco-friendly housing which reflected the existing neighbourhood. There was strong support for refurbishment of existing properties and conversion of existing buildings. Better footpaths and cycleways and protection of the environment were stringy favoured as were improved community facilities and ideas for further services in the village. Full details are at Appendix 4 (pp24-27), as is a copy of the feedback given in the village magazine Miscellanea which is delivered to every household in the village.
- 2.9 'Consultation conversations' – meetings were held with a range of village groups and significant stakeholders¹ to discuss the aims and objectives of the Plan and to gather policy ideas. Detailed notes were made of each meeting, analysed and put on the website (www.np4mattishall.org). Qualitative data from the consultation conversations were used as input to policy development (see Appendix 4 pp30-31).
- 2.10 'Open feedback sessions and policy workshops' – two feedback sessions on Questionnaire 2 were held in October 2015 (Appendix 4, p27). Displays were available and residents were asked to comment on the draft policies. Two policy workshops were held in March 2016 (Appendix 4, p32). Residents were encouraged to attend and comment on the draft objectives and policy ideas. More than 300 people attended these open feedback and policy workshops. The Neighbourhood

¹ Primary School children; Parish Council; Primary School governors; The Mattishall Society; Women's Institute; Mattishall Sports and Social Club; All Saints drop-in coffee morning; All Saints PCC; GP practice; High School café; Cricket Club; High School café; Cricket Club; Beaver scouts; Cub scouts; South Green Park Ltd.

Plan Working Group then refined the ideas and re-drafted policies. (see Appendix 4 pp36-37 for examples of the material used)



Figure 2 above: Stage 3 community engagement (Policy Ideas Workshop).

- 2.11 'Village events' – throughout 2015/16, the Working Group attended village events with the purpose of developing detail for the Plan and testing ideas (See Appendix 4 p.39 – the flier used to stimulate attendance).
- 2.12 Regular updates were provided to meetings of the Parish Council, including the well-attended Annual General Meeting.
- 2.13 The village magazine, Miscellanea, which is regularly delivered to every household has been used to give regular updates on progress and feedback on the various consultations as well as encouraging people to give their views and ideas via the website (www.np4mattishall.org). (See Appendices 2,3, 4 & 5) Articles charting progress will continue until the Plan is in place.

Stage 4: Drafting the Plan, pre-submission consultation

- 2.14 The final stage of the Working Group's consultation and community engagement was the six week pre-submission consultation with residents, statutory and non-statutory consultees including Breckland District Council. This commenced on 25 July 2016 (Appendix 5, p40).
- 2.15 For six weeks, hard copies of the Neighbourhood Plan and Sustainability Appraisal were put in community locations (Post Office, Doctor's surgery and Mattishall News), with a Consultation Response form. Electronic copies were available on the Mattishall Neighbourhood Plan website, with a link to a Survey Monkey online version of the Consultation Response form. A leaflet was delivered to every household (Appendix 5, p43).

- 2.16 Consultation Response forms were sent to residents, parish councillors, district and county councillors, local organisations and business consultees, and stakeholder consultees. Amendments to the plan followed and were posted on the website (www.np4mattishall.org). (Appendix 5, p41)

Consultation on the Scoping Report for the Sustainability Appraisal

- 2.17 The Scoping Report for the Sustainability Appraisal was submitted to Breckland District Council in May 2016 and sent to statutory agencies for comment. Responses were received from the Environment Agency, Norfolk County Council, Natural England and Breckland District Council (Appendix 6 pp 48-52).
- 2.18 The Environment Agency offered general advice covering water contamination, water cycle study and flood risk, which has been noted.
- 2.19 Norfolk County Council advised that reference should be made to the Norfolk Core Strategy and also the Minerals and Waste Development Management Policies. The Basic Conditions Statement document covers the Minerals and Waste reference on P.1 para. 2.5.
- 2.20 Breckland District Council suggested several amendments, all of which have all been actioned. (Appendix 6, p52)
- 2.21 The conformity of every proposed policy in the Neighbourhood Plan is tested against the adopted Development Plan (Adopted Core Strategy) in the Basic Conditions Statement pp 3-16.

3. Communication approach

- 3.1 Good communication has been key to residents and businesses feeling informed and involved in the production of the Mattishall Neighbourhood Plan.
- 3.2 Central to the Neighbourhood Plan process, was the website, www.np4mattishall.org, which updated residents during each phase in the development of the Neighbourhood Plan. It contained a news-feed, all Working Group papers, notes of meetings, all Neighbourhood Plan documents, amendments to the Plan and contact information. It linked to other websites and social media.
- 3.3 To spread news of the emerging Neighbourhood Plan, the Working Group have also used:
- i. Posters and banners put up around the parish.
 - ii. Fliers delivered door to door.
 - iii. Fliers sent home in primary school book bags.
 - iv. Updates at Parish Council meetings.

- v. Attendance at village events.
- vi. An extensive email distribution list of groups, businesses and individuals. During the process of preparing the Mattishall Neighbourhood Plan a database of consultees was developed.
- vii. The Parish Council website (www.mattishallpc.info).
- viii. Facebook group postings.
- ix. StreetLife postings.
- x. Articles in the quarterly village magazine 'Miscellanea', which is delivered to every household in the village.
- xi. EDP and Dereham and Fakenham Times articles.
- xii. Word of mouth, actively encouraged through the members of the Working Group and Parish Council.

3.4 Prior to the Referendum, the Working Group will write a short summary of the Neighbourhood Plan to be distributed to residents and businesses via Miscellanea to encourage residents to engage with the process as it will have been some time since the last major consultation.

4. Conclusion

- 4.1 The programme of community engagement and communications carried out during the production of the Mattishall Neighbourhood Plan was extensive and varied. It reached a wide range of the local population and provided opportunities for many parts of the local community to input and comment on the emerging policies. The excellent response to Questionnaire 2, and the good attendance at workshops and presentations is evidence of the success of the approach and techniques used by the Working Group.
- 4.2 The comments received throughout and specifically in response to the consultation on 'Version 1: pre-submission draft of the Mattishall Neighbourhood Plan' have been addressed, in so far as they are practical, and in conformity with the National Planning Policy Framework and the current and the emerging Local Plan.

Appendices

APPENDIX 1: Public notice – Application for designation of Neighbourhood Area



**Localism Act 2011
The Neighbourhood Planning (General) Regulations 2012**

30th March 2015

Decision Document

Preliminary

At the Cabinet Meeting on Tuesday 24th March 2015 the Council considered the application for a designation of a Neighbourhood Plan Area, supported by a map of the intended area and supporting statement, which had been submitted on by Mattishall Parish Council

The Parish Council is a “relevant body” within the meaning of the Act for the respective parts of the plan area within each Parish area.

Consultation

Following the receipt of the application and supporting documents the matter was publicised for public consultation for a period of four weeks, closing on 11th March 2015 and in accordance with Regulation 7.(1)

During the consultation period, one representation was received on the proposed plan area.

Suitability of Area for Neighbourhood Plan Purposes

The Council considers that the area proposed is suitable for Neighbourhood Planning purposes and represents a logical boundary following the parish boundary.

Publicity

The Council’s decision will be published in accordance with Regulation 7 (2).

Decision

The Council approves the designation of a Neighbourhood Plan Area for Mattishall Parish Council

APPENDIX 2: Summary of Community Engagement stage 1 – the recruitment of a Working Group

Below and overleaf: Article included in Miscellanea, to recruit a Neighbourhood Plan Working Group, January 2015.

The Parish Council needs YOUR support

On 5th January 2015, the Parish Council agreed to produce a Neighbourhood Plan but this can only be done with your support and involvement – but what is a Neighbourhood Plan?

The Localism Act 2011 introduced Neighbourhood Planning which enables residents and businesses in a neighbourhood to do two things:

- Develop a plan for their neighbourhood
 - Propose that a particular development should automatically get planning permission in their area.
- Without such a plan, developers and Breckland can decide how our village will develop and we would have virtually no way of influencing these decisions

Background

Local authorities are required to produce a Local Plan. The Local Plan should set out priorities and policies for development in relation to housing, business, infrastructure (such as transport, waste, and telecoms), health, security, community facilities and services, and the environment. It should set out what are the opportunities for development in the area, and say what will and will not be permitted and where. In the regulations for Local Plan-Making these are called Local development documents. They can also be called Local Development Frameworks. They can be one document or more.

Whatever name they are given, Local Plans are critical in determining what will be developed, what will be protected and what will not be given permission to be built.

Over the last few years, our Local Authority, Breckland Council, has adopted a number of Development Plan Documents under the Local Development Framework system. With the introduction of new legislation the Government has signaled that Local Authorities should produce new plans for their areas under the new system. Therefore, Breckland has started work on reviewing its current plans and policies for the district and is working towards the production of a new single "Local Plan".

Our Neighbourhood Plan, once approved, would have statutory status and form part of this "Local Plan".

What does Neighbourhood Planning look like?

Neighbourhood planning relates to the use and development of land and associated social, economic and environmental issues. It may deal with a wide range of issues (like housing, employment, heritage and transport) or it may focus on one or two issues that are of particular importance in a local area. There are 3 main elements:

Neighbourhood Plans - a community-led framework for guiding the future development and growth of an area. It may contain a vision, aims, planning policies, proposals for improving the area or providing new facilities, or allocation of key sites for specific kinds of development.

Neighbourhood Development Orders - a way that planning permission can be granted by parish councils for a specific development or type of small scale development. These could include homes, shops, businesses, or community facilities.

Community Right to Build Orders - a type of neighbourhood development order. They allow community organisations in some cases to bring forward small scale development on specific sites without the need for planning permission.

All proposals for neighbourhood development orders, including community right to build orders, are subject to testing by an independent person and a community referendum.

