

**ACTION POINTS FOR THE MEETING OF GREAT BARTON NEIGHBOURHOOD PLAN
WORKING GROUP ON TUESDAY 11th APRIL 2017 COMMENCING AT 7.30 PM**

Item	<u>Present</u>	Action
	<p>Parish Councillors: Nicky Crouch, Philip Reeve and Peter Fisk. Local Residents: Vivien Bodnar, Cedric Pettitt, Margaret Pettitt, Adrian Graves, Roger Curtis, Roger Davison and Darren Bullen. Neighbourhood Plan Clerk was Sheila Deare.</p> <p>Apologies for absence were received from Jamie Gilmour.</p>	
	<p><u>Action Points</u></p>	
1	<p>The Action Points for 9th March 2017 were agreed.</p>	
2	<p><u>Update on the Notice Board in the Village Hall</u> PR and PF will follow this up as the funding has been agreed and Maggie Dunn is making arrangements for the board to be put up.</p>	PR PF
3	<p><u>Feedback from event at GB Primary School</u> 20 people attended. 8 people took question sheets away but none have been returned so far. The verbal feedback contained no negative feelings about the housing but confirmed the concerns already expressed about School Road, access and parking. NC will write notes for the next meeting and for the website.</p>	NC
4	<p><u>Questionnaire – 4th Draft</u> The sub group went through the Draft but have organised another meeting on 25th April to complete the task. It will be sent out in advance of the next meeting so everyone can study it and make comments which everyone else can consider so that it can be finalised at the next meeting. It is intended to finalise the questionnaire without consultants. The Youth questionnaire will be merged so that there is no alienation. It is planned that CAS (Community Acton Suffolk) will do this with paper and electronic versions. PR and AG have visited CAS with a view to using them for the Questionnaire. The cost of them bringing the questions together is £250 plus VAT but the cost of consultancy fees is not known. Recommendations will go to the PC who will be asked for £500 plus VAT.</p>	NC JG PR
5	<p><u>Update on Consultancy Support and Grant</u> EG could not attend the meeting but had sent an email with comments before the meeting. The PC were not happy with the Budget being included in the 2nd Draft Specifications Document but VB explained that it was included as the grant guidance suggested that it should be. EG would redraft the document. EG had suggested getting fixed price quotes from three firms and it was agreed that he should do this. The scope and questions section of the draft needed tweaking.</p>	EG
6	<p><u>Project Plan Review</u> The Project Plan needs revising but it was decided it would be more useful to do this after consultants were involved. It was decided that SD would</p>	VB

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	<p>circulate the draft Vision Statement so that members can comment by 25th April to enable it to be included in the questionnaire.</p>	SD
7	<p><u>Update on Website</u> VB and SD have put up a lot of information onto the website as per the agreed format. There is still additional material to go on and it must be constantly updated to ensure that everything is current. NC will amend her drop-in sheets to conform fully with the Google copyright conditions so that they can be published on the website. Nicky will also speak to Andrew Garnham to ensure his display material has the correct copyright notices.</p>	NC
8	<p><u>Spend to date on NP</u> Details of the spending on the NP so far total £3107.80. A similar figure is expected for the next year. A precept of £3000 had been agreed for 16/17.</p>	
9	<p><u>Update from Parish Council on related issues</u> The PC is still in contact with SCC about the future plans for the Triangle and with the Education Department about the School.</p> <p>The Neighbourhood Plan will have a presence at the Freedom Church May Day event and NC will co-ordinate displays and attendance.</p>	NC
10	<p><u>Date of next meeting</u> This will be Thursday 11th May. The date of the November meeting will be Tuesday 7th as no rooms are available on the Thursday.</p>	SD
<p>.....Sign & Date</p>		
<p>.....Print Name.</p>		
<p>CHAIR Signed as confirmation that they are a true record.</p>		