

Long Melford Parish Council
Neighbourhood Plan Steering Group

MINUTES OF MEETING

held on Thursday 17 May 2018 at the URC, Long Melford

Present

Cllr I Bartlett, Cllr G Eade (Chairman), J Ewbank, I MacDonald, Cllr J Nunn, C Watts, D Watts, Parish Clerk (minute taker).

Also present was 1 member of the Public (From Hill Construction)

Apologies

J Burch and J Thomson

1. Introduction & Apologies:

The Chairman welcomed everyone to the meeting, and during introductions, as a new civic year had begun, also asked for proposers for a new Chairman. The only proposal was for the current Chair (Cllr G Eade) to continue in the role. There being no others proposed, Cllr Eade was duly elected as Chairman of the group.

2. Review of Previous Minutes:

It was agreed that the minutes of the previous meeting (8 Mar 18) should be accepted and were duly signed.

3. Update on Timetable

Ian McDonald provided an extensive update on where the group stands, and how this looks with regard to the complete timetable for having a "made plan". There remains a large number of meetings with various stakeholders that still need to be held, and a very compacted timeframe. It was stated by the Chair that in order to move the meetings forward, the meetings must be carried out by a more diverse group of the committee. This was agreed by all. The largest concern was length of time taken by BDC on delivery of the plan to acceptance. The timetable shows that this could extend to as far as Oct 19, should BDC take the full timeline they have allowed by law to review and approve the plan.

4. Update on Questionnaire Project

Jonathan Ewbank stated that all surveys have now been distributed, and the reception has been very well received. A number of responses have already been received, and it would appear (from the earliest responses) that the public are clearly in favour of the plan Allocating sites for development, and the developments should be in small (under 20) plots. There was a question from the data input team as to what would constitute a "spoiled response". *Upon subsequent reference to Roger Kistruck it has been confirmed that the data inputters are to input what is written in the questionnaires, even if at odds with the survey methodology. He will then review any issues that arise from this in due course when reviewing the data results.*

5. Update on Sub Groups progress:

a. Housing and Commerce

- (i) Call for sites: The call for sites has been advertised/delivered, and a number of sites have been brought forward to be examined against the plan criteria for development (of which there are 23. Examples of criteria include preference

for Brownfield sites Vs Greenfield, accessibility to facilities such as GP, school and shops).

- (ii) Business Forum: The second business forum was well attended, with 22 attendees, which resulted in some lively discussion. The meeting centered around where “quick wins could be made”, and the end result was a desire to form a sub group of 8 to 10 people that would drive the quick wins forward. This would be led by the following four members of the steering group: Ian Bartlett/John Nunn/Jonathan Ewebank/Graham Eade.

b. Traffic and Parking

- (i) The survey of parked vehicles on Hall Street is now back – well done to Phil Buck for his work on the analysis. There are approximately 400 spaces available, and at the busiest period, all parking was 90% utilized. The business community was supportive of improved parking capability, but not for timed parking limits. It was however noted that 50% of the parking had been utilized by workers, and not shoppers.
- (ii) The working group will now take away the results, and come forward with Proposed Policies for the plan

c. Village Services and Facilities

- (i) There has been a meeting with the school (and there is expected to be a further meeting with the Suffolk County Council’s officer responsible for the school to understand their longer term plans). The planned meeting with the Practice Partners at the GP surgery has not yet panned out (after meeting the Practice Manager), and a further letter is to be sent immediately requesting a discussion with the Doctors.
- (ii) The working group needs to take away the results, and come forward with Proposed Policies for the plan, and so meetings are now imperative.

6. Public Realm Consultation Document: There is was brief discussion about engaging consultants to provide deeper information on (as an example) Hall Street re-design, to enable speed control and better parking facility. Due to the time constraints of this Group’s Neighbourhood Plan, it was determined to “hold this in reserve” for the first revision of the plan.

7. PIIP (Parish Infrastructure Investment Plan). The clerk talked through the value of PIIP’s, how they are implemented, and the value of tying them, to the Neighbourhood Plan survey.

8. Dates of Future Meetings

5 June 2018 @ Bull Hotel

All meetings at 7.00pm.
Venues to be confirmed.



12 JULY 2018.