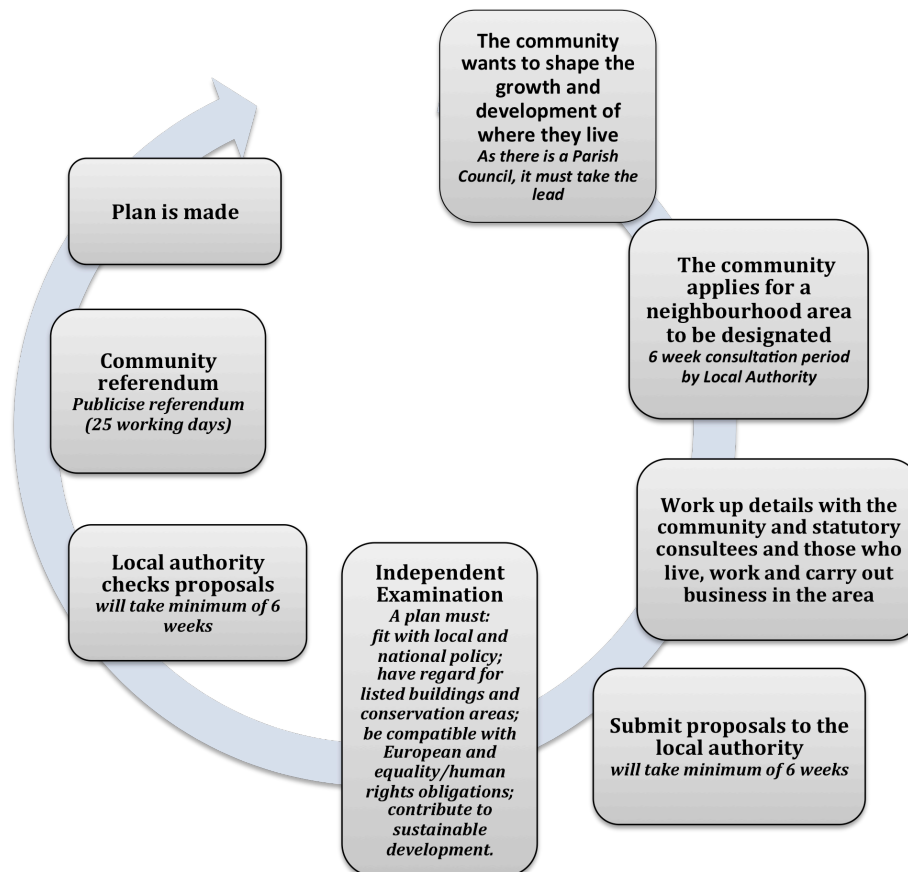
How does it work?

The Local Parish Council must lead on Neighbourhood Planning in their areas and will be the body responsible for its preparation and completion but a wider Planning Group also needs to be involved. This should include representatives of businesses, farming, voluntary organisations, the school and interested residents. Ideally it would include people with professional skills to help prepare the Plan. If professional help is not available within the group then this will have to be bought in, which will add to the costs significantly. An estimate of the cost of producing the plan cannot be made until the skills of the group are assessed and the extent of the plan established but some grants are available to support these plans, but it will cost in excess of £10,000.

Breckland Council is involved and will make decisions at key stages of the process, such as approving the neighbourhood area within which the Neighbourhood Plan will have effect. It will also organise the independent examination of the plan and the community referendum that is held at the end of the process.

Consultation is an important part of the process allowing those that live in the neighbourhood area to be the main influence in creating the Neighbourhood Plan. The referendum on the final plan requires a 50%+ approval to bring the Neighbourhood Plan into effect. This is direct democracy and outlines the importance of working with the wider community and securing support at an early stage in the process.

The Neighbourhood Planning Process



To summarise....

The Neighbourhood Plan will be led by Mattishall Parish Council. This means that community representatives write the plan themselves. It will be focused on the needs of Mattishall and would allow the local community to specify in more detail what they expect from development. For example, it could contain more detail on things like urban design, affordable housing, and preferred sites/locations for housing and other development. This is about guiding and shaping development, not undermining the delivery of development in that area. The plan could also guide the provision of infrastructure, for example, setting out priorities for new development such as improving pedestrian links, upgrading paths and open space. This would inform subsequent negotiations between local authorities and developers.

Further information can be found at: www.locality.org.uk and www.rtpi.org.uk/planning-aid

The next step

The Parish Council need to know two things:

- Are you in favour of us proceeding with the Neighbourhood Plan?
- Can you help us in any way?

Please complete the questionnaire below and return it via the collection box in one of the following: Mattishall News, Victoria Stores, Hewitts or outside the pharmacy. Alternatively, you could download it from the Mattishall Parish Council website www.mattishallpc.norfolkparishes.gov.uk and once completed, email it to np4mattishall@gmail.com.

Please reply by Thursday, 29th January so we can collate the data and present it to the next Parish Council meeting on Monday, 2nd February.

Many thanks



Mattishall Neighbourhood Plan

Contact name: _____

First line of address: _____ Post code: _____

Email address: _____ Tel no: _____

I / we support the development of a Neighbourhood Plan for Mattishall Yes / No

I / we would like to help Yes / No

Area of help offered: Committee work and planning
Please tick

House to house delivery/collection

Art/design publicity

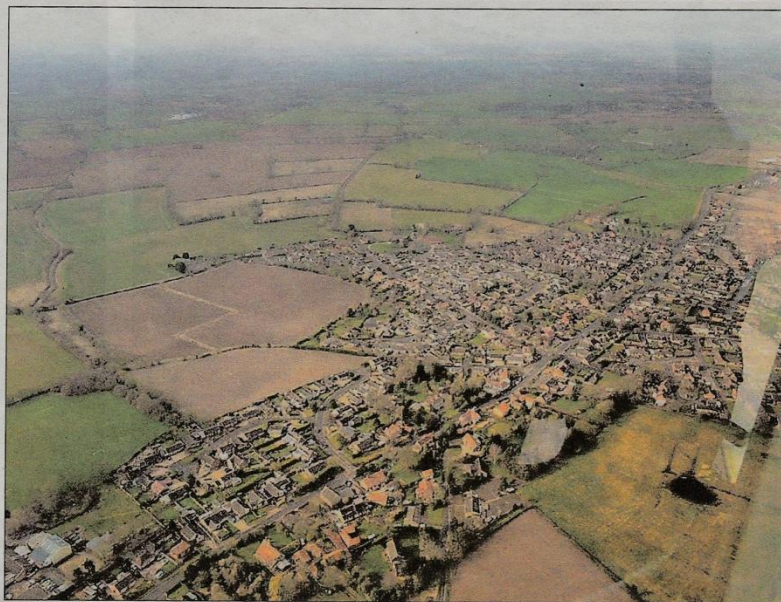
Website design/management

Practical work with public meetings

Other (please specify)

Remember: replies by 29th January please

14/5/15



BATTLEGROUND: An aerial view of Mattishall.

Picture: SUPPLIED

Village draws up a blueprint for the future

By **DOUG FAULKNER**
doug.faulkner@archant.co.uk

A village has moved a step closer to creating a neighbourhood plan which would help to direct development in the area.

Breckland Council has approved the designation of the parish of Mattishall as a neighbourhood area paving the way for Mattishall Parish Council to move forward with its Neighbourhood Plan.

A Neighbourhood Plan is a document which will recommend areas within an area for building of housing, leisure and business facilities.

Mattishall, one of the largest villages in the district, has seen considerable development pressure over the last few months from a

series of large proposals.

A recent bid to build 90 homes from Gladman Developments received a large number of objections from villagers and sparked the creation of the Mattishall Matters group.

It was unanimously rejected by Breckland councillors in January 2015.

Since then, a series of smaller developments have been proposed prompting similar concerns from residents about the ability of the infrastructure to be able to cope with the demand from the additional homes.

Richard Norton, chairman of Mattishall Parish Council said: "The purpose of the plan is to maintain a sense of space and quality of life in the parish by preserving the balance between future development and green open

space and agriculture.

"It will also aim to consider issues such as affordable housing, transport infrastructure, community facilities and to maintain and develop the village school."

A working group, set up by the Parish Council are meeting every fortnight and are now getting ready to start a period of community engagement. The plan will work alongside Breckland's Local Plan which will aim to cover the whole district.

■ Anyone who would like to receive more information about the Mattishall Neighbourhood Plan is advised to email np4mattishall@gmail.com.

■ Do you think your parish should develop a Neighbourhood Plan? Write to doug.faulkner@archant.co.uk

Left: article in The Dereham and Fakenham Times, to launch the Neighbourhood Plan, 14 May 2015.

Mattishall Neighbourhood Plan Working group

- Lisa Christensen – Chair
 - Jonathan Daw
 - Fred Elson
 - Freddie French
 - John Gogle
 - Nicky Grandy
 - Laura Handford
 - Anne Jackson – Secretary
 - Ken Jenkins
 - Rachel Leggett – independent consultant
 - Anna Loake
 - Andy Maule – Vice-Chair
 - Brian Metland
 - John Norton
 - Mike Nunn
 - David Piper
 - John Rockliff
 - Nick Simons
 - Richard Stephenson
 - Richard Turner
 - Julie Tyler
 - Glen Westall
 - Jill Wilson
-

Terms of Reference for the Mattishall Neighbourhood Plan Working Group

(These Terms of Reference were agreed by Mattishall Parish Council at their meeting on 2nd February 2015. They were last updated on 4th January 2016)

1. Purpose

To oversee and co-ordinate the production of a sound Neighbourhood Development Plan covering the parish of Mattishall in the Breckland District, as identified in the designated neighbourhood area, working with members of the community and the Parish Council to achieve this aim.

The NDP will define the spatial planning policy priorities identified by the community taking into account all representations made during the plan-making process and having regard to all relevant existing plans and evidence. The Plan will include or be supported by an audit trail of evidence and an appropriate delivery plan setting out, where relevant, the means by which these policy priorities may be implemented.

2. Principles

The Working Group will:

1. undertake the process in a democratic, transparent and fair fashion, allowing opinions and ideas to be put forward by all;
2. give or encourage those who live in Mattishall the opportunity to inform and shape the process e.g. through taking part in the consultation process;
3. make this a positive and constructive process;
4. take a holistic approach to the project that will improve quality of life and strengthen the community.

3. Tasks and Activities

1. Work with the Parish Council and ensure that they are fully informed throughout the process, and appropriate decisions referred to them when applicable.
2. All key decisions must be mutually agreed by the Working Group and Parish Council – hence the need to ensure communication is effective and appropriate.
3. Prepare a project plan to set out how they will create a NDP.
4. The project plan should contain a timeframe to focus activity and to aid planning.
5. Publicise the intention to produce a NDP, to inform and engage the community, and publicise all subsequent activities and progress.
6. Meet regularly to agree actions and discuss issues that arise, in order that the process is dealt with in an efficient and timely manner.
7. Gather baseline information.
8. Establish and understand the needs of residents and what the long term vision or aspiration is.
9. Decide upon and, if required, set up sub-Groups to gather statistics, information and views, subject to this being agreed and delegated by the full Working Group.
10. Liaise with residents, partners and stakeholders throughout the development of the NDP.
11. Consult as widely and thoroughly as is possible to ensure that the draft and final NDP is representative of the views of the residents.
12. Analyse the available information to prepare the draft and final NDP.
13. Produce notes/minutes from Working Group meetings and circulate to the Parish Council and Working Group members (and others as agreed to be appropriate).
14. Set up a mechanism to inform interested residents of progress e.g. monthly updates by email, website or Streetlife. Encourage residents to sign up to these.
15. Actively publicise the draft NDP prior to the Referendum.
16. Agree financial arrangements and budget with the Parish Council.

