

**ACTION POINTS FOR THE MEETING OF GREAT BARTON NEIGHBOURHOOD PLAN
WORKING GROUP ON WEDNESDAY 9th NOVEMBER 2016 COMMENCING AT 7.30 PM**

Item	<u>Present</u>	Action
	<p>Parish Councillors: Philip Reeve and Ed Gibson. Local Residents: Vivien Bodnar, Jamie Gilmour, Cameron Watson, Cedric Pettit, Margaret Pettit, Darren Bullen, Adrian Graves and Roger Davidson. Neighbourhood Plan Clerk was Sheila Deare.</p> <p>Apologies for absence were received from Nicky Crouch, Andrew Mallett and Andrew Garnham.</p>	
1	<p><u>Action Points</u> The note of the Action Points for October 2016 subject to the correction of Point 6 were agreed. As we have not yet populated a Gantt chart, it was agreed that the new form, Neighbourhood Plan Project Planner, available on the updated My Community website would be more appropriate as it is acceptable evidence for grant applications. Andrew Mallett had confirmed he was content for us to proceed on this basis. Vivien and Sheila will populate and circulate it for comment. It was agreed that before we use the photographs of houses in the village contained in the Character presentation, as a courtesy, the owner's permission to use them will be sought. Sheila to check that all the previous action points had been discharged and advise accordingly.</p>	SD VB SD SD
2	<p><u>Drop-in Session</u> The session will provide people with the information already collected and the chance to comment and say what they think is missing. It is vital that parishioners are involved and give ideas. Each Team leader needs to prepare display material for the event on their subject area to share at the next NPWG meeting on Thursday 8th December 2016. This should be in a relevant format for the subject matter, maps, tables, charts etc based on the evidence that has been captured. If material needs to be enlarged for display purposes this can be done subsequent to the 8th Dec meeting. A film loop of information to backup the information on the display boards will be shown on the big screen. Refreshments will be served. Any comments and data from the Drop-in can be used to develop the draft questionnaire. It was decided to meet after the session to collate information while it is fresh in everyone's minds. The number of people attending must be recorded. Having looked at the time scale it was decided that Saturday 14th January 2017 is the first practical date to try to book the Hall and Annex. After the meeting it was established that the Hall was not available and the Hall and Annex was booked for Saturday 21st January 2017. Berkeley Homes and SCC will be asked if they would like to attend. Information needs to be supplied, within the next week, for the next Parish magazine.</p>	MP CP JG EG NCCW AGM PR VB
3	<p><u>Questionnaire</u> It was pointed out that care needs to be exercised when looking at other NP questionnaires as some topics may have been removed by the NP Examiner.</p>	

**ACTION POINTS FOR THE MEETING OF GREAT BARTON NEIGHBOURHOOD PLAN
WORKING GROUP ON WEDNESDAY 9th NOVEMBER 2016 COMMENCING AT 7.30 PM**

	<p>It was decided that if possible an on-line version should be run alongside a paper questionnaire. Investigations must be made as to how this could be done. Sheila and Vivien offered to find out how other electronic questionnaires had been developed. Anonymous data is preferable but duplication of on-line and paper submissions must be avoided. This might necessitate the use unique identifiers if not names and addresses. An online only youth version of the questionnaire for 8 – 15 year olds is a possibility. Employees who work in the Parish but are not residents could complete questionnaires as could visitors who use the facilities and services. Sheila will cut and paste the questions received to date. Philip will email the Parish Plan questionnaire to consider when framing our questions. This paper format allowed up to 6 members of a household to answer on one form. Sheila and Vivien offered to reformat the questions in a common style and format.</p> <p>Philip was confident that there would be sufficient support to deliver and collect the questionnaires so that a high return, in the region of the 83% achieved for the Parish Plan, could be replicated.</p> <p>There was some discussion on whether consultancy support was required to develop the questionnaire. It was decided that at this stage the Working Group would try to develop the questionnaire themselves but perhaps ask someone to carry out a quality check. It was suggested that the data could be analysed professionally. Suffolk Acre were used for the Parish Plan. Quotes would need to be obtained before we can ask for a grant for this work.</p>	<p>PR</p> <p>SD VB</p>
<p>4</p>	<p><u>Update from Parish Council on related issues</u> Philip said that the ‘Triangle’ development is a joint effort between the Parish and SCC for the benefit of the village. It will relieve School Road. In January the ideas for the WSOH will be out and this could be included in the Drop-in.</p>	<p>SD</p>
<p>5</p>	<p><u>Date of next meeting</u> It was decided that the meetings will be held on the second Thursday of the month which is convenient for everyone. The next meeting will be on Thursday 8th December at 7.30pm. This will be to decide on the details of the Drop-in Session. The meeting finished at 9.40pm.</p> <p>.....Sign & Date</p> <p>.....Print Name.</p> <p>CHAIR Signed as confirmation that they are a true record.</p>	