

**ACTION POINTS FOR THE MEETING OF GREAT BARTON NEIGHBOURHOOD PLAN  
WORKING GROUP ON TUESDAY 6<sup>th</sup> JUNE 2017 COMMENCING AT 7.30 PM**

Item	Present	Action
	<p>Parish Councillors: Philip Reeve. Local Residents: Vivien Bodnar, Cedric Pettitt, Margaret Pettitt and Jamie Gilmour. Neighbourhood Plan Clerk was Sheila Deare. Members of the Public: Andrew Fillmore and Simon Butler-Finbow of Pigeons</p> <p>Apologies for absence were received from Nicky Crouch, Peter Fisk, Roger Davison, Roger Curtis, Adrian Graves and Darren Bullen.</p>	
1	<p><u>Action Points</u> The Action Points for 11<sup>th</sup> May 2017 were agreed.</p>	
2	<p><u>Outstanding Action Points</u> The notes on the meeting at the school and the presentations used at the Drop-in session to be placed on the website have not been produced by NC. SD to follow this up with NC.</p>	SD/NC
3	<p><u>Questionnaire</u> PR and SD had visited Community Action Suffolk to discuss the Housing Needs Survey (HNS). They will provide paper HNS questionnaires which can be returned using the pre-paid envelopes plus an online version. They will process and analyse all the returns at a cost of approximately £4500 depending on the number of returns. This information would back up the other data obtained for the Neighbourhood Plan. Unfortunately there was no one available on that day to answer detailed questions on the NP questionnaire but assurances were given that the data analysis was such that respondents could omit some questions and there could be some questions with and some without 'No Opinion' options without affecting the integrity of the data. PR has costing details. Concerns were expressed that there was an overlap between the two. PR, with NC, JG and DB, has made the alterations to the questionnaire agreed at the last meeting. Further amendments were made to two housing questions so that the meaning was clearer. PR has designed front pages explaining the questionnaire. It was agreed that the Questionnaire sub-group would meet again to review the front end text and resolve any unnecessary duplication between the NP questionnaire and HNS. MP asked to be invited to join this group. CAS had reservations about the survey and the questionnaire going out together but the high returns for the Parish Plan make belie the reservations. Grant applications need to be made at least a month before the money is needed. In consequence of this a July date to circulate the questionnaire is not possible. The summer holiday period means that the beginning of September is the earliest practical time. PR has produced a budget for the NP questionnaire and will obtain detailed quotations, which include daily rates and number of days, so that an application for a grant can be made. SD will need to amend the dates on the Project Plan. Help will be needed to input the data from paper NP questionnaires and VB will discuss this with the Computer Club to see what help they might be able to offer. (It was later agreed that CP as a member of the Computer Club Committee would do this)</p>	<p>PR</p> <p>PR</p> <p>SD</p> <p>VB</p>

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4	<p>Maggie Redshaw has kindly agreed to co-ordinate the distribution and collection of the questionnaire but she will need to help with additional volunteers as collecting as many as possible will be a time consuming process. Also as the time scale has altered it is necessary to check that she can still do it in September particularly as this is about the same time as the Parish Magazine will be distributed.</p> <p>PR suggested that one person should be identified to take on responsibility for the questionnaire. As PR had led on the contact with CAS it was agreed that PR would be responsible for the questionnaire and the HNS to ensure that all the arrangements are in place to ensure distribution in early September. PR will work with SD to provide a detailed timeline of actions and responsibilities for the next meeting.</p>	SD  PR/SD
5	<p><u>Document to back-up the Neighbourhood Plan</u> VB reminded the group that there was a requirement to provide a Basic Conditions Statement that would need to cross-reference to evidence and technical reports. VB suggested that each Team Leader needs to gather the evidence they have collected into a report for their topic area. VB would review the guidance and issue further advice.</p>	
6	<p><u>Update on Consultancy Support and Grant</u> Two bids had been received by the deadline of 12th May but the third consultancy would not be submitting a bid. EG had asked NC and VB to assist him with the evaluation. VB had carried out her evaluation and sent it to NC and EG but had not heard anything from EG or NC. As it is the Parish Council that needs to appoint consultants, PR will ensure that the matter will be discussed at the PC meeting on 19<sup>th</sup> June as the application for the grant cannot be made until quotes for the work have been obtained.</p>	VB  EG/NC
7	<p><u>Update from Parish Council on related issues</u> The Air Quality Management Action Plan for The Street near the Post Office is being driven forward. Ideas to improve the situation include moving the bus stops and the pedestrian crossing North but the cost of £60 – 80,000 is a problem. Suffolk County Council apparently do not have the funds but there is an issue about their legal obligation. Air Quality tests are being made and there will be further meetings in September.</p>	
8	<p><u>Neighbourhood Plan Clerk extension to Contract of Employment</u> It was decided to recommend to the Parish Council that the Neighbourhood Plan Clerk should have her contract extended for nine months to help complete the process.</p>	
	<p><u>Date of next meeting</u> This will be Thursday 13<sup>th</sup> July 2017.</p> <p>.....Sign &amp; Date</p> <p>.....Print Name.</p> <p>CHAIR Signed as confirmation that they are a true record.</p>	

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