4. Reporting and Communication

1. The Working Group is established having full delegated authority from the Parish Council to deliver its plan-making functions up to and including publication of a Preferred Options Consultation Draft Neighbourhood Development Plan. The Group will report monthly to the Parish Council setting out progress on its work. The Parish Council will approve the Submission Draft Neighbourhood Development Plan prior to publication for consultation and independent examination.
2. The plan-making process remains in the control of the Parish Council as local authority and qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of Mattishall Parish Council with appropriate recognition of the Parish Council's position given in all communications associated with the project.

5. Membership and responsible persons

1. There will be at least 10 members of the Working Group with 3 representatives from the Parish Council and representation from residents and key organisations in the parish.
2. Members must reside in Mattishall. A person living outside the parish but running an established local business may be invited to join, subject to there being no conflict of interest.
3. The Working Group shall be quorate when at least half of the members attend and decisions can be made by simple majority;
4. Interim decisions can be made by members via email/ telephone communications and reported at the subsequent meeting.
5. The Neighbourhood Plan Working Group will elect a chair at the first meeting and define how secretariat and publicity roles will be carried out. The role of the Chairman will be to oversee and chair meetings defining agenda and ensuring actions are followed up as necessary. The chairman will also ensure that members' potential conflicts of interest are recognised and measures taken to address them, especially during meetings.
6. People who wish to be involved in the Neighbourhood Plan but do not wish to become Working Group members will be welcome to Working Group meetings. They will effectively form a wider advisory Group and means of communicating with others in the parish but only Working Group members will have a vote at such meetings.
7. Breckland District Council officers or Councillors, as well as other agencies appointed by the Council to support the process cannot be voting members of the Working Group but are able to attend meetings and contribute to the discussions as required.
8. In conducting their role, Working Group members must accept the Nolan Principles as recommended by the Committee of Standards in Public Life 1995.

6. Roles within the Working Group

1. The Working Group shall elect a Chair, Vice Chair and Secretary. If the Chair and Vice Chair are unable to attend a meeting then a temporary Chair (selected from the Working Group members) will be elected for that meeting.
2. The Secretary will take notes/minutes from the meeting, record main decisions and action points; and make available to the public these and any relevant information as appropriate. Minutes of each meeting of the Working Group should be forwarded to the Mattishall Parish Council clerk for inclusion in the next Parish Council meeting.

7. Working Group Meeting Arrangements

1. The Working Group shall meet regularly, normally on the second Wednesday of each month. When necessary, additional meetings may also be organised.
2. The public can observe the meeting and speak at the Chairperson's discretion.
3. Decisions from sub-groups should be relayed back to the full Working Group for ratification and/or information.
4. From time to time other stakeholders or interested parties may be invited to attend a specific Working Group meeting to give a presentation and/or discuss their interest in the proposed NDP.
5. A list of Working Group members and contact details shall be maintained.

6. Details of, and any changes to, the Working Group membership will need to be notified to, and agreed by Mattishall Parish Council.

8. Finance

1. The Working Group can make recommendations regarding use of the NDP budget. Mattishall Parish Council will retain accountability and control of the budget and requests will be made via the Parish Council representatives on the Working group.
2. The Parish Council delegates to the Working Group the authority to commit expenditure on behalf of the Parish Council of up to £500, adhering to the Parish Council's Financial Regulations.
3. Expenditure requests to the Parish Council to be agreed by majority decision by the Working Group.
4. Finance decisions will need to be recorded in the minutes and notified to the Mattishall Parish Council clerk.
5. If expenditure is desired in excess of the funds available, this will need to be decided upon and agreed by Mattishall Parish Council.

9. Changes to the Terms of Reference

Any amendments to the terms of reference must be approved by Mattishall Parish Council for approval.

Below: Miscellanea article to update the community on the Neighbourhood Plan, May 2015.



MATTISHALL NEIGHBOURHOOD PLAN

A lot has happened since Breckland Council gave us permission to proceed with drawing up our Neighbourhood Plan. The Parish Council pulled together a group of interested residents to form a working group and many others are getting involved in valuable support roles. We now have a website (www.np4mattishall.org), which is the best place to get all the news about our activities and progress, and to have your say. We have also been visiting groups in the village (such as the WI, Cricket Club, the Drop In etc) – if we haven't been to you yet then do let us know when you are having a meeting – we'd love to come and find out what you think.

We had a stall at the event on the Village Green on 4th May and a consultation event on Saturday 9th – both of these went

really well and we had the chance to talk to lots of villagers, who all had strong views! People recognize that development must happen over the next 20 years and that we will have to agree a target with Breckland for our share of their overall housing target. Drawing up our plan means we can have a clear agreement about things like numbers, location and density of new housing, and also about all the other things a village needs for a happy, healthy community.



Hopefully, you will all read and complete the questionnaire that has been delivered with this Newsletter – we would like to hear from everyone in the village young and old and those in-between! So don't just send in one for your household - we want each individual to tell us what you think is important for Mattishall for the next 20 years. You can also complete the questionnaire on-line (www.np4mattishall.org) or get more paper copies from many locations in the village. The results of this questionnaire will help us design a much more detailed questionnaire that will be delivered to you in July.

our village, our future an appropriate slogan for our Neighbourhood Plan, particularly as it was suggested by a pupil at Mattishall Primary School. In March, Tony Chapman, Headteacher at the school, delivered an assembly introducing the Neighbourhood Plan and launched a competition to design a logo for the project.



Our final logo was inspired by Ned Bunn's entry (pictured) and the slogan was proposed by Brooke Gowen. Our thanks go to all participants at the school, especially Brooke and Ned.

Our Neighbourhood Plan will be based on what people in the village think is important – if you don't tell us then you won't have any influence!

APPENDIX 3: Summary of Community Engagement stage 2 – Identifying key themes

Below: Article in the Dereham and Fakenham Times, 7 May 2015.

Developer's new vision for 65 homes in village

By **KATHRYN CROSS**
kathryn.cross@archant.co.uk

Celebrations at refusal of a large-scale planning application in Mattishall could be short-lived after a developer not only submitted a new application but also confirmed that the original proposal will be subject to an appeal.

Just three months after people living in the village successfully fought off a housing scheme for 90 new homes, the developer has submitted a new application for 65 homes.

Cheshire-based Gladman Developments saw their original bid unanimously rejected by Breckland's planning committee in January, on grounds that the extra homes would not integrate with the village's existing character, lacked adequate access, would put pressure on roads, the school and local GP practice, and because plans were not submitted with necessary archaeological evaluations.

It was music to the ears of action group Mattishall Matters which was formed to fight the application and the 350 residents who had written letters of objection to Breckland Council. But in its new extensive planning and design and access statements, Gladman explained that while it did not agree with the reasons for refusal, its new plans "more than adequately" responded to the issues raised.

Robert Eady, a spokesman for Mattishall Matters, said the proposal was still "unwanted" and criticised a lack of consultation by the developer

CONSULTATION EVENT

The Working Group for the Mattishall Neighbourhood Plan will hold its first consultation event on Saturday at Mattishall Primary School. Parish residents are invited to come along any time between 10am and noon or between 2pm and 4pm to express their views and ask questions about future development in the village.

An initial short questionnaire has also been written and will be hand delivered to each household in the parish to coincide with the event. This can also be completed online via the website www.np4mattishall.org. Copies will also be available at the event to complete on the day or take away.

Anna Loake, who is a member of the working group, said: "Community engagement is a key part of any Neighbourhood Plan. "It is very important that parish residents tell us what is important to them. This consultation event is the first of several where members of the working group will be present to answer questions and listen to the views of the community."



NEW PLAN: Map of the 65 homes on Dereham Road in Mattishall.



Picture: SUBMITTED

he said. "This development will create a hard edge to the village and not successfully integrate it into the existing rural character and setting of the village."

Gladman's new proposal offers a lower density of housing and claims to mitigate any loss of landscape by implementing new hedgerows and trees while giving the edge of the development a "rurally sympathetic" character.

It offers to make "a sufficient contribution" to provide the extra capacity needed at primary school and sixth form levels and promises to contribute towards the costs of improvements to highway and public transport infrastructure.

The developer concludes: "It is clear that any limited harm arising from the change in nature and character of the site from a field to a housing development clearly do not outweigh the benefits of the proposed development (which are substantial)."

■ What do you think about the plans? Email kathryn.cross@archant.co.uk.



MATTISHALL NEIGHBOURHOOD PLAN

our village, our future

Consultation Event:

Saturday 9th May
10am - 12 noon and 2pm - 4 pm
at Mattishall Primary School

HAVE YOUR SAY FOR MATTISHALL



We need your help

www.np4mattishall.org np4mattishall@gmail.com

Left: Poster to advertise consultation event, 9 May 2015, displayed in various locations throughout the Parish, e.g. Parish Council noticeboards, Doctor's Surgery, Post Office, Church Rooms, Sports and Social Club, The Swan, Victoria Stores and on lampposts.

Below: Questionnaire 1 for School Children, May 2015.



First Name _____

Postcode _____ Age _____

1. What do you like about Mattishall?

2. What don't you like about Mattishall?

3. What do you think could be added to Mattishall to make it better?

4. If you decide to live in Mattishall when you finish school/university, what do you think should be added to make it even better to live here?

Below: Questionnaire 1 for general population, May 2015

GUIDANCE NOTES:

Please complete one questionnaire per family member. Children are also welcome to take part. The more responses the better!

You can take part anonymously if you prefer, however we would like to request that you provide at least **your age and your postcode**. This helps us with our data collection.

Once you have completed your answers, please return them to us by posting this leaflet through one of the various collection boxes in the village. These can be found in the following locations:

- | | |
|------------------------|--------------------------|
| Outside pharmacy | Butchers * |
| Post Office * | The Swan Pub * |
| Village Primary School | Sports and Social Club * |
| Mattishall News * | Bob Carter Court |

Please note: the deadline for replies is Saturday 30th May

If you require further copies of the questionnaire, and are unable to copy this one, they can be obtained from any of the locations above marked with an asterisk. You can also download from our website www.np4mattishall.org.

Name (Optional) _____

Address (Optional) _____

Postcode (Please provide) _____

Age (Please circle) 5-10, 11-19, 20-30, 31-40, 41-50, 51-60, 61-70, 70+

Sex (Delete as applicable): Male/Female




MATTISHALL NEIGHBOURHOOD PLAN

For Mattishall to have a better way of making decisions about planning, your Parish Council wants to form a Neighbourhood Plan, and Breckland District Council has agreed.

A completed Neighbourhood Plan is a legal document, which means that the development of the village over the next 20 years must reflect the preferences of the majority of the Mattishall community as described in the plan. To achieve this a Working Group of volunteers has been formed by the Parish Council to determine what you think about Mattishall and its future.

