

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

Item	<u>Present</u>	Action
	<p>Parish Councillors: Philip Reeve and Nicky Crouch. Local Residents: Vivien Bodnar, Cedric Pettitt, Margaret Pettitt, Adrian Graves, Roger Davison, Jamie Gilmour and Darren Bullen. Neighbourhood Plan Clerk was Sheila Deare.</p> <p>Apologies for absence were received from Ed Gibson, Roger Curtis and Peter Fisk.</p>	
1	<p><u>Action Points</u> The Action Points for 11th April 2017 were agreed. Action Points not yet completed are the feedback from the event at the GB Primary School and the Drop-in notes for the website by NC. VB had spoken at the Parish Meeting and had a parishioner offer to help to deliver the questionnaire. VB had thanked Parish Councillor Maggie Dunn and her husband for obtaining a notice board for the Neighbourhood Plan and putting it up in the Village Hall.</p>	NC
2	<p><u>Questionnaire</u> PR had circulated the draft questionnaire which he, NC, DB and JG had met to redraft. The group members discussed all the questions and PR will make the amendments. SD could assist with the layout when the questions have been finalised. The Draft Vision will be delayed until the draft plan.</p>	PR SD
3	<p>CAS can organise the online questionnaire but we will have to input data from the paper copies so volunteers will be required for this. The cost has not been finalised. The contents of the introduction which will include encouragement to vote online needs to be decided. PR said that the Parish Council had agreed that a Housing Needs survey is necessary to decide the affordable housing needs. The Parish Council will discuss whether it is done in house or by CAS and whether it will go out as the same time as the questionnaire or not. Either way it will not hold up the timetable for the Neighbourhood Plan. SD will liaise with Maggie Redshaw, who organises of the newsletter distribution, to discuss methods to deliver the questionnaire either working with her team or with our volunteers.</p>	SD
4	<p><u>Update on Consultancy Support and Grant</u> Three Consultancies have been asked to quote by 12th May. However one does not wish to tender, 1 had asked points of clarification and to date there has been no response from the third. It may be necessary to request further tenders.</p>	
5	<p><u>Update from Parish Council on related issues</u> There was nothing to report.</p> <p>NC said that the Co-op had a possible interest in an outlet on the Triangle development.</p>	

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6	<p><u>Date of next meeting</u> This will be Tuesday 6th June. The dates for the October and December meetings will be re-arranged so that the Parish Council meetings will follow them to facilitate ratification of decisions.</p> <p>.....Sign & Date</p> <p>.....Print Name.</p> <p>CHAIR Signed as confirmation that they are a true record.</p>	SD
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