

Long Melford Parish Council
Neighbourhood Plan Steering Group

MINUTES OF MEETING
held on Thursday 30 Nov 2017 at Melford Court

Present

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

Apologies

Cllr R Kemp, Cllr J Lines

1. Introduction & Apologies:

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 1 typo corrected (the spelling of Thomson – “no P”)

3. Review of Progress:

Opening comments from I McDonald, in that he had provided a great deal of statistics to the dropbox, which would help in the fact sets of our case. J Burch then talked further about extending beyond the facts, and delivering a vision of what we want our village to be. This requires boosting the information with “iconic views” that demonstrate what we need to maintain. This could be achieved through our volunteer base taking pictures – There would then be a requirement for the core group to “rate” pictures for inclusion, based upon the key attributes for inclusion. This was considered to be a key value within the Lavenham NHP.

Group make-up was then discussed, as the sub-groups were lightened over the Winter period. It was agreed that Amy Hyde Parker be invited to join the Infrastructure group, and that J Lines and R Kemp join the Traffic & Parking group.

Group Progress:

A clear statement from I McDonald at the outset to all groups: We must be able to make a very compelling case for our plan. This means examining all options fully, with evidence of our evaluation. Be Robust!

Traffic Volumes/Types- The proposed data sets needed to progress this group were as follows:

- (1) Vehicle transit: Number plate checking at key exit/entry points to village. Volunteers required.
- (2) Obtain recent vehicle speed data from Sgt Paisley: Clerk has this in hand.
- (3) HGV Counting. Volunteers required (can be done as part of (1) above).
- (4) Speed camera data. Make use of LMPC speed camera for further data sets. Volunteers needed.
- (5) Footpath/cycle path around village – investigate route behind station road/Little St Mary

Parking Data

- (1) Survey – How many parking spaces are there on Hall Street? Volunteers required.
- (2) Survey – Disabled spaces how many are there, and are they in the right places? (Part of (1))
- (3) Survey – How are cars parked – Photo’s of issues/bad parking for evidence base
- (4) Trial – Mark 4 parking spaces with “T” marks to show how cars should be parked?
- (5) Engage an Urban design team – What can be achieved (at what price) – **Action J Ewbank**

Infrastructure:


- (1) Green Spaces: Need to Identify where the green spaces are, and which are “sacrosanct” Need access to a mapping specialist – J Nunn volunteered contact details for a mapping enthusiast who may be able to help. Volunteers required to photograph the “iconic views”
- (2) Health Care: The Clerk stated a recent report on Stafford Park development provided valid NHS provided detail on the Long Melford GP surgery, and he would provide the report **Action Clerk**
- (3) Toilets: *Not directly an NHP issue*
- (4) School: Data sought on capacity issues
- (5) Burial Grounds: *Not directly an NHP issue*
- (6) Tourist Information Centre: J Thomson suggested Sudbury TIC supply information on numbers of all Long Melford Enquiries, and that she would enable this – **Action J Thomson**

Housing:

- (1) Housing Need: How many houses are required? It was suggested that as the BDC Draft Local plan had so many variables still attached, that the DCLG figure of 121 homes be used as the basis for need.
- (2) Capacity: thoughts around the BDC defined capacity (Harefield) led the group to believe that their own Call for Sites would be more valuable, in obtaining the right sized development for the NHP.
- (3) CIL/S106 – There was discussion over the value of CIL when monies for mitigating development were being used out of the area. Further discussions with BDC are to be held in first week of Dec to clarify BDC’s position regarding items (1), (2) and (3).
- (4) Estate Agencies – There was discussion about an agency market assessment for an ongoing development, and their valid comments were considered to be worth incorporating going forward, along with those of other agencies for the area.
- (5) Community Land Trust – Not discussed at the meeting, other than having merit.

4. Proposals for next round of tasks – Household Survey

The household survey was discussed and it was considered vitally important to have a strong response. The volunteer force was discussed as being imperative to achieve this, similar to the efforts in 2006.

5. Public Engagement – Public meeting to engage Volunteers

It was agreed that the public involvement was now essential to progress, and that a public meeting was to be held on Saturday Feb 10th 2018. J Nunn to book the Public Hall (**Action J Nunn**) The meeting would be held in both late morning and again in the early afternoon. The meeting would state what has been progressed and explain what volunteer help is required going forward.

6. Any other business:

- (1) Proposal to elect Jonathan Ewbank as Vice Chairman, allowing the Chairman more time to meet his external commitments. This was unanimously agreed, and Jonathan was duly elected.
- (2) Volunteer co-ordinator – This role has been filled by C Watts without access to the committee progress, and has therefore been difficult to fulfil. In order to provide better service to the volunteer group going forward, it was proposed that the draft minutes are issued to volunteers, thus keeping all apprised of the group progress.



7. Dates of Future Meetings

18 January 2018 (note the revised date)

10 February 2018 – Public meeting/ volunteer sign-ups

8 March 2018

All meetings at 7.00pm.

Venues to be confirmed.



G.K. EADE

18 JANUARY 2018

DRAFT