

**ACTION POINTS FOR THE MEETING OF GREAT BARTON NEIGHBOURHOOD PLAN
WORKING GROUP ON THURSDAY 14th SEPTEMBER 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 and Margaret Pettitt Neighbourhood Plan Clerk was Sheila Deare.</p> <p>Apologies for absence were received from Roger Curtis, Adrian Graves and Darren Bullen.</p> <p>Matthew Parker is no longer able to be on the Working Group because of other commitments.</p> <p>VB made a declaration of interest. She has a personal connection with a new employee of the Berkeley Group working at their St George Company based in Twickenham.</p>	
1	<p><u>Action Points</u> The Action Points for 10th August 2017 were agreed.</p>	
2	<p><u>Outstanding Action Points</u> NC reported that she had been unable to progress the outstanding action points due to work on the Questionnaire and its distribution.</p>	NC
3	<p><u>Questionnaire</u> PR reported that the distribution is now planned for w/c 30th September. The questionnaire is with the consultant whose comments are expected by 18th September. The sub group meet the following day to consider them and send the questionnaire to the printers. The draft will be checked for final printing by 25th September. Most distributors' areas have been agreed but there are still a few refinements necessary. The Risk Assessment for Distributors has been completed but needs to be distributed. 1,000 white envelopes are needed for hard copies and 1,000 A4 zip lock Poly bags to hold 24 pages. PR will investigate costs so they can be ordered. The details of how distributors get their packs has to be finalised.</p>	SD PR
4	<p><u>Housing Needs Survey</u> The Housing Needs Survey, (HNS), with a lead time of 20 days, is at the printers and will be ready in time. It will be delivered to the Parish Clerk. It is not clear at this stage whether they will need packing into envelopes.</p>	PR
5	<p><u>Update on Consultancy Support and Grant</u> The consultant is reviewing the draft questionnaire. The timing and details of his further work needs to be discussed. VB offered to produce a note for discussion at the next meeting. The Grant has been agreed and the money is on the way to the Parish Council.</p>	VB
6	<p><u>Neighbourhood Plan Budget</u></p>	SD

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7	<p>The Parish Clerk has the details of planned expenditure and it may be ready for the next Neighbourhood Plan meeting. SD to liaise with the Parish Clerk.</p> <p><u>Update from Parish Council on related issues</u></p> <p>There is another meeting on 21st September about the WSOH. The Parish Councils have requested that the application be called in and this request has been acknowledged.</p> <p>Ideas about repositioning one bungalow in the proposed housing development at the Forge and improving the footpath along the main road in front of it are being pursued prior to the planning application being determined.</p> <p>Ixworth PC have had the area agreed for their Neighbourhood Plan and have approached VB with a view to discuss the process involved and she will see how we can help them.</p>	
8	<p>The Air Quality meeting due to take place in September did not go ahead. MP will try to establish what is happening.</p> <p><u>Date of next meeting</u></p> <p>This will be Tuesday 3rd October 2017.</p> <p>.....Sign & Date</p> <p>.....Print Name.</p> <p>CHAIR Signed as confirmation that they are a true record.</p>	