

**MINUTES OF THE WOOLPIT NEIGHBOURHOOD PLAN STEERING GROUP MEETING HELD ON MONDAY 23 MAY 2016 AT 7.30 P.M. IN WOOLPIT INSTITUTE.**

**Present:** Trevor Howard (Chairman), Richard Mawhood, David Hughes, Lisa Hicks, Jane Foster, Andrew Brain, Jane Storey, Jennie Denny, Alan Round, Dr Richard West and Caroline Blomfield.

**Public Comment** – there was none.

**1 Apologies for absence** were received from John Guyler, Tim Baker and Ben Holden.

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

**3. To approve minutes of the meeting 26 April 2016.** The minutes were approved and signed,

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

Nick Ward MSDC advised of a meeting for Neighbourhood Planning Groups on 16 June. TH, RM and JF will attend.

Chris Bowden has been designated our Critical Friend by MSDC. JS, TH & AR will be meeting with him on 6 June and other members were asked to advise TH of any questions they wish to be raised. This meeting will clarify the information and help available via MSDC and issues that need to be fully covered in the NP.

MSDC has advised of changes to Community Infrastructure Levy (CIL), the amount per property and what the levy can be spent on.

WPC has agreed to become a member of Suffolk Preservation Society which will allow WNPSG to access further information.

**5. To confirm date for signature of Members Register of Interest forms.**

This is one month from receipt.

**6. To receive accounts for payment.**

An invoice from Limelight for printing of publicity materials will be sent to Woolpit PC for payment.

2 receipts for £3 and £4 were passed to the Clerk for reimbursement.

**7. To receive an update on the application for a grant and take any necessary action.**

JG has submitted the pre-application form for the WRAP renewable energy bid.

The production of the NP will cost approximately £13,000 and there is Government funding available. Further information on grant funding will be requested from Chris Bowden.

**8. To receive a report from sub groups and take any necessary action.**

**Publicity** – have met and prepared for the pop-up stall. Posters, banner and business cards have been produced. We have gone public on Facebook and members of the public can join the group. BH handling comments received but if it becomes a bigger task we will need to share around. The group are now looking at getting an article in the Bury Free Press and EADT. A full page is being printed in the May/June Diary.

**Community Engagement** – had a meeting to train helpers and then took the stand to the Garden Club plant sale where it was well received and the team spoke to many people and had 96 post-it notes. This will give information of what people want to see in the questionnaire. The next event is at Woolpit Festival 18 June, 4 weekends in July will be at different locations around the village.

Discussion took place on both a paper and electronic questionnaire being available for completion, age of those being allowed to contribute to the consultation and whether separate questionnaires are needed for different groups.

**Business** – have not met this month but the next step is to meet with businesses to establish contacts and then come back with ideas for questions for the main questionnaire.

**Liaison with MSDC** – TH will be attending a Highways course 27 May which should provide useful information. Meeting with Chris Bowden 6 June.

**9. To receive suggestions for the questionnaire and take any necessary action.**

This has been discussed during item 8. In the meantime members were asked to look at other villages NPs and can discuss with other groups at the meeting 16 June. WNPSG are looking to launch the questionnaire over the weekend of 29 & 30 October. The Clerk will check the availability of the Village Hall.

**10. To discuss building the evidence base by obtaining existing data (worksheet 5)**

A lot of information can come from demographic evidence that is already available if we know what data sources are acceptable and essential to be included in the plan. Further information will be sought from Chris Bowden, Critical Friend on this matter.

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

The only application received to date is for land south of Old Stowmarket Road. A special meeting was held on 5 May to consider WPC's response to the application. It was agreed to support with caveats mainly that a roundabout is required at the junction Old Stowmarket Road, Heath Road, Church Street and Elmswell Road and safe pedestrian and cyclepaths required. Further information was received from MSDC to say this was not something that could be achieved as the application stands therefore a revised response objecting to the application was sent citing these items not included in the application.

**12. Any other business.**

It was asked that when we have evidence when will MSDC take note of the findings. This will be clarified at the meeting with Chris Bowden on 6 June.

**13. Date and time of the next Steering Group meeting – Monday 27 June 2016 at 7.30 p.m. in Woolpit Institute. Noted.**

The meeting closed at 9.16 p.m.