

Long Melford Parish Council
Neighbourhood Plan Steering Group

MINUTES OF MEETING
held on Thursday 14 Sep 2017 at Melford Court

Present

G Eade (Chairman), Cllr J Nunn, Cllr I Bartlett, J Burch, J Thompson, Parish Clerk (minute taker), I MacDonald, W Hyde-Parker, 2 members of BDC Planning Team (Jennifer Candler & Paul Bryant) + 1 member of the public observing (J Ewbank).

Apologies

Cllr R Kemp, Cllr J Lines, D Watts

1. Introduction:

The Chairman welcomed everyone to the meeting

2. Review of Previous Minutes:

It was agreed that the minutes of the previous meeting (Jun 22) should be accepted with 2 caveats: (a) The standard agenda (previously agreed) was not used for this meeting, but would be in future once the sub groups come online and make the new agenda viable and (b) that I McDonald stated the village profile had not yet been circulated, and he would have that out shortly (**Action: I McDonald**)

3. New Chairman:

The chairman stated that he currently had too many commitments, and was looking to step down from the role, but was willing to stay on in the role until a new chair was elected. A canvas of members elicited no desire to step forward, and so the chairman has agreed to remain in seat.

4. Survey Analysis

Survey results to date have come from the SurveyMonkey questionnaire and the Street Fayre stall. The consultation has resulted in a number of very clear conclusions, although the survey sample is a little lighter than hoped for. It was suggested that the schools be contacted via the Geography department, as a working opportunity for them and us. Cllr Nunn has a contact at the school and will make the approach (**action Cllr Nunn**) It was noted that there are 3 questions on the Questionnaire that need re-working, and the chairman stated he would have that fixed via Sarah Boxall. (**Action Cllr Eade**). I McDonald asked the BDC representatives if we “were a long way off on sufficient consultation”, and BDC responded “No”, but then further clarified that it was imperative that the Consultation Document be updated regularly throughout the process (**Action J Burch**)

5. Task and Finish Groups

It was agreed that the 3 major items that the Steering Group wished to address in their plan would be: (a) Housing (b)Traffic & Parking and (c) Infrastructure. Resource allocation was agreed as follows:

Housing: I McDonald (lead) , D Watts, J Burch, J Ewbank
Traffic & Parking: J Nunn, D Watts, G Eade (leadership tbc)
Infrastructure: J Burch (Lead) , I Bartlett, J Thompson

W Hyde-Parker will act as a floating member to all teams, and those absent from tonight's meeting have yet to be assigned.

Leader is highlighted in red as “action” to pull team together for first meeting. First meeting requirement is to “drive the priorities of the group” (define the objectives), prior to admitting further external volunteers to help develop the issues.

I McDonald produced a briefing paper for teams to drive toward a 5-stage completion in late November, and a further document detailing a timetable for development of the Plan, in conjunction with the BDL Local Plan timetable.

A question was asked regards what items are not being taken forward by the Steering Group, and who would be responsible for passing that issue off to the relevant authority. **Action: Chairman to state and defer the non-steering group items at next meeting**

6. Draft Local Plan Response

It was agreed that the Steering Group would form a Task and Finish Group of 3 in order to respond to the BDC Draft Local Plan Consultation. This would be completed in time to place before Parish Council on Thursday Nov 2nd, meeting the BDC deadline for responses.

Draft Local Plan Response Team: G Eade, I McDonald, I Bartlett – The Parish Clerk will take minutes for this group
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Leader has set first meeting on Sep 25th at 4pm.

7. Membership Interests

The Chairman brought up the issue of land submitted in the BDC Draft Local Plan being owned by a member of the steering group, and asked if there was a conflicting interest. Whilst the statement regarding ownership was acknowledged, it was stated that this was a merely a call for land allocation, and no plans had been developed or submitted. Other members agreed, and stated that there were many other areas of interest (eg the common, the Public hall etc etc) where the interest was not considered to be an issue. Members all agreed that it was not a concern, and would prefer to have the land owner present and participating in the planning.

The group were concerned that there needed to be a report back to all who had volunteered/provided information on where we are, and it was agreed that social media would be updated, and hopefully a small article could also be squeezed into the Melford Magazine.

(Action: G Eade)

8. Dates of Future Meetings

30 November 2017 (*note the revised date*)

11 January 2018

8 March 2018

All meetings at 7.00pm.

Venues to be confirmed.