

MINUTES OF THE WOOLPIT NEIGHBOURHOOD PLAN STEERING GROUP
MEETING HELD ON MONDAY 22 MAY 2017 AT 7.30 P.M. IN WOOLPIT
INSTITUTE.

Present: Richard Mawhood (Chairman), Jennie Denny, Dr Richard West, Tim Baker, Ben Holden, Caroline Blomfield, Lisa Hicks.

1 Apologies for absence were received from Alan Round, Andrew Brain, Jane Storey, Jane Foster, Trevor Howard, David Hughes and John Guylar

2. To receive declarations of interest. There were none.

3. To approve minutes of the meeting 24 April 2017.

The minutes were approved signed.

4. To receive correspondence/communications and deal with any matters.

There were none.

5. To receive accounts for payment.

There were none.

LH – asked whether she could submit a reasonable invoice for ink after printing posters. RM – advised this is possible.

6. To Receive a report from the Questionnaire launch 20 May 2017 & take any necessary action.

RM reported: the day was well supported. List of NPSG attendees/helpers read by RM & thanked for contribution. Estimated around 80 people attended. 74 forms completed, some couples shared a form. Analysis methods & results discussed. The top scoring view was Rags Lane. It is hoped this information will assist the sensitivity study. This day is further evidence of community engagement and raising awareness. People from all across the parish were in attendance.

LH – suggested we should approach school community to attempt to increase possibility of accessing people from all parts of Parish.

RW – children being involved in the scoring of views could also raise awareness.

We should consider repeating the view-scoring project at the school.

Discussed needs for this project at the school: we need tokens, perhaps pennies, shoe boxes and the stand. We should modify & simplify the scoring for the children, eg - *place a penny in the box for your favourite view.*

ACTION – TB to make contact with the school, in particular Charlotte Wallace to start organising this event, potentially at a parent evening or sports day - aiming for June or July 2017

7. To receive a report on the progress of the application of a grant to cover the printing & online costs of the Questionnaire.

CB reported: grant application was made, put in application to cover questionnaire, printing, online survey & meeting room costs. This was approved, in the region of £1500.00 secured. There was a second stage of application required and JG had to complete this in his capacity of Parish Councillor. CB is waiting for the cash to arrive, should be here in one week from now.

8. To discuss the distribution and the collection of the Questionnaire including the online version, and to take any necessary action

RM - advised we need to purchase the online package, he has been trialling how to use it. He estimated the online version should take two days maximum to build.

Discussion about password being used for the online survey. It was agreed that a password could be a barrier for some respondents; there will not be one.

Discussion about additional questions to be added about determining non-residents and it was agreed not to add any more questions on this topic.

Significant discussion about creating a timeline of events.

Discussion about the envelope. It was decided the envelope should be modified to include space for the distributor to indicate collection date and approximate time & also to include the web address for those inclined to complete online, and a tick box to indicate they have filled it out online.

The paper questionnaire will be delivered from 15-23 June depending on the available times of the distributors. Collection date will start from 9th July onwards, dependent on date set by the questionnaire distributors. The exact date will be set by the person delivering and collection date noted on the envelope.

1st SEPTEMBER will be the final date for completion of questionnaire.

ACTIONS

RM/JF - Reminder to complete questionnaire notice needs to be placed in the Woolpit Diary for Aug-September edition.

RM to seek advice from critical friend and Lavenham NPSG on questionnaire.

RM to issue an appeal for support with distribution and collecting of questionnaire including a meeting on 10 or 11 June to plan and coordinate the event.

RM/LH to make badges – for distributors & collectors

9. To receive a report from the Landscape Character appraisal subgroup on the sensitivity Study, and to take any necessary action

The subgroup met with an individual from the landscape institute. They were paid £300.00 to create a brief, which was sent to tender. The quotes are required to be submitted by 9th June to JF and we hope for three to be returned. A grant would be required and we need to wait three months before applying, as specified by the terms of the other grant recently applied for (for questionnaire). This would also need to be considered by the Parish Council so not likely to be actioned until this until Autumn 2017.

10. To discuss and establish objectives for June – July 2017 – questionnaire analysis, identifying & engaging with stakeholders, a subgroup or subgroups to begin drafting the neighbourhood Plan

Discussion about converting paper questionnaire responses into electronic version may take some time.

TB – asked about how we might identify appropriate/preferred development sites for the NP. RM advised once we have analysed the data & results from the questionnaire, the NPSG would be appointing a suitably qualified consultant to guide us on this.

ACTION

CB to email the interested business contacts via email to complete the questionnaire online after paper copies go out.

RM identified NPSG has not yet managed to engage with developers, still need to contact landowners & develop the list of landowners. CB indicated we had some contacts on this list in the business contacts spread sheet.

RM also identified the need to set up a group/s – to start work on drafting plan after the questionnaire is completed & analysed. RM discussed options of 1 one large group or several smaller groups focussed on specific NP issues. This group/s would probably need to be set up in late July 2017.

CB advised we need to project plan and set out our dates for all the next major NP stages/tasks. We need to complete this at the next NPSG meeting.

TB – to review information already held on the landowners and to add to this spread sheet where possible.

RM/JF- to put an article in the next Woolpit Dairy edition to access and start communication with land owners.

11. To receive comments from the Parish Council on any planning applications received.

There were none as John Guyler not in attendance.

12. Any other business.

TB advised he had some NPSG members interested in the business park and some of the work they had done in the area. TB offered to take members of the NPSG on a tour. There was keen interest from all present.

TB – to send potential dates to NPSG members for a tour of the business park etc.

TB – Woolpit Steam Rally, it was agreed this was a potentially good community event for the NPSG to have a presence in 2018.

TB will liaise with the organisers about us having a stall there in 2018, (application time for 2017 has now lapsed).

13. Date and time of the next Steering Group meeting – Monday 26 June 2017 at 7.30 p.m. in Woolpit Institute.

The meeting closed at 21:22 p.m.

Signed.....

Dated.....