In the coming months, the Working Group will want to hear your views. They will attend community groups and events so you can ask questions and hear answers. They will distribute two questionnaires (this is the first), which will be followed by a second more detailed one that draws on the main conclusions of the first. This means there will be two opportunities to write down your ideas and preferences. There is also a Mattishall Neighbourhood Plan website (www.np4mattishall.org) where you can follow progress of the Working Group and express your views.

Your views are important whether they be about jobs, services, housing, roads, businesses, green spaces, or anything else. Please help make a better future for Mattishall by making your voice heard.

Please take some time to fill in the questionnaire opposite as thoughtfully as you can. Instructions on how to send it to us are on the back of this leaflet.

QUESTIONNAIRE ONE:

1. What do you like about living or working in Mattishall?

2. What do you dislike about living or working in Mattishall?

3. Future development is inevitable. What benefits should it bring to Mattishall?

4. How would you see Mattishall evolving over the next 15/20 years?



MATTISHALL NEIGHBOURHOOD PLAN

Mattishall is working on a village Neighbourhood Plan. In simple terms this is a formal planning document that sets out planning policies which are used to decide whether to approve planning applications for house building and other development within the parish. More information on the Neighbourhood Plan can be found at: www.np4mattishall.org

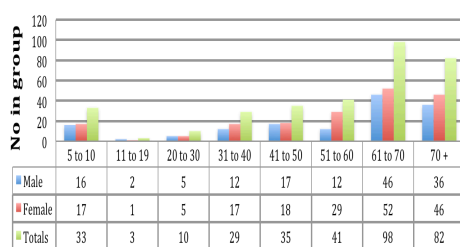
The Neighbourhood Plan Working Group issued a questionnaire in May that was delivered to each house in the village. It asked four questions:

1. What do you like about living or working in Mattishall?
2. What do you dislike about living or working in Mattishall?
3. Future development is inevitable. What benefits should it bring to Mattishall?
4. How would you see Mattishall evolving over the next 15/20 years?

337 people returned the questionnaire. That is around 13% of the 2600 population of Mattishall, a proportion that compares well with neighbourhood plan questionnaires in other villages.

The questionnaire asked for people's postcode and age range so that we could see whether the replies came from a representative cross section of the village. The results show that replies were well spread as far as where people lived, but approximately half of all responses were from people over 60. The school and cub group helped ensure there was a reasonable response level from the 5 to 10 year age range but the 11 to 19 and 20 to 30 age groups had only 3 and 10 replies respectively. The Neighbourhood Plan Working Group will aim to engage with these age groups better in future consultations. The age and gender distribution of responses is shown below:

Mattishall NP Questionnaire 1
Age of Respondents



Thank you to everyone who participated

The Results

The Likes - The main things people liked about Mattishall were: The village character and the friendliness of Mattishall; The local shops; The surgery and dispensary. Also liked by many people were: The bus service; post office, pub; and school.

The Dislikes - The volume of traffic, car parking, the condition of the roads, and speeding were by a large margin top amongst the dislikes. Other things mentioned were urban sprawl, busses, and dog fouling.

The Benefits From Development - People wanted infrastructure to keep pace with development i.e. the school, doctors surgery, shops, parking and roads. Another popular suggestion was small businesses to provide employment. Also mentioned by several people was affordable homes, open spaces and facilities for the young.

Evolution of Mattishall over 15/20 years - Maintaining the village character and preventing 'urban sprawl' were top amongst people's priorities. Small housing developments were very much preferred to larger developments.

Other things mentioned corresponded largely to the benefits from development i.e. maintained or improved surgery, shops, school, roads, car parking and youth facilities.

In all the comments and suggestions can be broken down into 55 different subjects, some mentioned by only a very few people. For example only 6 people mentioned the lack of a mains gas supply, and only 3 referred to a lack of rental properties. Perhaps this was because others just did not think to mention these things.

The Neighbourhood Plan Working Group will consider all the topics people referred to and will use the results from this first questionnaire to ask more detailed questions in a second questionnaire.

This will be delivered to every home in Mattishall in a few weeks time. As an alternative to the paper version it will also be possible to complete the questionnaire on line via www.np4mattishall.org

The table below summarises the responses to questionnaire 1. It would not be possible to list all responses in detail but they have been listed according to the question they appeared under. Some answers may appear strange ie Petrol Station under Q2. The person who stated this would have said that they did not like living in Mattishall because there was no petrol station.

It is vital that the Neighbourhood Plan represents your views. **Please complete questionnaire 2 and encourage family members and neighbours to do so as well.**

Housing	Q1	Q2	Q3	Q4	Total	Facilities	Q1	Q2	Q3	Q4	Total
Number (small developments)	1	11	34	68	114	Non-specific facilities	27	2	7	4	40
Affordable (not enough)		2	19	8	29	Post office	41	2	5	5	53
Property for the elderly			4	2	6	Shops	73	7	12	8	100
More rental property			1		1	Public house	27	2	3	1	33
More (urban sprawl)		15	2	46	63	Cafes	14				14
Enough		2	12	9	23	Youth Centre		3	2	3	8
Good house prices	1		1		2	Sports	4	2	8	5	19
Property variation (design/gardens)			5	3	8	Memorial Hall/Social Club	4				4
No mains gas supply		4	2		6	Cash machine		2		1	3
Transport						Golf course	1				1
Cyclists	3		4	2	9	Amenities					
Buses	43	14	14	1	72	Non-specific amenities	7		2	1	10
Car parking		50	18	6	74	School	32	4	30	13	79
Volumes of traffic	2	74	8	4	88	Surgery/dispensary	71	4	37	13	125
Speeding		25	5	1	31	Dentist			4	1	5
Transport links	33		3	1	37	Communications (broadband/wi-fi)		2	5	1	8
Condition of roads		35	18	9	62	Village hall in centre of village		2	4	4	10
Petrol station		1			1	Churches	5				5
Environment						Local organizations	18		4	4	26
Open spaces	6	2	8	8	24	Sustainable Development					
Footpaths/pavements	17	14	6	2	39	Maintaining the village character	140	7	15	43	205
Facilities for the young	3	6	9	9	27	Infrastructure to match development			47	30	77
Renewable energy projects			3	2	5	Local employment					
Dog fouling		16			16	Small businesses		4	40	11	55
Church Plain run down	1	2	1		4	Other					
Flooding		3	1	2	6	Safe	16		2	4	22
Street lights	4	3	4	1	12	Friendly	72				72
Drainage		6	6	2	14	Travellers		3			3
Fly tipping		1				Clean	2				2
Noise		2				Mix of ages	2		1	1	4

APPENDIX 4: Summary of Community Engagement stage 3 – Development of policy ideas
Summary of Questionnaire 2), 1,300 responses were received, over 40% of the population.
(Original questionnaire can be found on the website (www.np4mattishall.org, text in italics is quote from questionnaire)

Data - who responded

About You

Q1 Postcode

Q2 Age

0-15	1%	16-24	4%
45-64	36%	65+	45%

Q3 Gender

Male 44%, Female 56%

Q4 Disabled

Yes 7%

Q5 Registered

20% disabled

Q6 Employment

Employed 46%, Unemployed 3%, Student 2%, Retired 50%

Q7 Place of work

Norwich 31%, Dereham 13%, Mattishall 13%, <10 miles 12%, >10 miles 21%

About Mattishall

Q8 *“Over 80% of those who responded to Questionnaire 1 stated that they liked living in Mattishall because of its rural character/atmosphere, but what does that mean?”*

What you said you liked about living in Mattishall

- Open and green spaces 96%
- Friendly and safe neighbourhood 96%
- Quietness 93%
- Familiar service in local shops and businesses 92%
- Protection of the environment 92%
- Working farms around the village 86%
- Sense of community 84%

Q9 *“How important are the following services to the village?”*

Personally:

- Surgery and Pharmacy 98%
- Shops 97%
- Post Office 97%
- Cafes 77%
- Pub 72%
- Car repairs 67%
- Hairdressers 50%

Others important to individuals include churches, bus service, school. Pre-school, sports and social clubs, and chiropodist.

Q10

Generally:

- Surgery and Pharmacy 99%
- Post Office 96%
- Shops 94%
- School 83%
- Pre-school facilities 62%
- Pub 62%
- Others important to individuals include cafes, churches, car repairs, hairdressers, bus service, sports and social clubs, and chiropodist.

Q11 *“What services does Mattishall not have that you would like to see here?”*

- Dentist
- Play areas
- Bakery
- Cash point
- Petrol station
- Extended bus service
- Mains gas supply
- Central village hall

About the environment

In the first questionnaire, 35% of respondents expressed concern about the volume of traffic moving through the village.

Q12 *“Do you think that traffic flows through the centre of Mattishall now are:”*

Acceptable 47% Unacceptable 49%

Q13 *“Do you think that car parking in the centre of Mattishall now is”*

Inadequate 76% Adequate 20%

In the first questionnaire, 28% of respondents commented on the conditions of our roads, including general road conditions and the speed control measures (speed limits and road humps) in place through the village.

Q14 *“Do you think that the restricted speed zones (20/30mph) should be retained or reduced?”*

Retain 68% Extend 24% Reduce 8%

Future development

Q15 *“Thinking about your next move, if you stay in Mattishall would you look for a larger, a smaller or the same size property, or would you plan to leave the village?”*

Larger 15% Smaller 28% Same size 41% Leave the village 16%

Q16 *“If you were to stay in Mattishall what type of property would you want to move to?”*

House 26% Bungalow 39% Flat 2% Eco-friendly 7% With land 8% Other 18%

Q17 Rent or buy?

Buy 83%

Future housing

Q18 *“The village has a wide range of accommodation types. What types of homes should be built in future?”*

- Homes for retired people 74%
- Family homes 79%
- Starter homes 75%
- Shared ownership 48%
- Homes for rent 44%
- Larger homes 42%

Q19 *“Of the following criteria which do you think are important when deciding on the location of housing development sites?”*

- Within walking distance of services 83%
- Close to public transport 81%
- Not on greenfield sites 67%

Q20 *“In future what should the size of new developments in Mattishall be?”*

- Very large (50+) 1%
- Large (24-49) 3%
- Medium (13-24) 27%
- Small (1-12) 52%
- Mixture 17%

Q21 *“To protect and enhance the quality of the built environment should we encourage:”*

- Adequate parking provision 94%
- Reflect existing neighbourhood 80%
- Energy efficient 87%
- Use local materials 79%
- Refurbish existing properties 94%
- Convert existing buildings 86%

Q22 *“Additional housing over the next 15 - 20 years will require new/additional facilities, what key developments would you like to see?”*

- Better footpaths and cycleways 79%
- Community facilities 76%
- More parking spaces 73%
- More recreational and green spaces 72%
- New health centre 70%
- School development 69%
- A balanced community 61%
- Protection of the countryside 59%
- Central village hall 59%
- Facilities for under 18s 50%
- Residential home 48%
- More shops 30%

- More restaurants/cafes 28%

Q23 “Should the Neighbourhood Plan support land being made available for energy production?”

