

MINUTES OF THE WOOLPIT NEIGHBOURHOOD PLAN STEERING GROUP MEETING HELD ON MONDAY 27 MARCH 2017 AT 7.30 P.M. IN WOOLPIT INSTITUTE.

**Present:** Richard Mawhood, Andrew Brain, Dr Richard West, Alan Round, Tim Baker, Ben Holden, Caroline Blomfield, John Guyler, Jane Storey and Ian Poole, Critical Friend. Jane Foster joined the meeting at 8.25 p.m.

RM introduced Ian Poole as our new Critical Friend.

**1 Apologies for absence** were received from Jennie Denny, Trevor Howard, Lisa Hicks and David Hughes.

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

**3. To approve minutes of the meeting 27 February 2017.**

The minutes were approved signed.

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

There was none.

**5. To receive accounts for payment.** There were none.

**6. Open discussion with our 'new critical friend', Ian Poole, with focus especially on the questionnaire, obtaining grants and early drafting of our plan and take any necessary action.**

IP has been involved in Lawshall and Hartest NP and is currently critical friend to Woolpit, Haughley, Stowupland, Debenham and Stradbroke. His role is to guide and suggest ways forward with the plan. We need to maximise response rates to the questionnaire. WNPSG needs to work on what housing is needed for the village for the next 20 years (to 2036) and identify sites for them to go. IP recommends going to the community with options of amount of growth required which will always be the minimum number. We need to look at the capacities of infrastructure, the environment and of landscape to take the developments and will need to employ consultants for this. It is important to note that the developer only pays for infrastructure on their particular site or to service that site. Anything else could come from CIL and the NP can include a shopping list for things from the Parish proportion of CIL.

There are no nominations rights for local connections for affordable housing on normal sites, only on exception sites. The business side of the village will have a big impact on the plan and WNPSG will need to allocate land for business development.

**7. Open discussion about concerns over impartiality and objectivity and take any necessary action.**

Some concerns have been raised regarding the use of the email list from the original meetings prior to setting up the Steering Group for sending out information on individual developments. After discussion it was agreed that an email would be sent to those on the list to say that going forward your email will only be used to keep you informed about the NP and any related Parish Council business and if you wish to be remove from the list to reply to this email.

**8. To receive a report from the Business subgroup and take any necessary action.**

The report is being revised but the main points are benefits of being in Woolpit, factors to remain or relocate, village amenities currently used, numbers currently employed and projection of staff numbers in future, barriers for growth in Woolpit,

specific improvements to village transport links you would like to see, if own land in the village are there plans to develop and willingness to allow us to issue questionnaire to staff.

**9. To receive a report from the Questionnaire subgroup and take any necessary action, especially with regard to applying for a grant to cover printing costs.**

A rough draft has been drawn up without issues from the business report and traffic. A further meeting specifically for the questionnaire will be arranged. The Parish Council has approved for NPSG to apply for a grant from Locality in its name. It was agreed to use KallKwik for printing 20 page A4 format questionnaire with envelopes at a cost of £960.00 + VAT. There will also need to be an online version and we will need to apply for a grant to cover this. There will be a need to identify age group and area of the village they are from.

A criteria list needs to be included in the questionnaire to identify housing sites as this will allow the village to keep control of development.

**10. To receive a report from the Landscape Character Appraisal subgroup and take any necessary action.**

JF and RM met with an independent consultant Lucy Batchelor-Wheeler to discuss a criteria based pathway for a Landscape Character Appraisal. She could work up a brief at a cost of £300 which can then be sent out for tender. There is a government grant scheme of up to £9k this year and additional funding if carrying out surveys and allocating sites. A report has to be sent of how the money has been spent before getting a further grant. IP recommends looking at Stowupland Character Appraisal.

**11. To receive a report from the Objectives subgroup.**

A draft report was circulated to members for discussion at a later date.

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

An application has been received for an agricultural building to be used for a car maintenance site in Sharpes Row.

**13. Any other business.**

The deposit has been sent for use of the Village Hall 20 May.

Information on who owns what land in the village needs to be sought.

Need to consult the community on what is going to go into the plan and sort criteria.

**11. Date and time of the next Steering Group meeting – Monday 24 April 2017 at 7.30 p.m. in Woolpit Institute. Noted.**

The meeting closed at 9.48 p.m.

Signed.....

Dated.....