

**ACTION POINTS FOR THE MEETING OF GREAT BARTON NEIGHBOURHOOD PLAN
WORKING GROUP ON TUESDAY 3RD OCTOBER 2017 COMMENCING AT 7.30 PM**

Item	<u>Present</u>	Action
	<p>Parish Councillors: Philip Reeve and Ed Gibson. Local Residents: Vivien Bodnar, Roger Curtis, Roger Davison, Adrian Graves, Cedric Pettitt and Margaret Pettitt Neighbourhood Plan Clerk was Sheila Deare.</p> <p>Apologies for absence were received from Nicky Crouch, Jamie Gilmour and Darren Bullen.</p>	
1	<p><u>Action Points</u> The Action Points for 14th September 2017 were agreed.</p>	
2	<p><u>Outstanding Action Points</u> These will be tabled next time.</p>	
3	<p><u>Progress & feedback on delivery of Residents Questionnaire and Housing Needs Survey</u> Reports from distributors present indicated that the delivery was started or planned and all appeared to be on schedule but there had been no feedback from anyone else. By 2nd October 3 questionnaires had been completed on line. Distributors will contact the Parish Clerk to establish a date and time after 23rd October to return the hard copies to her. The Annexe or Community Room at the Village Hall will be booked all day on Saturdays 28th October and 4th November for data inputting. The Wi-Fi will support the number of computers which will be used.</p> <p>It was decided that the on line completions would be used as an indicator as to the number to be input by volunteers. It would be unreasonable to expect distributors to send details of the number booklets returned to them. 20% of data we input needs to be checked but no indication had been received as to acceptable accuracy levels.</p> <p>The Housing Needs Survey is to be posted back by 29th October and they will be processed before December.</p>	SD
4	<p><u>Development of Business Questionnaire</u> The Consultant has said that the response to Business Questionnaires is poor. He will work with us to find the best approach to obtaining this information.</p>	
5	<p><u>Feedback on Consultant's work to date and future work plan</u> The consultant reviewed the questionnaire and made minor suggestions. Discussions about the work including the Project Plan and community engagement is urgent and NC will organise this and if possible the Consultants attendance at Working Group meetings.</p>	NC
6	<p>The contact at Berkeley Homes has changed. They intend to apply for planning permission in February 2018 and have public consultations in mid-January. Two months are needed for the traffic to settle after the opening of</p>	

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	<p>the Eastern by-pass. Then they will put it surveys out to tender. They would like a meeting with the Working Group before Christmas and another just before or after the consultation. It might be possible for us to have a drop-in coinciding with their event, assuming that they have it in Great Barton. VB will co-ordinate the attendance of Berkeley Homes at the December Working Group meeting, which will start at 7 pm. (Berkeley Homes will be attending)</p> <p>7 <u>Expenditure to date on Neighbourhood Plan</u> PR that the Housing Needs Survey printing cost £1000, white envelopes £79. The Parish Clerk will receive the invoices including that for printing the 1000 Household Questionnaires with the unique internet codes. It was suggested that the Consultant should invoice after each section of work was completed.</p> <p><u>Update from Parish Council on related issues</u> There will be a meeting to discuss the School Road car park. Discussions are still continuing about the footpath in front of Forge Cottages and also the future of the Cattishall rail crossing.</p> <p>8 <u>Date of next meeting</u> This will be Tuesday 7th November 2017.</p> <p>.....Sign & Date</p> <p>.....Print Name.</p> <p>CHAIR Signed as confirmation that they are a true record.</p>	<p align="center">VB</p>
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