- Shale gas extraction (fracking) disagree 70%
- Solar agree 53%
- Wind turbines 48% disagree
- None of these 41% agree

Q24 “In summary, what do you think are the biggest benefits that development of the village could bring?”

- Medical facilities 77%
- Balanced community 61%
- Protection of countryside 59%
- Shops and services 55%
- Better broadband 50%

Others include: Facilities for young people, land for recreation, more local jobs investment in infrastructure, cycle routes, pedestrian routes, parking, village identity, sports facilities, more allotments.

Outcome

This information was core to the development of policy ideas

MNP
our village, our future

**MATTISHALL
NEIGHBOURHOOD
PLAN**

**Questionnaire Two
Feedback sessions:**

Drop in: Sat October 17th 10am - 12pm in
the School Hall

Presentation: Mon October 19th 7.30pm
in the Memorial Hall

Please
come
along!

**HEAR WHAT
YOU SAID FOR
MATTISHALL** ... and what
happens next

www.np4mattishall.org np4mattishall2@gmail.com

Poster for Questionnaire 2
feedback sessions



MATTISHALL NEIGHBOURHOOD PLAN

The Neighbourhood Plan for Mattishall will set out what village residents want for the future of Mattishall over the next 15 - 20 years. It will be a statutory planning document and is our opportunity to get some control over the amount, type and location of future developments in our lovely village. When it is completed, it will form part of Breckland's Local Plan and they will have to use it when considering planning applications thereafter.

You can find regular updates of our progress on the Neighbourhood Plan website (www.np4mattishall.org) as well as the minutes of our fortnightly meetings. You can also speak to any of the working group members or your Parish Councillors about how things are going. Our meetings are open to anyone to attend, please feel free to join us. The schedule of meetings is on our website and the Parish Council noticeboard.

At the time of the last Miscellanea update, the second questionnaire was out with every household in the village. We also did separate questionnaires for young people and businesses in the village. We had a fantastic response - over **1000 people** returned a questionnaire. The full results can be seen on the website but some of the key messages were:

- nearly half of the respondents thought new housing should be in developments not larger than 12 houses, with about 220 thinking that up to 25 houses would be acceptable.
- There was strong support for starter homes, family houses, smaller retirement homes and homes for rent.
- Respondents felt that new developments should be located near to the centre of the village and close to transport and services
- Support for small businesses, shops and light industrial units was strong.



There is much more information which you can read on the website. You may have attended one of the two feedback sessions we held on 17th and 19th October in which case you will have been part of the lively discussions.



We will be holding many more events and workshops over the next 6 - 9 months as we get stuck into writing policies and drafting the Plan itself. Look out for these and do come along. We will also be visiting groups and events in the village - feel free to ask us along to your meeting.

The group of people who are working on behalf of the Parish Council are now at the stage of using the results of the questionnaire to draft a vision; the aims and objectives of the plan; and the set of policy areas that the plan will cover. These are crucial as they will in effect create the framework against which future planning applications will be judged.

The rules for drafting a Neighbourhood Plan are quite onerous, and if we don't get them right we will fail when our Plan is examined by an independent examiner, so we are working hard and taking advice from experts to ensure we don't waste our efforts! It does mean that we sometimes can't move as fast as we would like - but we are doing our best! We feel as frustrated as everyone else in the village when we see planning approvals for developments being approved in advance of our plan - but this is all the more reason to press on so that we will be able to have more control in the future.

I would recommend that you have a look at the Neighbourhood Plans for other places to see what they look like when they are complete. One that we think is very good can be found at www.woodcotendp.org.uk

There is a lot of work to do over the coming months - if you feel you can help with working on policies around things like housing, open spaces/environmental issues, sports/leisure, business/economy please do contact us on np4mattishall2@gmail.com.

We will be appointing people to lead on the various policies very soon and those people will be tapping villagers on the shoulder to ask if they can help if we don't get volunteers!

This plan must be your plan and even if you can't commit to doing much work on writing the document we need to know what you think so do come to future events. In the end every villager will vote in a referendum to approve or reject the plan so we all want to get it right!

Lisa Christensen, Chair of the Working Group

Call for Sites

Do you own land or an undeveloped site in Mattishall?

The Mattishall Neighbourhood Plan will be about how villagers want Mattishall to develop over the next two decades. Breckland have already started to engage with landowners in their consultations about the Emerging Local Plan, and our Neighbourhood Plan will form a more detailed part of that for Mattishall. We are therefore working with Breckland in order to identify the most suitable sites either for development or preservation. These sites will be submitted to Breckland before their next public consultation on the Local Plan, which begins in January 2016.

Submitting land to us does not necessarily mean that it has to be considered for housing. The Plan is also about business, shops, sports facilities, youth provision, health, transport, education and protecting green spaces. As the landowner, you have the ability to specify how you would ideally (and subject to planning permission) like to see it used. Perhaps you own a piece of green space and would like it recognised, preserved and enhanced? Or perhaps you would only consider development if it was for the overall benefit of the village such as to build new, improved village services?

The Mattishall Neighbourhood Plan Working Group will not be involved in selecting which sites will be included in the Plan. This will be undertaken by Breckland District Council, but it will be done in accordance with the policies (i.e. development type, size, density and design) laid out in our Neighbourhood Plan once it is complete.

Please get in touch no later than 31st December 2015 by calling 858985 or email us at np4mattishall2@gmail.com. There is no obligation implied and all communication is confidential.

STAGE 3a: Summary of the Consultation Conversations

Purpose	<ul style="list-style-type: none"> • To check draft vision and objectives. • To begin generating detail for the Neighbourhood Plan policies.
Date and locations	April – September 2015. Various locations, mostly at the groups, attending their meetings.
Consultees	<p>Mattishall interest groups and stakeholders. The aim was not to speak to every group in the village, but to get a cross section of views, build relationships and an understanding of the Neighbourhood Plan. Notes of all conversations were put on the website (www.np4mattishall.org), below is a summary of the issues discussed which informed further working group discussion on policies.</p> <p>Consulting on policies</p> <ul style="list-style-type: none"> • 30 April 2015 – All Saints Coffee morning <ul style="list-style-type: none"> ○ Parking around school ○ Accessible surgery • 11 May 2015 – Mattishall Society <ul style="list-style-type: none"> ○ Delivered questionnaires • 12 May 2015 – Beavers <ul style="list-style-type: none"> ○ Liked the school the fields around, the scout hut and the play area ○ Would like bigger supermarket, bigger playground, swimming pool and more shops • 13 May 2015 – Women’s Institute <ul style="list-style-type: none"> ○ Not big developments ○ Traffic congestions especially in cul de sacs • 14 May 2015 – Poultec <ul style="list-style-type: none"> ○ Not enough villagers know about Poultec • 20 May 2015 – Mattishall Cricket Club <ul style="list-style-type: none"> ○ More land wanted for more facilities. • 20 May 2015 – Cubs <ul style="list-style-type: none"> ○ Would like more facilities, bigger shops, play facilities, skate park, bike trail, climbing and swimming. ○ Concern over safety • 3 June 2015 – GP Partners, Mattishall Surgery <ul style="list-style-type: none"> ○ Growth in Mattishall and surrounding area needs considering ○ Keen to move • 23 September 2015 – All Saints PCC • 27 January 2016 – All Saints PCC <ul style="list-style-type: none"> ○ Small developments preferred, maximum 25 houses per development ○ Development in east of village ○ Better pavements, protect green field sites, create recreation space at west end of village <p>Other meetings with community groups</p> <ul style="list-style-type: none"> • 1 March 2016 – Primary School Council <ul style="list-style-type: none"> ○ Would like to see more facilities ○ Concern about car parking, traffic, first impressions of the village, housing too new looking, waiting time at doctors • 2 March 2016 – High School Café <ul style="list-style-type: none"> ○ Not more than 2 story flats ○ Valued community and facilities

	<ul style="list-style-type: none"> • 3 March 2016 – All Saints Coffee morning <ul style="list-style-type: none"> ○ Transport, traffic, crossing the main road, speeding, parking ○ Mobile phone reception ○ Business support ○ Support for small developments rather than large scale developments ○ Keeping the rural feel of Mattishall • 7 March 2016 – Parish Council <ul style="list-style-type: none"> ○ Discussion on solar panels • 8 March 2016 – Sports and Social Club <ul style="list-style-type: none"> ○ Town houses not appropriate for village ○ Mixed tenure of housing required ○ Off road parking ○ Grid layout for developments ○ Keep developments small so they don't impact on the environment • 9 March 2016 GPs and Surgery <ul style="list-style-type: none"> ○ May need to move within next 5 years • 9 March 2016 – School Governors <ul style="list-style-type: none"> ○ Transport – children's safety ○ School places ○ Need for play space in the centre of the village • 9 March 2016 – Women's Institute • 14 March 2016 – Mattishall Society <ul style="list-style-type: none"> ○ Parking ○ Doctor's on Gladman site ○ Wildlife corridor ○ Dog walks and run areas, big green space ○ Local services to support growing village
Publicity	Groups were emailed or phoned direct.
Preparation	<ul style="list-style-type: none"> • Working Group briefing. • Set of questions to generate discussion, copies of the draft objectives, map of the parish, outline of what the Neighbourhood Plan involves and contact information.
Follow up	<ul style="list-style-type: none"> • Workshop with subgroup of the Working Group to analyse the qualitative data and establish policy ideas. • Workshops with whole Working Group to work through policy ideas.
Outcomes	Policy ideas paper written.

Thursday, March 17, 2016 11

Development consultation

Residents of Mattishall are being asked to have their say on the village's draft neighbourhood plan at two drop-in events.

The first is from 10am to 3pm on Saturday at the Mattishall church rooms.

Alternatively you can see the draft at Mattishall's Memorial Hall from 6.30pm to 8.30pm on Monday, March 21.

The Mattishall Neighbourhood Plan will be a community led document for guiding the future development of the parish.

It will be about the use and development of land over the next 20 years.

If successful at referendum it will become part of the statutory development plan for the area.

Members have also been visiting various groups to gain views on the emerging policies.

■ If you'd like them to come along to meet with your group e-mail np4mattishall2@gmail.com.

Above: Article in the Dereham and Fakenham Times, 17 March 2016



MATTISHALL NEIGHBOURHOOD PLAN

YOUR FIRST CHANCE TO SEE YOUR NEIGHBOURHOOD PLAN

Using your views we have created a framework
for your Neighbourhood Plan

**TO GO FURTHER, WE NEED YOUR FEEDBACK
ONCE AGAIN:**

**Drop-in: Saturday 19th March
10am – 3pm
in the Church Rooms**

**Drop-in: Monday 21st March
6.30pm – 8.30pm
at the Memorial Hall**

*Please come along and make your views known.
They count!*

www.np4mattishall.org

Above: Flier to advertise Policy Ideas workshops,
March 2016

Below: Miscellanea article to update the community on the Neighbourhood Plan, March 2016.



