

**ACTION POINTS FOR THE MEETING OF GREAT BARTON NEIGHBOURHOOD PLAN
WORKING GROUP ON THURSDAY 9TH JANUARY 2020 COMMENCING AT 7.30 PM**

| Item | | Action |
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| | <p>Working Group Members Present: Parish Councillor: Philip Reeve. Local Residents: Vivien Bodnar, Darren Bullen, Roger Curtis, Roger Davison, and Adrian Graves. Consultant: Ian Poole. Parish Clerk: Linda Harley. Neighbourhood Plan Clerk: Sheila Deare.</p> <p>Apologies for absence were received from Jamie Gilmour, Nicky Crouch and Ed Gibson.</p> | |
| 1 | <p><u>Action Points</u> The Action Points for were agreed with the one addition of the attendance of a Parish resident.</p> <p><u>Outstanding Action Points</u> Aug 2019 Updating the Website content SD/VB</p> | |
| 2 | <p><u>Feedback from the meeting with Suffolk CC</u> PR and VB attended a meeting with Suffolk CC to inform them of the outline plans for The Triangle.</p> | |
| 3 | <p><u>Documentation for Drop-in/Public Consultation</u> VB will prepare a document giving answers to possible questions so that everyone is able to give consistent answers. On the afternoon of Friday 17th January VB and SD will make live the update of the website so that all the documents below are available on-line as well as paper copies at the drop-in: Housing Needs Assessment Buildings of Local Significance Potential Housing Sites Consultation Household Questionnaire Results Appraisal of Views Local Green Spaces Assessment Design Guidelines. IP will send drafts of the exhibition boards by Tuesday lunchtime so if there are any alterations they can be done in time for printing. He will bring them on Saturday. IP will provide SD with a letter and list of Statutory Consultees so that a mail merge can be sent after the website has gone live.</p> | <p>VB VB/SD IP IP SD</p> |
| 4 | <p><u>Arrangements on the day of Drop-in/Public Consultation</u> A record of the number of people attending, but not personal details, will be kept and when leaving people will be asked if they have completed a comments sheet or whether they would like a paper copy to take away. Residents should be encouraged to complete the form with positive or negative comments as well as suggestions for any changes. A box will be available for those who choose to fill them in at the drop-in. Given that previous attendance at Drop-ins have been around 150, IP will print 200 so</p> | |

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| 5 | <p>that we have enough not only for the day but at the alternative sites where people can view the plan during the six weeks consultation period. There will be 5 members of the group in attendance at all times and refreshments will be available, organised by the Parish Clerk.</p> <p><u>Actions required during Public Consultation period</u> DB will be responsible for collecting copies at The Freedom Church. VB asked if anyone else could help collect copies from the Church Institute. In the absence of any volunteers it was suggested that a member of the PC might be able to help. LH offered to make enquiries. Electronic data entry from the paper copies must be identical to that on the form and the details of the NPWG member entering each form must be identified by initials and a number so that quality checks can be made after IP has printed out the comments. On Thursday 13th February there is no Group meeting but members should be there to answer questions from members of the public and if there is an opportunity the group will consider what points have arisen from the feedback received by that date. On 12th March IP will bring along for consideration any modifications required to the draft NP. An update will be provided to the PC at their meeting on 16th March with a view to submitting a revised plan to the Parish Council for approval on 20th April. It can then go to West Suffolk CC and then to the Examiner, who may issue questions to Great Barton PC and Suffolk CC.</p> <p><u>Date of next meeting</u> The next meeting will be on Thursday 12th March 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>IP</p> <p>LH</p> <p>DB</p> <p>LH</p> <p>ALL</p> <p>IP</p> |
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