

**ACTION POINTS FOR THE MEETING OF GREAT BARTON NEIGHBOURHOOD PLAN  
WORKING GROUP ON THURSDAY 10<sup>th</sup> AUGUST 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, Darren Bullen and Roger Davison. Neighbourhood Plan Clerk was Sheila Deare.</p> <p>Apologies for absence were received from Ed Gibson, Jamie Gilmour, Roger Curtis and Adrian Graves.</p>	
1	<p><u>Action Points</u> The Action Points for 13<sup>th</sup> July 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 yet been produced by NC. VB is working on the information about the Questionnaire for the website and SD on the map showing planned housing development in the surrounding area.</p>	<p>NC VB SD</p>
3	<p><u>Questionnaire</u> PR reported that the paper copy for the questionnaire had been completed except for the evolving front pages. The data entry will be the same format as for the paper copies. The software is ready and will be live when required. We need as many people as possible to do complete the questionnaire online. All returns (paper and online) will need to be in by the end of September. When collected in paper format they will all be securely stored together to avoid identification of individuals. The Housing Needs Survey (HNS) should be sent in the post by residents in the brown envelope, the Neighbourhood Plan questionnaire should be passed to the collector in the white one.</p> <p>The data input for the paper copies of the questionnaire could be done centrally, at least initially to ensure that there were no problems. So it is known which were input by a particular person each will be initialled so that SD can check 10% of each person's work to ensure the integrity of the data input.</p> <p>PR will email each distributor the information pack so that they can familiarise themselves with the contents before the meeting on 6<sup>th</sup> September, when they will receive a hard copy.</p> <p>SD will tabulate the distribution offers received and send them to PR after 18<sup>th</sup> August.</p> <p>The questionnaire must be reviewed before sending to the printer, the printers proof checked and then sent to print. Roger Boyes has volunteered to proof read Neighbourhood Plan material if required. The sub group will need to meet again to finalise the arrangements, including data entry.</p> <p>PR confirmed that the paper questionnaires would not be distributed until the online version was available for completion by residents.</p> <p>The focus for the questionnaire is households not businesses. They will have a separate questionnaire.</p>	<p>PR</p> <p>SD</p> <p>PR</p>

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<p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p>	<p><u>Housing Needs Survey</u> Community Action Suffolk (CAS) need 3 weeks to print the HNS. They will input data in October, verify it and scrutinise it.</p> <p><u>Update on Consultancy Support and Grant</u> EG has said that he would prefer not to manage the Consultant so NC will discuss the matter with him and decide who will be manage the consultant. The grant has been approved but until NC receives the confirmation letter no instructions can be given to spend the money. There is approval for the free technical support for a Housing Needs Assessment after the Housing Needs Survey.</p> <p><u>Neighbourhood Plan Budget</u> SD has produced a spreadsheet showing details of the grant and the local estimate of all the costs involved in the Neighbourhood Plan. PR will liaise with the Parish Clerk to clarify any apparent discrepancies.</p> <p><u>Update from Parish Council on related issues</u> Discussions are underway with the developer and SCC about widening the footpath near the Forge proposed development. The local group of Parish Councils are to ask the Secretary of State to call in the WSOH plans.</p> <p><u>Date of next meeting</u> This will be Thursday 14<sup>th</sup> September 2017 at 7.30pm.</p> <p>.....Sign &amp; Date</p> <p>.....Print Name.</p> <p>CHAIR Signed as confirmation that they are a true record.</p>	<p>NC</p>
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