MATTISHALL NEIGHBOURHOOD PLAN

Our Neighbourhood Plan is slowly taking shape as we use the fabulous input we have had from the village through all our consultation events and visits to groups – as well as conversations in the Post Office and shop! We are working on the policies that should be in our plan – they will set the framework against which all planning applications would be judged, so we need to get them right! We will be holding two events in the village to get your views on the policies that we think have emerged from the questionnaires and consultations – *please see the notice overleaf*. These will be lively events with displays with lots of opportunities for you to show us what you think should happen in the village over the next 20 years.

Many of you came to our last very well-attended event about what Breckland's Draft Local Plan is saying about its policies and plans for the District, including specific recommendations about sites in Mattishall. We have put in comments on the Plan based on what villagers said to us.



In the meantime, we would like you to consider the Vision, Aims and Objectives we have drafted – again based on your previous feedback. Please take some time to consider whether our wording reflects your ideas and thoughts and if you would like to comment, one way or another, please email np4mattishall2@gmail.com.

Lisa Christensen, Chair of the Working Group

DRAFT Vision for Mattishall

Mattishall will continue to thrive and through proportionate and sympathetic development will meet the changing needs of a modern community whilst preserving its distinctive rural village character and connection to its enfolding rural landscape.

DRAFT Aims for the Plan

1. Give residents a voice over planning applications.
2. Allow village to grow sensitively.
3. Reduce impact of new development on services and the environment.
4. To enhance the prospects for local employment.
5. Maintain character and viability of the village

STAGE 3b: Summary of Policy Ideas Workshop

Purpose	<ol style="list-style-type: none"> 1. Engage local people in their understanding of the Neighbourhood Plan. 2. Share the vision, aims and objectives, inviting comment. 3. Share where we have got to with developing ideas for policies, inviting comment. 4. Gather more information.
Date and locations	<p>Drop in</p> <ul style="list-style-type: none"> • Saturday, 19th March 10am – 3pm, at Church Rooms • Monday, 21st March 6.30pm – 8.30pm, at Memorial Hall
Consultees	<p>Whole community event. Widely advertised. All ages invited.</p> <p>Attendees:</p> <ul style="list-style-type: none"> • Total 104 • The majority who came to the events have lived in the parish for several years, although there was a good spread. • Slightly more males than females attended. • A cross section of ages attended 0-81+ years. The largest age group was 61-70 year olds. • There were a range of ways people heard about the events, word of mouth was the most frequent.
Publicity	<ul style="list-style-type: none"> • Posters on noticeboards and around the villages, email mailing list, website, Facebook, Streetlife. • Flier to every household. • Large banners advertising venues.
Preparation	<ul style="list-style-type: none"> • Working Group briefing paper and meeting. • Consultation materials.
Event details	<p>Drop-in workshops with refreshments</p> <ul style="list-style-type: none"> • Introductory boards – what is a Neighbourhood Plan and where are we at in the process, draft Aims and Vision. • Who’s here today board – gender, age, how long have you lived in the parish, and how did you hear about today? • Set of draft objectives on display. • Set of draft policy ideas on display – sticky dots to indicate whether people agreed or disagreed and a column to ask for more details. • Maps on the tables to annotate. • Housing and Built Environment table and sheet to collect ideas for a character assessment, including local character, local views, areas with similar land use, pedestrian and cycle connections, green spaces, design for new developments (see below). • Notebooks to record ideas. • Children’s table – colouring and building blocks.
Follow up	<p>Write up on website (www.np4mattishall.org).</p>
Outcomes	<p>Comments made on the day were recorded in notebooks and used to formulate detailed policy.</p> <p>Summary of the votes</p> <ul style="list-style-type: none"> • Draft Vision: 79 agreed, 1 disagreed • Draft Aims: all agreed on all aspects • Community ideas <ul style="list-style-type: none"> ○ Objective 1: 40 agreed, 0 disagreed <ul style="list-style-type: none"> ▪ Policy idea 1: 43 agreed, 0 disagreed ○ Objective 2: 34 agreed, 0 disagreed

- Policy idea 1: 26 agreed, 2 disagreed
 - Policy idea 2: 38 agreed, 0 disagreed
 - Objective 3: 71 agreed, 0 disagreed
 - Policy idea 1: 58 agreed, 0 disagreed
 - Policy idea 2: 43 agreed, 0 disagreed
 - Objective 4: 41 agreed, 0 disagreed
 - Policy idea 1: 55 agreed, 0 disagreed
 - Policy idea 2: 44 agreed, 0 disagreed
- **Housing and the Built Environment ideas**
 - Objective 1: 60 agreed, 0 disagreed
 - Policy idea 1: 51 agreed, 1 disagreed
 - Policy idea 2: 35 agreed, 2 disagreed
 - Policy idea 3: 31 agreed, 1 disagreed
 - Policy idea 4: 33 agreed, 18 disagreed
 - Policy idea 5: 50 agreed, 0 disagreed
 - Objective 2: 57 agreed, 1 disagreed
 - Policy idea 1: 47 agreed, 3 disagreed
 - Policy idea 2: 62 agreed, 0 disagreed
 - Objective 3: 57 agreed, 0 disagreed
 - Policy idea 1: 46 agreed, 0 disagreed
 - Policy idea 2: 45 agreed, 0 disagreed
- **Economy ideas**
 - Objective 1: 38 agreed, 0 disagreed
 - Policy idea 1: 46 agreed, 0 disagreed
 - Policy idea 2: 36 agreed, 0 disagreed
 - Policy idea 3: 33 agreed, 0 disagreed
 - Policy idea 4: 41 agreed, 0 disagreed
- **Environment ideas**
 - Objective 1: 49 agreed, 0 disagreed
 - Policy idea 1: 48 agreed, 0 disagreed
 - Policy idea 2: 37 agreed, 0 disagreed
 - Policy idea 3: 52 agreed, 0 disagreed
 - Policy idea 4: 48 agreed, 0 disagreed
 - Policy idea 5: 60 agreed, 0 disagreed
 - Policy idea 6: 48 agreed, 0 disagreed
 - Objective 1: 28 agreed, 0 disagreed
 - Policy idea 1: 46 agreed, 0 disagreed
 - Policy idea 2: 33 agreed, 3 disagreed
 - Objective 1: 53 agreed, 0 disagreed
 - Policy idea 1: 59 agreed, 0 disagreed
- **Transport and Telecommunications ideas**
 - Objective 1: 35 agreed, 0 disagreed
 - Policy idea 1: 39 agreed, 0 disagreed
 - Policy idea 2: 32 agreed, 0 disagreed
 - Policy idea 3: 44 agreed, 0 disagreed
 - Policy idea 4: 32 agreed, 2 disagreed
 - Objective 1: 3 agreed, 0 disagreed
 - Policy idea 1: 42 agreed, 1 disagreed
 - Policy idea 2: 38 agreed, 1 disagreed

For more detail, see www.np4mattishall.org




Housing & the Built Environment

What are the important characteristics of Mattishall parish that should inform the future development and conservation of the area?

<p>Land Uses Residential, retail, leisure, commercial, employment, community?</p>	<p>Layout Relationship between buildings, spaces and routes, building plots?</p>	<p>Roads, streets, routes Vehicular routes, pedestrian pathways, cycle paths, rights of way, bridleways?</p>	<p>Topography Landscape setting/ gradient of the local area?</p>	<p>Spaces Parks, playing fields, allotments, cemeteries, car parks?</p>
<p>Buildings Building heights, arrangement (detached, semi, terraced, flats), materials, era, roof types, architectural features, window types?</p>	<p>Landmarks District and instantly recognisable local features?</p>	<p>Green and natural features Trees, hedgerows, streams, rivers, ponds, lakes, woodland, landscaped areas?</p>	<p>Streetscape Lampposts, benches and seating, street surfacing materials, signage, boundary treatments?</p>	<p>Views Important views in and out of the area?</p>

Above: Housing and Built Environment sheet used at the Policy Ideas Workshop, to generate further detail for informing policy.

Draft Aims

	Agree	Disagree
(1) Give residents a voice over planning applications.		
(2) Allow the village to grow sensitively.		
(3) Reduce impact of new development on services and the environment.		
(4) Enhance the prospects for local employment.		
(5) Maintain character and viability of the village.		
Comments 		



Above and to the right, examples of the posters displayed at the Policy Ideas Workshops. Attendees were asked to place sticky dots against Agree or Disagree and add comments on post-it notes or in the notebooks provided.



Environment

	Agree?	Disagree?	Comments
Objective 1: Preserve and enhance the rural look and feel of the parish and protect and enhance the surrounding countryside.			
POLICY IDEAS... 1. Development should be in keeping with Conservation Areas, listed and other locally important buildings. <i>What is locally important?</i>			
2. Protect views across the parish that are of particular community importance. <i>Where are the views that should be protected?</i>			
3. New developments should have landscaped areas, soft site boundaries and retain existing trees and hedges.			
4. New development should respond to existing green parish infrastructure and not impact on their uses. <i>Which local green spaces should be designated for protection?</i>			

STAGE 3c: Summary of the attendance at Village Events

Purpose	<ol style="list-style-type: none"> 1. To be a presence within the community. 2. To engage local people in their understanding of the Neighbourhood Plan. 3. To share the vision, aims and objectives, inviting comment. 4. To share where we have got to with developing ideas for policies, inviting comment. 5. To gather more information about the housing and the built environment objectives.
Date and locations	<ul style="list-style-type: none"> • 27th January 2016 – Mattishall Planning Drop in Event • 6th December 2015 – Mattishall Memorial Hall Christmas Fair • 4th December 2015 – Mattishall Primary School Christmas Fair • 28th November 2015 – All Saints Christmas Fair • 17th October 2015 – Questionnaire 2 Feedback drop in • 19th October 2015 – Questionnaire 2 Feedback presentation • 15th July 2015 – 2nd Public Consultation Event: Progress update meeting to present Questionnaire One results and feedback. • 9th May 2015 – 1st Public Consultation event, Mattishall Primary School • 7th May 2015 – Leaflet hand out, Mattishall Polling Station • 4th May 2015 – Information stand at the Play Area Fun morning
Consultees	Mattishall residents
Publicity	Through the events
Follow up	<ul style="list-style-type: none"> • Brief write up on website (www.np4mattishall.org) and Streetlife. • Articles in Miscellanea.
Event details	<ul style="list-style-type: none"> • Set of draft objectives on display. • Set of draft policy ideas on display – sticky dots to indicate whether people agreed or disagreed with the ideas.
Outcomes	Consistent agreement that the policy ideas were aligned to the important issues of the community.



