

MINUTES OF THE WOOLPIT NEIGHBOURHOOD PLAN STEERING GROUP MEETING HELD ON WEDNESDAY 30 MARCH 2016 AT 7.30 P.M. IN WOOLPIT INSTITUTE.

Present: Trevor Howard (Chairman), Richard Mawhood, Andrew Brain, Caroline Blomfield, Tim Baker, Jennie Denny, Jane Storey, Lisa Hicks, Jane Foster, Ben Holden, Dr Richard West and 3 members of the public.

Public comment. There was none.

1. **Apologies for absence** were received from John Guyler.

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

3. To co-opt further members to the Steering Group

Alan Round was proposed, seconded and unanimously agreed. David Hughes was proposed, seconded and unanimously agreed.

4. To confirm that the application to designate a Neighbourhood Area has been submitted to MSDC and map received.

It was confirmed that the application has been submitted to MSDC and publicised for consultation. The map of the designated area has been circulated to Steering Group members and JS has contacted MSDC for larger map size A1 plus 6 A3 hard copies. The Liaison subgroup will check the maps of Woolpit, Elmswell and Tostock to ensure no areas have been missed.

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

The Parish Council has been advised by Pigeon that the planning application for the development in Old Stowmarket Road will be submitted next week.

CB advised that the link to the Government review of planning legislation mentions responses they want from Neighbourhood Planning and that it is keen for NPs to be produced.

JF mentioned the issues at East Bergholt where 144 houses have been passed against the wishes of East Bergholt NP. It is noted that the East Bergholt NP is with the Inspector and does not have legal status yet.

TB advised of the Carbon Smart Charity which has funding up to £20k for research of viability of renewable energy for new developments.

RW advised Suffolk Preservation Society has helped other villages in Suffolk to obtain funding for NPs and are good at putting forward a special case for villages with special conservation qualities.

6. To confirm the creation of the following subgroups: Business; Community Engagement; Health, Welfare and Disability; Liaison with MSDC; Publicity; Utilities.

Business – Tim Baker, Caroline Blomfield

Community Engagement (including website) – Richard Mawhood, Lisa Hicks

Health, Welfare and Disability – Jennie Denny, Dr Richard West, Ben Holden

Liaison with MSDC – Trevor Howard, Jane Storey

Publicity – Jane Foster, Lisa Hicks, Ben Holden

Utilities – John Guyler, Andrew Brain

7. To discuss and agree the remit of the Business subgroup.

Have met once and carried out research on NPs in general which need to conform to MSDC Core Strategy which is currently being reviewed.

It was agreed that the group need to establish the future need for current businesses and find out what questions they think need to be included in the questionnaire. There may need to be a separate questionnaire to businesses than the one to householders.

BH asked if he could be attached to this group, this was agreed.

8. To discuss and agree the remit of the Community Engagement subgroup.

The group have met and the need to connect with various different groups in the village and need to cover different days, times and events. In the immediate future they would

like a pop-up stall to take to other events such as the Open Gardens, Woolpit Festival, Church fete etc. This group needs to work closely with the Publicity subgroup.

9. To discuss and agree the remit of the Health, Welfare and Disability subgroup.

This group has not yet met.

10. To discuss and agree the remit of the Liaison with MSDC subgroup.

The group has not met but JS has had contact with MSDC.

11. To discuss and agree the remit of the Publicity Group.

Branding ideas and logo for all material from the Woolpit Neighbourhood Plan was discussed which must send out a positive message to engage people. BH has managed to get a possible logo produced at no cost which was approved and adopted by WNPSG.

A QR code will be printed on posters/leaflets to link to the website. An update of the NP will be published in each issue of Woolpit Diary. Various different ways of engaging with the public have been discussed and must be inclusive of all ages. This group needs to work with all other subgroups.

12. To discuss and agree the remit of the Utilities subgroup.

The group will look at each utility individually. Mobile signal, surface drainage and flooding risk need to be included in the remit.

13. To investigate potential questionnaires for discussion at the next meeting.

There is no need to rush into preparing the questionnaire. The group needs to look at other village questionnaires (Lavenham was suggested), the NP is about being able to shape development. Dawn Easter, MSDC Economic Development Team may be a good contact. The group were asked to email ideas for questions before the next meeting. RM referred all to NP guidance notes.

14. To request details of potential funding commitment from Woolpit Parish Council and request a cash 'float' for consumables if required.

TH will raise this at the Parish Council meeting on 4 April. It was suggested that £1,000 be made available for immediate use. It is noted that members will need to arrange for VAT invoices/receipts to be raised to receive reimbursement from the Parish Council for any outlay if suppliers will not send an invoice direct to the Parish Council.

Date of the next meeting: 7.30 p.m. Tuesday 26 April 2016. Noted.

Any other business.

The minutes of the Neighbourhood Plan meeting 10 March were approved and signed. As the Clerk is not available for the scheduled meeting 25 July, it was agreed to hold the meeting on 1 August.

RM will produce another newsletter in the next week which will include the brand logo.

The meeting closed at 9.37 p.m.

Signed.....Dated.....