

	ACTION POINTS FOR THE MEETING OF GT BARTON NEIGHBOURHOOD PLAN WORKING GROUP ON THURSDAY 9TH FEBRUARY 2017 COMMENCING AT 7.30PM	
Item	Present : Parish Councillors : Philip Reeve, Peter Fisk, Nicky Crouch. Residents : Vivien Bodnar, Adrian Graves, Margaret and Cedric Pettit, Roger Davison and Roger Curtis. Apologies for absence : Eddie Gibson, Matthew Parker and Jamie Gilmour.	Action
	General Update : 2 people stepped down from the working group, Andrew Mallett and Andrew Garnham. Andrew Garnham will still be kept in the loop, but cannot be involved at the present time due to work commitments.	
1.0	Action points from the meeting on 12/1/17 were agreed.	
2.0	Feedback from the drop-in session : This was a very successful event with 143 people registered as attending the session plus others who didn't want to sign in. Lots of interest expressed and people stayed for a long time. Positive feedback received on the professional quality of the displays. Diverse views were expressed which need to be recognised in the questionnaire. The format of the questionnaire must be impartial. Lessons learned – need better signage within the room to direct people to the other room and around the event; positive feedback received about the use of postcards to advertise the event. Action Written comments to be posted on the website now.	VB/LJH
3.0	Future events: It was decided that the group needs to think carefully about what the next event is for and what is it trying to achieve? It was felt that future events should target the hard to reach groups and those missing from the previous events. It was agreed not to repeat the last drop in event Action Summary document of 21/1 event to go in the next Parish newsletter with forthcoming questionnaire advertised and feedback for website requested . Event with GB Primary School – NC to speak to the school about hosting an event, with children and/or parents. Event with The Den & Den Extra Youth Groups; invite Den children to come up with a logo – NC to discuss with The Den. Event with the scout group – NC to contact scout group to discuss opportunities. Village Hall committee to be asked if there can be a dedicated notice board within the foyer.	PR NC NC NC PF
4.0	Website: SD has now been trained. It was agreed to look at how we can make better use of the template. All to review and suggest ideas for laying out the information. Action ALL to feedback by 20/2, VB to prepare a note for next NP meeting .	ALL VB
5.0	Grant application: No action to report.	

6.0	<p>Questionnaire : AECOM guidance on questionnaires for Neighbourhood Plans. NC provided feedback from the fee proposal provided by MPC. PR provided feedback from Community Action Suffolk; provides access to 4 styles of questionnaires; will encourage a 'Housing Needs Survey ' to be undertaken at the same time.</p> <p>Action PR to enquire whether CAS can use unique codes for online and paper copies; explore the services on offer; obtain examples of the questionnaires available Written feedback from drop in to be cross-checked with draft questionnaire and amended to suit.</p>	<p>PR VB</p>
7.0	<p>PC Update: Nothing to report</p>	
8.0	<p>Date of Next Meeting: Thursday 9 March 2017, 7.30pm. VB unable to attend; NC to Chair.</p>	