MATTISHALL PLANNING DROP-IN EVENT

**Find out what Breckland's Local Plan is
proposing for our village**

**Mattishall Methodist Church Rooms
Wednesday 27th January 2pm – 7pm**

Please come along and make your views known. They count!

Left: Event on the Breckland Local Plan organised by the Mattishall Neighbourhood Plan working group, 27 January 2016

APPENDIX 5: Summary of Community Engagement stage 4 – Pre-submission Consultation

Summary of Pre-submission Consultation – as required by Regulation 14 of the Neighbourhood Planning [General] Regulations 2012	
Purpose	Consult the community and appropriate stakeholder organisations on the content of the Neighbourhood Plan and the Sustainability Appraisal – a statutory duty.
Date and locations	<p>Consultation period: 25 July to 11 September 2016.</p> <p>Draft Neighbourhood Plans, Sustainability Appraisals and Consultation Response forms were available in the following locations:</p> <ul style="list-style-type: none"> • On the Neighbourhood Plan website <ul style="list-style-type: none"> ○ Survey Monkey online response form • Hard copies <ul style="list-style-type: none"> ○ Post Office ○ Doctor's surgery ○ Mattishall News • Forms were also emailed to the list of consultees below.
Consultees	<ul style="list-style-type: none"> • Residents on email (who had expressed an interest in keeping informed) • Breckland District Council • Norfolk County Council • Natural England • Environment Agency • Historic England • Anglian Water • Highways England • UK Power Networks • Developers with an interest in Mattishall sites • Parish and District Councillors • Adjoining parishes: Dereham, East Tuddenham, Graveston, Hockering, North Tuddenham, Welborne, Yaxham • Developers with an interest in Mattishall sites: Abel Homes, B D & M(UK) Ltd, Gladman Developments, Tesni Homes
Publicity	<ul style="list-style-type: none"> • Email mailing list • Mattishall NP website n(www.np4mattishall.org) • Facebook • Streetlife • Miscellanea • Banners
Preparation	<ul style="list-style-type: none"> • Consultation Response Form • Draft Neighbourhood Plan • Sustainability Appraisal
Follow up	<ul style="list-style-type: none"> • Feedback to attendees by email • Summary in November issue of village magazine Miscellanea • Write up on Neighbourhood Plan website (www.np4mattishall.org)
Consultation responses	120 consultation response forms (39 paper and 81 online) completed by local residents:

Resident responses	Agree with policies	Disagree with policies	Left blank
Environment and Landscape	117	2	1
Housing and the Built Environment	111	6	3
Community	117	2	1
Economy	115	0	5
Transport and Telecommunications	114	2	4
Overall	117	0	3
Sustainability Appraisal	109	3	8

Other responses (letters and emails):

- Breckland Council - suggested changes to supporting text
- Norfolk County Council - suggested changes to supporting text
- Others

A spread sheet of all resident responses, letters and emails and a log of all changes can be found on the Neighbourhood Plan website: www.np4mattishall.org.

Outcomes


Changes to the following:

- Further detail added into introductory chapters, amendments to maps.
- **Environment**
 - Amendments to supporting text
 - ENV1: amended
 - ENV2: bullet points numbered
 - ENV4: bullet points numbered
- **Housing the Built Environment**
 - Objective 4: changed to 'To deliver sensitively planned developments phased over the period of the Plan'.
 - Objective 6: changed to 'To ensure new development is of a high quality design, eco-friendly and of a scale that reinforces local character'.
 - Amendments to supporting text
 - HOU1: kept the same, but supporting text strengthened
 - HOU2: expanded
 - HOU3: expanded
 - HOU4: expanded
 - HOU5: amended
 - HOU6: reworded
 - HOU7: reworded
 - HOU8: reworded
 - HOU9: reworded
- **Community**
 - Objective 2: changed to 'To retain a range of facilities and services such as local shops, meeting places, sports venues, public house and places of worship, for the benefit of the community'.
 - COM2: bullet points numbered
 - COM2: bullet points numbered
- **Economy**
 - Objective 11: changed to 'To support existing businesses and promote businesses and employment opportunities on a scale compatible with

	<p>Mattishall’s rural character and function as a Local Service Centre’.</p> <ul style="list-style-type: none"> ○ ECON3: amended • Transport and Telecommunications <ul style="list-style-type: none"> ○ TRA1: bullet points numbered
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Consultation Response Form

Below: Paper and online copy of the consultation response form for residents.



Mattishall Parish Neighbourhood Plan

CONSULTATION RESPONSE FORM

our village, our future

Consultation period: Monday 25th July to Sunday, 11th September 2016

The Mattishall Parish Neighbourhood Plan is a community-led document for guiding the future development of the parish. It is the first of its kind for Mattishall and a part of the Government’s current approach to planning. Please use this form to comment on the Neighbourhood Plan policies.

The sustainability of the Neighbourhood Plan has been assessed and documented in the Sustainability Appraisal which is available at www.np4mattishall.org or by telephoning 01362 850106 for a copy. We welcome your comments on this too.

PLEASE NOTE: Your comments may be published in the Neighbourhood Plan consultation statement document.

Name	
Post code	
Email address	

Environment and Landscape policies

Agree with policies
 Disagree with policies
Comments

Housing and the Built Environment policies

Agree with policies
 Disagree with policies
Comments

Community policies

Agree with policies
 Disagree with policies
Comments

Economy policies

Agree with policies
 Disagree with policies
Comments

Transport and Telecommunications policies

Agree with policies
 Disagree with policies
Comments

Overall, do you

Agree with the Neighbourhood Plan
 Disagree with the Neighbourhood Plan

Any further comments about the Neighbourhood Plan

Sustainability Appraisal

Agree with Sustainability Appraisal
 Disagree with Sustainability Appraisal
Comments

Please post your completed response by 11th September in:
Post box outside the Pharmacy
Box inside the Post Office
or
Box inside Mattishall News

Thank you



Left: Poster for pre-submission draft of the Neighbourhood Plan

Below: Flier that went to residents, Summer 2016

Draft Neighbourhood Plan

The Draft Neighbourhood Plan is now available for comment.

The Draft Plan has been developed by a Parish Working Group based on:

- Questionnaire responses from more than 1,000 parishioners (more than 40 per cent of the population)
- Consultations with many active village organisations, groups and clubs
- Input from some 300 people who attended 'drop-in sessions' and 'workshops'.

The Working Group used this information to develop:

- A Vision and Aims for future developments in Mattishall
- A series of development Objectives, Policies and Projects addressing:
 - Environment and Landscape
 - Housing and the Built Environment
 - Community
 - Economy
 - Transport and Telecommunications

What do you think of the Plan?

We are now seeking your comments and agreement on the Draft Neighbourhood Plan.

Copies of the Draft Plan and simple comment forms are available:

- On the Mattishall Neighbourhood Plan website (www.np4mattishall.org)
- If you don't have access to a computer hard copies of the Plan and comment form are available in
 - Post Office
 - Mattishall News
 - Surgery

Please take a look at the Draft Plan.
Let us know what you think about it.

And please complete the comment form and submit your views and comments by 11 September via:

- Mattishall Neighbourhood Plan website (www.np4mattishall.org)
- Post Office
- Post box outside the Pharmacy
- Mattishall News



our village, our future

MATTISHALL NEIGHBOURHOOD PLAN

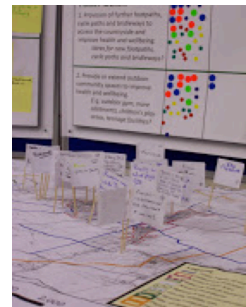
The Neighbourhood Plan for Mattishall will set out what village residents want for the future of Mattishall over the next 15 – 20 years. It will be a statutory planning document and is our opportunity to get some control over the amount, type and location of future developments in our lovely village. When it is completed, it will form part of Breckland's Local Plan and they will have to use it when considering planning applications thereafter.

You can find regular updates of our progress on the Neighbourhood Plan website (www.np4mattishall.org) as well as the minutes of our fortnightly meetings. You can also speak to any of the working group members or your Parish Councillors about how things are going. Our meetings are open to anyone to attend, please feel free to join us. The schedule of meetings is on our website and the Parish Council noticeboard.

It has taken an enormous amount of effort, but we have got to a major milestone with the Neighbourhood Plan!

In July everyone will get the chance to see how the whole plan has shaped up and to give comments. This is known as the 'pre-submission' draft plan.

The consultation will last for 6 weeks. There will be plenty of publicity including a leaflet that we will be delivering to every house with details of how to read the plan and make comments. It will happen during the school holidays so we know that many people will take some holiday during this period – but there is plenty of time for people to make their views known. During this period we are hoping to run an event targeted at children & young people in the village – so look out for details, and please encourage your younger family members to participate!



We are hoping that the vast majority of people will give their views online at np4mattishall.org. We have a limited budget and so will only be printing about 250 hard copies of this version of the Plan. These will be available for those who can't access it online. Details will be in the leaflet.

When we have had all the comments, we will make any revisions that are needed and then we will submit our plan for approval by Breckland Council and inspection by an independent inspector.

Following that we will make any further revisions and then you will all be asked to vote on whether you want the plan to be adopted. Yes – we will have a village referendum! But I promise you won't be subjected to the months of hot air that we have had about the EU referendum!

The Plan aims to be a strong document that, I hope, reflects what everyone has said in the many consultations that have been held. It includes policies in the 5 key areas of Housing, Environment, Economy, Transport & Telecommunications and Community. We think it sets a good framework for Mattishall to thrive as a village at the heart of Norfolk for the next 20 years – but we need to know what you think!

My grateful thanks, as ever, to the members of the Mattishall Neighbourhood Plan Working Group. Their commitment and hard work on behalf of the village is really inspiring.

Lisa Christensen
Chair of the Mattishall Neighbourhood Plan Working Group



MATTISHALL NEIGHBOURHOOD PLAN

I hope everyone has had a lovely summer – and my thanks to those of you who found the time to make comments on our draft Neighbourhood Plan. The consultation finished on 11th September and your feedback has been very positive. We are looking at your specific comments to make amendments and additions to the plan, where appropriate, before its submission to Breckland District Council (BDC) by the end of October. After this we don't have complete control over the timescales: BDC will carry out a 6 week consultation which should be completed in early December. An independent Inspector will then assess the plan and, if approved, it will be passed back to BDC to arrange a referendum in Mattishall so that the village can vote on whether to accept the plan. We hope that this will happen early in 2017. If accepted by the village, the plan should provide a legal framework for planning policy for the village for the next twenty years!

