

MINUTES OF THE WOOLPIT NEIGHBOURHOOD PLAN STEERING GROUP MEETING HELD ON MONDAY 27 JUNE 2016 AT 7.30 P.M. IN WOOLPIT INSTITUTE.

Present: Trevor Howard (Chairman), Richard Mawhood, Tim Baker, Caroline Blomfield, Andrew Brain, Alan Round, Jennie Denny, David Hughes, Jane Foster, Lisa Hicks, Ben Holden, Dr Richard West, Chris Bowden MSDC and 1 member of the public.

There was no public comment.

1 Apologies for absence were received from John Guyler and Jane Storey.

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

3. To approve minutes of the meeting 23 May 2016.

The minutes were approved and signed.

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

The Clerk advised that the village hall was available 29 & 30 October for the questionnaire launch and things can be left out at no charge overnight if the hall is not in use.

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

All forms should now be returned, one more is to be received by the Clerk.

6. To receive accounts for payment.

£10.00 for the stall at Woolpit Festival, this was approved and passed to the Clerk for payment.

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

The pre-application has been approved by WRAP. The full application for a grant for the feasibility study has not yet been submitted as we are waiting for information from consultants to go with the application.

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

The application for 50 homes in Green Road has been debated and the Parish Council has objected to the proposal. An informal meeting has been held with Pigeon regarding the Old Stowmarket Road development and Pigeon are looking at a mini roundabout and additional cyclepaths but have not yet spoken with SCC Highways. A revised application will be submitted shortly. WPC objected to an application for a commercial MOT testing Centre off Rattlesden Road due to concerns of increased traffic on village roads.

9. Open discussion with Chris Bowden regarding the next phase of our plan. (Chris Bowden is our 'Critical Friend')

CB advised of the need to get the opening stages of the Plan right. A core issue is to have appropriate vision and objectives which must be put together with strong community involvement.

The vision needs to articulate what Woolpit will be like at the end of the Plan period and what was done to get there. The vision will change and be adapted as we go along the process and then will need to be reviewed along the timescale.

Discussion then went on to identify strengths, weaknesses, opportunities and threats.

The vision statement needs to start In 2036 Woolpit is..... Tim Baker is drafting his thoughts to circulate and for other members to comment on. The vision should be no more than one side of paper or 120 words.

We will then need to get the community to endorse or change the vision objectives. Different ways of engaging with the community and businesses was discussed.

The group were advised not to prepare the questionnaire too early in the process, to be clear with what we want to ask and get out of it. The census is a good starting point to gather vital information and the questionnaire should have about 20 questions and certainly no more than 30 or people tend not to complete them.

You need to be able to read the vision statement and know that it is clearly about Woolpit; the objectives of which there should be between 6-8 (no more than 10) follow from this. One could be to retain the character of the centre of the village.

CB was more than happy to receive emails and try to provide information.

TH thanked CB for attending.

10. Any other business and actions for next meeting.

TB to generate date list for October & November Thursdays and Saturdays so that members can advise availability for an open event to launch the vision as the questionnaire will now be further down the line. The dates for this will be set at the next meeting.

Sunday 4 July the pop-up stall will be in Borley Green 1.30 to 3.30. LH will be manning but needs an assistant, JD can be there for some of the time.

LH has met with the Headteacher of Woolpit Academy and will be giving a presentation at assembly 26 September launching the Neighbourhood Plan to the children. The school has agreed that we can hold an event at parents evening to engage with parents.

JF, RM & JG attended the recent district meeting and the notes from this have been circulated. Rachel Hogger from MSDC spoke of the carrying out a Built Environment Character Assessment which describes the character and appearance of the area. It is possible that the History Group could have information on this. RM, TB, DH and AR agreed to form a group to look into relevant data and CB will help prepare graphs for pop up events.

11. Date and time of the next Steering Group meeting – 1 August 2016 at 7.30 p.m. in Woolpit Institute.

The meeting closed at 10.05 p.m.

Signed.....

Dated.....