

**ACTION POINTS FOR THE MEETING OF GREAT BARTON NEIGHBOURHOOD PLAN
WORKING GROUP ON THURSDAY 12TH DECEMBER 2019 COMMENCING AT 7.30 PM**

Item		Action
	<p>Working Group Members Present: Parish Councillor: Philip Reeve. Local Residents: Vivien Bodnar, Darren Bullen, Nicky Crouch, Roger Davison Jamie Gilmour, and Adrian Graves. A Local Resident. Consultant Ian Poole. Neighbourhood Plan Clerk: Sheila Deare.</p> <p>Apologies for absence were received from Roger Curtis and Ed Gibson.</p>	
1	<p><u>Action Points</u> The Action Points for were agreed.</p> <p><u>Outstanding Action Points</u> Only one Action Point remains outstanding: Aug 2019 Updating the Website content SD/VB</p>	
2	<p><u>Feedback from Parish Council on draft Neighbourhood Plan</u> The Parish Council approved the draft Neighbourhood Plan for Public Consultation. The Chair of the Parish Council thanked everyone for their hard work and the Working Group thanked Vivien Bodnar for all her work with Ian Pole which had made this possible.</p>	
3	<p><u>Draft Neighbourhood Plan</u> The Public Consultation will start on 18th January 2020 with a drop-in from 10am to 3pm at the Village Hall and will end on Monday 2 March 2020. IP will arrange for the draft NP to be printed after the desk top publishing. AG will provide more photos of traffic around the Parish for the draft plan. IP will produce the display boards for the Drop-in.</p>	IP AG
4	<p><u>Documentation for Drop-in/Public Consultation</u> IP will provide the list of the statutory bodies that will need to be contacted. VB/SD will get all the necessary documents onto the website ready to go live. During the consultation all comments must be logged on the database and in due course responses will made available in a Public Consultation document. Any resulting changes to the draft NP must be submitted to the Parish Council for approval, hopefully at their 20 April 2020 meeting. IP will complete the Basic Conditions Statement and assist with the consultation statement.</p>	IP VB/SD IP
5	<p><u>Arrangements for Drop-in/Public Consultation</u> The drop-in will be open from 10am to 3pm. It was agreed that there should be a rota of NPWG helpers covering the periods that would include setting up and closing down. 9.30am – 11.30am 11.30am – 1.30pm 1.30pm – 3.30pm The rota to be confirmed when all NPWG members have been contacted.</p>	

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	<p>VB, PR and SD will attend all day. SD will be on the door handing out questionnaires identical to that on the website to ensure as much feedback, both positive and negative, as possible is gathered. All this will need to be entered electronically and verbatim. NPWG Members will need to assist with the data entry.</p> <p>Linda Harley has arranged for the updating of the banner, which PR will bring, and she has arranged refreshments.</p> <p>IP will send SD the files for the 1000 postcards so they can be printed before Christmas. PR will organise the distribution to each home in the Parish by the Magazine delivery team on the weekend of 4/5 January 2020.</p> <p>Display boards will be supplied by IP:- Story so far Draft plan Vision and objectives etc.</p> <p>For people unable to access documents on-line arrangements are being finalised for copies to be available from the Parish clerk and at other points around the village. All documents will be available on the website.</p> <p>SD will notify Councillors and the Local MP about the event.</p> <p><u>Date of next meeting</u> The next meeting will be on Thursday 9th January 2020 at 7.30 pm</p> <p>.....Sign & Date</p> <p>.....Print Name</p> <p>CHAIR Signed as confirmation that they are a true record.</p>	<p>PR</p> <p>IP PR</p> <p>IP</p> <p>SD</p>
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