

**ACTION POINTS FOR THE MEETING OF GREAT BARTON NEIGHBOURHOOD PLAN
WORKING GROUP ON WEDNESDAY 20th JULY 2016 COMMENCING AT 7.30 PM**

Item	<u>Present</u>	Action
	<p>Parish Councillors: Nicky Crouch and Ed Gibson. Local Residents: Vivien Bodnar, Jamie Gilmour, Cameron Watson, Martin Byford, Cedric Pettit, Margaret Pettit, Josh Vallance and Andrew Mallett. Neighbourhood Plan Clerk was covered by Linda Harley.</p> <p>Apologies for absence were received from Councillor Philip Reeve, Andrew Garnham, Darren Bullen and Sheila Deare (NP Clerk).</p>	
1	<p><u>Action Points</u> The action points from the last meeting were agreed. The Parish Council is happy for the Neighbourhood Plan working group to use Google Drive to store their documents. Sheila Deare will set up a Neighbourhood Plan folder in Google drive and advise the committee members of the password.</p>	SD
2	<p><u>Draft work-plan for evidence gathering</u> The draft proposal for evidence collection and analysis needs to go to the executive committee for approval. Linda Harley gave a financial update. There is approximately £4,500 in the Parish Council Neighbourhood Plan reserve and the amount to cover the NP Clerk's salary until September 2017 has been earmarked. Sheila Deare will look into applying for the £8,000 government grant, what it can be used for, when it can be drawn down, if there is a time limit on spending and report back at the next meeting. Vivien Bodnar will include a section on the 1st page of the Evidence Gathering document for grants. The Neighbourhood Plan having its own website was discussed but was not thought necessary. Housing issues – How to identify residents who have left the village but are still involved and would they come back if the right housing stock was available? The key dependencies between groups need to be identified. A volunteer is still needed to lead the transport group. Vivien will amend this document and circulate for signing off at the next meeting. The timescale changed to the end of November 2016, for completion of the evidence gathering and analysis.</p>	SD SD VB NC VB VB
3	<p><u>Progress Reports</u> (a) Housing – Nicky Crouch will review the feedback from West Suffolk's Housing Officer. (b) Business and Employment - Eddie Gibson has spoken to St Edmundsbury Borough Council's Business Development Team who confirmed there is no perceived demand for any extra employment in Gt Barton. Sheila Deare is updating the 2012 list of local businesses which will include local branches of National Businesses. (c) Community Facilities – Jamie Gilmour is contacting local doctors including Ixworth and Mount Farm to find out whether Berkeley Homes has been in contact regarding any Section 106 funds coming their way or whether they</p>	SD

**ACTION POINTS FOR THE MEETING OF GREAT BARTON NEIGHBOURHOOD PLAN
WORKING GROUP ON WEDNESDAY 20th JULY 2016 COMMENCING AT 7.30 PM**

4	<p>have any plans for satellite practices in Gt Barton due to the massive increase in demand over the next 20 years. Jamie has also been in contact with the school governors and the Freedom Church. Jamie Gilmour and Eddie Gibson will liaise re overlapping in the Community Facilities and Business groups (e.g. Bunbury Arms, Petrol Station and Post Office), are their facilities viable for the next 15 years ? Is the 2011 census still viable ? It was confirmed that 50% of the children at the school live in the village. Sheila Deare will do some research on Right Move regarding the turnover of property since 2011. A new school will definitely be on the North East development. (d) Character and Environment – Andrew Garnham is looking at this - c/fwd to next meeting. Vivien has included ‘Light Pollution’ in this section. Not an existing problem but needs to be managed for the future and negotiated with Berkeley Homes for the NE development. Nicky Crouch reported that for roads to be adopted the lighting needs to be specified by Highways. There is a balance between too much light and the safety of pedestrians and crime prevention. Police have an architectural liaison officer to help with crime prevention. (e) Transport – Vivien Bodnar will temporarily lead this section. The data from the Vehicle Activated Sign shows number of vehicles and speeds. Linda Harley will provide to Vivien.</p> <p><u>Communications and Engagement Proposals</u> A statement of community engagement is not required for the NP. The Parish Council has a comprehensive one. Nicky Crouch will keep Berkeley Homes and the Primary Academy (school) updated. Objective 3 will be changed : ‘to achieve a plan that meets the needs of the community over a 15 year time period’. It is hoped the first draft plan will be ready by spring 2017. The Neighbourhood Planning page on the website needs tidying up. Sheila and Linda will review the page. Sheila Deare will arrange a meeting in September, with members of the committee and Linda, to discuss how the page will look and the content. Cedric will liaise with the leader of the Gt Barton Computer Club to see if anyone there is interested in helping. Andrew will produce a work breakdown, structure and activity listing for the next meeting. Team leaders will give presentations at drop-in sessions and events for consulting with residents. Presentations to other Parish Council’s will be given by Philip Reeve and Vivien Bodnar. A meeting may be organised for landowners following a ‘call for sites’. Nicky Crouch confirmed that Neighbourhood Plans do not have to allocate sites for development. An NP email group with regular updates maybe set up in the future. The following points of contact were agreed: Jamie Gilmour – Community Groups; Philip Reeve – Anne-Marie Howell at St Edmundsbury Bury Council; Neighbouring Parish Council’s will be contacted through their Clerk’s.</p>	<p>JG/EG SD</p> <p>SD</p> <p>LJH</p> <p>VB</p> <p>SD</p> <p>CP AM</p> <p>CP AM</p>
---	--	--

**ACTION POINTS FOR THE MEETING OF GREAT BARTON NEIGHBOURHOOD PLAN
WORKING GROUP ON WEDNESDAY 20th JULY 2016 COMMENCING AT 7.30 PM**

5	<p>Sheila will set up a contact list and keep it updated. It will be stored on Google Drive.</p> <p><u>Update from Parish Council on related issues.</u></p> <p>The Parish Council has agreed the terms of reference for the NP Working Group.</p> <p>The Service Level Agreement between St Edmundsbury Borough Council and Gt Barton Parish Council has been signed. Linda will provide a copy to Vivien Bodnar.</p> <p>The Parish Council discussed the following consultations: Network Rai's consultation including their plans for the crossing at Cattishall; the Road Investment Strategy and the Countryside Access Consultation. Linda will provide copies of these documents to Vivien.</p> <p>The pedestrian crossing point on Mill Road is going ahead and costings for a further pedestrian crossing on the A143 are being looked into.</p> <p>Sheila Deare will include on future agendas an item 'Update from the Parish Council meeting on any items the NP working group should be aware of'.</p> <p>Linda will produce this information after each Parish Council meeting.</p> <p>Linda will send the Parish Council meeting agenda to Sheila each month for circulation to all NP working group members.</p>	SD
		VB
		LJH
		LJH
		SD
		LJH
		LJH
6	<u>Project Plan</u>	
	Andrew Mallet will complete this.	AM
7	<u>Timeline for reporting back to Executive Committee</u>	
	Philip Reeve will trigger any executive committee meetings and advise Linda Harley (Parish Council Clerk).	PR
	Vivien Bodnar will produce an article on the NP progress to date for the newsletter.	VB
8	<u>Date of next meeting</u>	
	The next meeting will be on Wednesday 14 th September at 7.30pm.	SD
	It was agreed that Sheila will circulate any items for the meeting before 7 th September.	
	The meeting finished at 9.45pm.	
Sign & Date	
Print Name.	
	CHAIRMAN	
	Signed as confirmation that they are a true record.	