We have continued to work as closely as possible with BDC over the last few months. Two important things have happened that you should be aware of:

Two important things have happened that you should be aware of:

1. In response, in part, to pressure from the NP Working Group, a traffic survey for Dereham included the impact of development on traffic flows through Mattishall. Working with scenarios for three scales of development for Dereham and the surrounding areas, the survey concluded that the road layouts in Mattishall could accommodate any likely increase without modification and that flows would probably be helped by planned improvements to the A47 (details of the survey can be found at <http://www.breckland.gov.uk/article/2455/Documents-Library-Publications>).
2. BDC have been working on their Local Plan (which includes Mattishall) and will be opening a further consultation period in September (yes – another one!). It will include a development target for housing in Mattishall through to 2037 and proposals that these might be located at a number of preferred or alternative sites in the village. Despite input to BDC, it is anticipated that their proposals for sites will not fit with a key policy in the Mattishall Neighbourhood Plan (that developments should not be larger than 24 houses and should preferably be not bigger than 12 and should be phased over the life of the Plan).

It is therefore very important that Mattishall residents respond to Breckland's consultation to make the point that we don't want developments that would contravene this policy. (We will put a suggested response that you can use on the np4mattishall.org website when the consultation starts in September.)

Preparation of the Neighbourhood Plan has been a long process but we are nearly there! Thanks to the input and feedback from the village, the Working Group feel that we have a plan for the future of Mattishall that will allow moderate and manageable growth of the village that will suit our needs for sustaining a strong, rurally-based, and coherent community. Please continue in your support for us and your village!

Lisa Christensen
Chair of the Mattishall Neighbourhood Plan Working Group

Notice sent from BDC to Miscellanea in August asking us to advise our readers

Help shape this key planning document – September consultation

Breckland Council is calling on local people to help shape a key planning document that will provide a framework for growth for the next 20 years and set out the policies used to determine planning applications.

The third Local Plan public consultation will open mid-September and run for six weeks. This consultation focusses on the preferred sites for housing and employment growth and outlines proposed changes to settlement boundaries.

During the six weeks residents and businesses can view the proposals and make their views known via an online consultation on the Breckland website or through written responses. You will also be able to find out more at a series of drop-in events held in the market towns.

Feedback from the previous two public consultations, and from expert bodies such as Highways England, Natural England and the Environment Agency, helped shape the current draft proposals. More recently, Town and Parish Councillors gave their views at a series of meetings held over the summer, to help Breckland Councillors refine the document before the September public consultation.

Breckland welcomes the input and on-the-ground knowledge of local people and all comments received during the consultation will be considered and used to help shape the next version of the Plan. This will go out to a final public consultation before submission to the Planning Inspector. Once adopted in 2017, the new Local Plan will identify a five year supply of housing land which will give the Council more control of the location of new housing and will reduce the likelihood of ad-hoc development.

Dates and venues for the drop-in events will be given on the Breckland website nearer the time.

APPENDIX 6: Consultation responses on Scoping Report for Sustainability Appraisal

Environment Agency



Susan Heinrich
Breckland District Council
Elizabeth House Walpole Loke
Dereham
Norfolk
NR19 1EE

Our ref: AC/2016/124963/01-L01
Your ref: email dated 19/08/16
Date: 21 September 2016

Dear Ms Heinrich

MATTISHALL NEIGHBOURHOOD PLAN - SUSTAINABILITY APPRAISAL SCOPING REPORT BRECKLAND COUNCIL ELIZABETH HOUSE WALPOLE LOKE DEREHAM NR19 1EE

Thank you for consulting us on the Mattishall Neighbourhood Plan – Sustainability Appraisal Scoping Report.

We have no concerns with the report but wish to make the following advisory comments.

Contamination

The village is located above a Principal Aquifer and within Source Protection Zone (SPZ) 2 and 3. Any land affected by contamination should be subject to adequate assessment, investigation and remediation as may be necessary for the protection of the water environment prior to redevelopment.

Developers should address risks to controlled waters from contamination, following the requirements of the National Planning Policy Framework and the Environment Agency Guiding Principles for Land Contamination, which can be found here:

<https://www.gov.uk/government/publications/managing-and-reducing-land-contamination>

Water Cycle Study

The Sustainability Appraisal should take into account Breckland's latest Water Cycle Study (WCS) to ascertain if capacity is available. Where new development is proposed, the sewerage undertaker must be contacted about connection to the public sewer.

Flood Risk

The majority of the village is located in Flood Zone 1 (low risk). There's a very small portion (north of the village) that lies in Flood Zone 3. The Sustainability report should

Environment Agency
Bromholme Lane, Brampton, Huntingdon, PE28 4NE.
Customer services line: 08708 506 506
Email: enquiries@environment-agency.gov.uk
www.environment-agency.gov.uk
Cont/d..

take into account Breckland's latest Strategic Flood Risk Assessment.

We hope that this information is of assistance to you. If you have any further queries please do not hesitate to contact us.

Yours faithfully

Elizabeth Mugova
Sustainable Places Planning Advisor
East Anglia Area

Direct dial 020 3025 5999

Email planning_liaison.anglian_central@environment-agency.gov.uk

Date: 05 September 2016
Our ref: 194036



Ms Susan Heinrich
Breckland Council

BY EMAIL ONLY

Hornbeam House
Crewe Business Park
Electra Way
Crewe
Cheshire
CW1 6GJ

T 0300 060 3900

Dear Susan

Mattishall Neighbourhood Plan Sustainability Appraisal Scoping Report

Thank you for your consultation on the above received by Natural England on 19 August.

Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.

It is our advice, on the basis of the material supplied with the consultation and following review of the draft Mattishall Neighbourhood Plan, that, in so far as our strategic environmental interests (including but not limited to statutory designated sites, landscapes and protected species, geology and soils) are concerned, there are unlikely to be significant environmental effects from the proposed plan. Therefore Natural England does not consider that there is a need for us to comment on this Sustainability Appraisal Scoping report as there is no likely risk in relation to our statutory purpose.

The lack of comment from Natural England should not be interpreted as a statement that there are no impacts on the natural environment. Other bodies and individuals may wish to make comments that might help the Local Planning Authority (LPA) to fully take account of any environmental risks and opportunities relating to this document.

Natural England reserves the right to provide further comments on plan should the responsible authority seek our views on a particular environmental issue, in accordance with our remit.

For any queries relating to the specific advice in this letter only please contact me on 0208 0265792. For any new consultations, or to provide further information on this consultation please send your correspondences to consultations@naturalengland.org.uk.

Yours sincerely

Francesca Shapland
Lead Adviser, Planning & Conservation

**Norfolk County Council comments on the
Mattishall Neighbourhood Plan Sustainability Appraisal Scoping
Assessment
September 2016**

1. Preface

- 1.1. The officer-level comments below are made on a without prejudice basis and the County Council reserves the right to make further comments on the emerging Neighbourhood Plan.
- 1.2. The County Council welcomes the opportunity to comment on the Neighbourhood Plan Sustainability Appraisal Scoping Assessment and recognises the considerable work that has been undertaken to date in preparing the consultation document.

2. General

- 2.1. Vision, Aims and Objectives: - The County Council broadly welcomes the sustainable vision, aims and objectives set out in the Plan. In particular the County Council supports the reference to the impact new development will have on infrastructure and how this can be mitigated.

3. Infrastructure Delivery

- 3.1. The plan refers to new development and how this will impact on existing infrastructure, it is felt that there ought to be wording on infrastructure delivery indicating that:

Housing and other development will be expected to contribute towards improving local services and infrastructure (such as transport, education; library provision, fire hydrant provision, open space etc.) through either the payment of a Community Infrastructure Levy (CIL); planning obligations (via a s106 agreement / s278 agreement); or use of a planning condition/s.

- 3.2. Should you have any queries with the above comments please contact Laura Waters Planner (01603 638038) or email laura.waters@norfolk.gov.uk

4. Minerals and Waste

- 4.1. The Sustainability Appraisal Scoping Report and the Sustainability Appraisal have failed to refer to the Norfolk Core Strategy and Minerals and Waste Development Management Policies DPD in the review of policies, plans and programmes. This document forms part of the Development Plan for the area and therefore should be included in the Scoping Report. It is particularly relevant to Mattishall because there is a Mineral Safeguarding Area for sand and gravel located in Mattishall. This Mineral Safeguarding Area is shown in the adopted Revised Policies Map (Oct 2013). Norfolk County Council's minerals and waste planning policy documents area available on our website at: www.norfolk.gov.uk/nmwdp (then select the 'Adopted Policy Documents' page).
- 4.2. Should you have any queries with the above comments please call or Caroline Jeffery (Principal Planner) 01603 222193 (email caroline.jeffery@norfolk.gov.uk)

Mattishall Neighbourhood Plan
Sustainability Appraisal - Scoping Assessment

From: Breckland District Council.

Key: Mattishall Neighbourhood Plan - MNP

Page and Policy/ Paragraph No	Comment	Justification	Amendments
Whole Assessment	Document Structure – generally well structured, but needs to be developed.	To enable effective tracking of comments as the plan progresses during consultation, examination and future use of the document.	Add paragraph numbers, to each paragraph throughout. All bullet points should be replaced with a numbered list.
p 2 Introduction, Report Purpose, 2 nd paragraph	There is no reference to the objectives being in compliance with the Strategic Objectives of the Local Development Framework Plan (LDF); the adopted development plan. The Neighbourhood Plan needs to conform to the “adopted”, not the “draft” development plan.	<i>“A draft neighbourhood plan or Order must be in general conformity with the strategic policies of the development plan...” Planning Practice Guidance, Neighbourhood Planning, para 9.</i>	Make reference to the ‘Core Strategy and Development Control Policies Development Plan Document (2009)’ . Regarding compliance.
p 2 Introduction, Relevant Legislation	3 rd sentence - Reference is made to the “... SA Scoping Report follows the issuing of a Screening Opinion provided by Breckland District Council (BDC) as the local planning authority covering the Neighbourhood Area.” Breckland has not issued the Parish Council any Screening Opinion.		Amend text to reflect the actual situation.
p 6- Policy Context, 2 nd sentence	Reference is made to the Local Plan; technically it should be referred to as the draft Local Plan as it has not yet been adopted.		Put “draft” before “Local Plan”.
p 6- Policy Context, 3 rd sentence	Reference is made to the MNP needing to confirm to the Local Plan; this is technically incorrect as it need to confirm to the strategic polices of the LDF	<i>“A draft neighbourhood plan or Order must be in general conformity with the strategic policies of the development plan...” Planning Practice Guidance, Neighbourhood Planning, para 9.</i>	Make reference to ‘Core Strategy and Development Control Policies Development Plan Document (2009)’ . Put “draft” before “Local Plan”.
Page 6-11-	Baseline information for the parish - Some figures are referenced, others are not.	Where is the information coming from?	Reference all figures,-particularly housing.