

Present: Richard Mawhood, Ben Holden, Dr Richard West, Alan Round, Jennie Denny, Caroline Blomfield, Lisa Hicks, Tim Baker, John Guyler, David Hughes and 1 member of the public.

Trevor Howard is having to step down as chairman of the Steering Group due to work commitments but wants to stay on the group. RM thanked TH for leading the group through the first 11 months. He has done a good job and under his leadership the NP has come a long way which can be built on and moved forward. JG (as chairman of the Parish Council) took the meeting to elect new officers.

1 Appointment of Steering Group chair and vice-chair.

RM was proposed, seconded and unanimously elected as Chairman.
CB was proposed, seconded and unanimously elected as Vice-Chair.

RM assumed the chair.

2. Apologies for absence were received from Jane Storey, Jane Foster, Andrew Brain and Trevor Howard.

3. To receive declarations of interest. TB advised that land owned by R & P Baker near the parish boundary has gone to MSDC for screening options for business use. It was noted that in time TB will declare an interest if that area comes up for discussion at NPSG meetings.

4. To approve minutes of the meeting 28 November 2016.

The minutes were approved and signed.

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

There were none.

6. To receive accounts for payment.

There were none.

7. To discuss matters arising from the meeting with Carroll Reeve.

All felt this had been a useful meeting. Up until now most work has been carried out by members of the group but now need to look to outside help for professional reports. Ann Skippers has been recommended also NPIERS checked Lavenham's plan before going to officials. CR recommends creating a Parish Profile which is a substantial document (50 pages), one for the parish and one for the settlement areas. Profile information can be provided by Community Action Suffolk at a cost of £50 + VAT. This was unanimously approved. This Parish Profile would be used to inform the questionnaire and putting together policies.

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

Business - nothing to report.

Character Assessment – draft report completed, appendix is outstanding. A sensitivity study is recommended which looks at areas of development sites using various assessment but is quite complex. A grant may be required to carry this out and would need to work with other groups, particularly housing. The group were complimented on the document.

Community Engagement – Community Consultation Summary report produced.

Evidence – the group have not met.

Health and Welfare – summary to be produced. Planning policy is to carry out health impact assessment on each development.

Utilities – this has devolved into the Community Energy Project. The grant has been received for the appraisal report and once funds have been received an order will be places with Carbon Smart who will produce feasibility study.

Liaison – 14 members follow NPSG on Facebook page. No emails have been received. Posters around the village will be renewed.

9. To receive comments on questionnaire preparations and take any necessary action.

Housing – questions have been produced and a further meeting is to be held to discuss these in depth.

Traffic – TB has come up with key questions for different areas. Format needs to be consistent between teams.

Bits & Pieces – Peter Winny has been asked to join the group which is drafting some questions.

All groups were asked to look at the questions drafted so far and the phraseology before the special meeting 18 February to discuss the questionnaire.

Once the questionnaire has been produced we will need to engage with residents. It is hoped to hold an event at the end of March/early April. Ideas for this should be sent to RM.

Action: all

Once the questionnaire has been formatted this will need to be reviewed to ensure this is appropriate for a NP. Our critical friend may be able to help with this.

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

No new planning applications have been received. MSDC Planning Officer has advised that it will be some months before the Green Road application will go to committee due to education issues affecting Thurston, Elmswell and Woolpit.

11. Any other business and actions for next meeting.

LH asked if we are at a stage where we can consider putting together a first draft of the plan and policies. This could help pinpoint areas where we need further information from residents. There is a need to get objectives written down to help word the questionnaire.

RM added to the to do list :-

sensitivity study, evaluating potential parcels of land for development what is available, sustainable, deliverable

audit of village assets (green spaces, footpaths, environmentally critical areas).

A detailed scale base map of the parish is required.

12. Date and time of the next Steering Group meeting – Monday 27 February 2017 at 7.30 p.m. in Woolpit Institute. Noted.

The meeting closed at 9.18 p.m.

Signed.....

Dated.....