

MINUTES OF THE WOOLPIT NEIGHBOURHOOD PLAN STEERING GROUP MEETING HELD ON TUESDAY 26 APRIL 2016 AT 7.30 P.M. IN WOOLPIT INSTITUTE.

Present: Trevor Howard (Chairman), Richard Mawhood, Tim Baker, John Guyler, Caroline Blomfield, David Hughes, Jane Foster, Jennie Denny, Alan Round, Dr Richard West, Ben Holden, Jane Storey and 1 member of the public.

1 **Apologies for absence** were received from Andrew Brain and Lisa Hicks although she was able to join the meeting at 8.06 p.m.

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

3. **To approve minutes of the meeting 30 March 2016.**

The minutes were approved and signed.

4. **Clerk's Report/observations.** None to report.

5. **To confirm the Parish Council's ratification of Steering Group members.**

The Steering Group membership was ratified at the Parish Council meeting 4 April.

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

TH read an email from Suffolk Association of Local Councils advising that the Government has refused a petition to give parish councils the right to appeal planning decisions.

7. **To distribute and confirm date for signature of Members Register of Interest forms**

These were distributed and need to be returned within 30 days.

8. **To receive an update on the application to MSDC and designated area of the Woolpit Neighbourhood Plan.**

We are still in the consultation period.

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

Community Engagement – sorting pop-up stand. They propose to have key questions on boards then provide post-it notes for people to make comment.

Publicity – are looking at more focused questions and are very much linked to the Community Engagement group. They will be taking the stand to Woolpit Festival and have received quotes for 200 posters, 2000 leaflets, a 2m x 85cm wide banner including stand, printed material for the front of the stand and a flag. TH has some display panels available for the stand. Business cards for Steering Group members and badge making kit for amusing children whilst parents are at the stand were other issues discussed. It was agreed to a budget of £350 for publicity set up costs. BH has set up an email account which all members can access with a password.

Business – have formulated questions for initial interviews and the answers will lead onto questions for the main questionnaire.

Health, Welfare and Disability – over 65s and under 5s are the biggest users of the Health Centre.

Utilities – have made contact with providers. Awaiting MSDC requests to utilities regarding their reaction to NPs. TH/JS will find this out during their discussions with MSDC.

TB reported on a draft sample version from the Carbon Smart Trust – with interest in renewable energy which would help Woolpit get funding from WRAP. An application would need to be submitted by end June.

Liaison with MSDC – TH & JS are yet to have discussions with MSDC and are awaiting specific person at MSDC as Woolpit NP Liaison Officer. Contact has been made by a landowner who has land but has no plans to develop it at this stage.

Discussion pursued about looking at the village for potential areas of land suitable for development within the NP. There will be a point within the development of the plan where landowners are asked for potential land bids and MSDC probably have specific guidelines of how to carry this out within the NP process.

TH advised that he has attended a meeting with SCC Highways and has made officers aware of possible development sites in Woolpit and road infrastructure issues.

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

In abeyance until we have a clearer view of matters. It is important to feed information back to the community. A rota of members to man the stand at various events is required; the first event is Woolpit Festival 21 May.

11. To confirm funding from Woolpit Parish Council and procedure for expenditure.

A sum of £5000 has been precepted for the production of a Neighbourhood Plan for Woolpit. An initial sum of £1000 is likely to be available for immediate use following ratification at the May WPC meeting. Where possible suppliers should send invoices direct to the Parish Clerk for payment, or SG members can pay and then provide the Clerk with a VAT receipt for reimbursement for smaller items or request a proforma invoice for payment by WPC for larger sums.

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

There is a meeting in St Mary’s Church on 5 May to discuss the outline planning application for land south of Old Stowmarket Road. The public can attend and speak during the public comment session before the council discusses the application. The Green Road application is likely to be submitted to MSDC by the end of the week.

13. Any other business. There was none.

14. Date and time of the next Steering Group meeting – Monday 23 May 2016 at 7.30 p.m. in Woolpit Institute. Noted.

The meeting closed at 9.20 p.m.

Signed.....

Dated.....