

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

Mrs Mawhood advised that Mr Squirrell has cleared a plot of land near the school believed to be for an application for 25 properties and thinks it is imperative that the NP is moved forward.

**1 Apologies for absence** were received from Jane Storey.

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

**3. To approve minutes of the meeting 24 October 2016.**

The minutes were approved and signed.

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

There were none.

**5. To receive accounts for payment.**

There were none.

**6. To receive a report from the Public Exhibition 12 November and pop up stand at the Green Fair and take any necessary action.**

**Public exhibition** - It was an excellent presentation and thanks to all those involved, consultation with residents is a very important part of the NP. Residents learnt a lot and much feedback from the public was received, mostly positive. 120 attended and 90 post-its were received on the day. LH will analyse the EQI data. *Action: LH*

The general feeling is that we must do something about the amount of building proposed and quickly. Is there a need to build a review date into the plan?

**Green Fair** – there were not many visitors but was good for networking. A conversation with Racheal Eburne, District Cllr for Haughley and Wetherden, resulted in Carroll Reeve who was involved in Lavenham NP offering to help to avoid us wasting time on irrelevant issues. It was agreed that RM would arrange for CR to come and talk to the Steering Group. *Action: RM*

An article was sent to the Bury Free Press to flag up the success of the exhibition but it had been rewritten with a different slant by the journalist.

JG and Dr RW left the meeting at 7.57 p.m.

**7. To discuss the scope of a potential community questionnaire and set up a Questionnaire subgroup if appropriate.**

RM has prepared some questions on housing, traffic and footpaths with a multiple choice response. Items for questions were debated and it was agreed to set up 3 subgroups as follows:

Traffic – TB, TH      Housing – DH, AB, AR      Bits & Pieces – RM, LH

Helpers off the list will also be asked to join groups making up to four per subgroup.

These subgroups will sort detailed questions for a draft questionnaire ready for the meeting with Carroll Reeve.

The timeline for the questionnaire being available to residents is 1<sup>st</sup> quarter 2017.

Current subgroups (census data evidence, business, community engagement and historical background groups) need to set deadlines for current work to enable the next stage to come to fruition. Health & Welfare + Utilities are suspended for the time being but a short report from both would be helpful *Action: all subgroups.*

There will need to be a separate questionnaire for businesses and staff; this will be reviewed once the main questionnaire has been finalised.

There will be a separate meeting to discuss the questionnaire on Saturday 18 February 2017 at 2pm in Woolpit Institute.

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

**Community Engagement** - LH has had responses from individual classes at Woolpit School. The responses are mainly about facilities and areas for the children's needs but they have also thought about the elderly, parking and footpaths. LH will type up responses. *Action: LH*

**Census Data Evidence** - are now looking at trends. The population is ageing with the median age up from 42 in 2001 to 47 in 2011. This is supported by the comments received that retirement housing is needed. Car ownership has increased substantially although more people are using public transport. RM will circulate these findings to all members. *Action: RM*

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

An outline Planning Application has been received for Glebe Land in Old Stowmarket Road. The Parish Council will be considering this application at the meeting 5 December 2016.

**10. Discussion concerning the Neighbourhood Planning Bill currently passing through parliament.**

It is noted that once the NP passes the examination stage, the Planning Authority have to take notice of the NP.

**11. Any other business and actions for next meeting.**

TB is attending Mid Suffolk/Babergh DCs planning workshop 29 November regarding the business area of the joint Local Plan. TB will draft a resume from the meeting in the next few weeks. *Action: TB*

JG & Dr R West rejoined the meeting at 9.13 p.m.

**12. Date and time of the next Steering Group meeting – Monday 30 January 2017 at 7.30 p.m. in Woolpit Institute. Noted.**

The meeting closed at 9.15 p.m.

Signed.....

Dated.....