

Minutes of the 5th Meeting of the Lawshall Neighbourhood Plan Team
Lawshall Village Hall, 02/02/16, 7.30pm

In attendance:

NPT members (first-tier): Laura Williams; Claire Osborne; Jamie Whatley; Bryan Adams; Ric Edelman; Andy Irish; Laura McClelland; Tom McClelland; David Page; Debbie Thomas; Karen Wilcox.

Non-members: Richard Livall; Dorothy Griggs; David Griggs; Nigel Hughes; Angela Whatley

1. Preliminaries

- **Apologies:** Lucy Kent, John Kent, Chris Grunzel, Cathy Acheson, Simon Heffenden
- **Minutes of last meeting:** Tom reported all actions from the last minutes have either been completed or are ongoing. Ric noted that the date on the last minutes was incorrect.
- **Action: Tom to correct date of 4th NPT minutes**
- Ric explained that this meeting would have a slightly more formal structure than previous meetings, and that people sitting-in on the meeting would have the opportunity to raise questions at the end of the meeting.

Matters arising:

- Laura M reported on the introduction of Rachel Hogger as the Lawshall NPT's new BDC point-person. Andy inquired whether Rachel would likely be an examiner of the Plan and Laura replied this would not be the case.
- Ric reported that Ian Poole has agreed to act as a consultant and has sent the NPT a proposal outlining the work he would cover. Ric explained that Rachel Hogger would be looking at the proposal to make sure there's no overlap with the service she will offer on behalf of BDC. Ric explained that Rachel and Ian will help us navigate legal considerations. The group agreed the proposal was promising and reassuring. Ric explained that payment of Ian Poole would be done in blocks, rather than by a single payment for the whole process.
- **Action: Ric to agree to proposal subject to any amendments from Rachel**
- Ric reported that Year 3's at the school will do a project connected to the NP. Claire Osborne agreed to participate in the process. Ric noted that the children's interest in the NP would encourage the support of parents.
- Ric reported that, following on from the decision made on the previous NPT meeting, a Complaints Procedure has been drafted. Cathy Acheson drafted the procedure and Angela Whatley kindly agreed to finish-up the writing process.
- **Action: Laura to upload Complaints Procedure to website.**
- Andy explained that at the last PC meeting a suggestion was put forward by Richard Livall that he be added as a third observer of the NPT. Richard Livall explained the motivation for this suggestion before being asked to leave the room while a vote was carried out. Andy invited non-NPT attendees (Nigel Hughes; David Griggs; Dorothy Griggs) to vote as well as the NPT. The vote was performed by secret ballot and counted by Andy.
- **VOTE: A motion was made to have Richard Livall as a third observer of the NPT, along with existing PC observers Andy Irish and Laura Williams. The motion was not passed.**
- After being informed that the motion was not passed, Richard Livall left the meeting.

2. PROGRESS UPDATES

- **Treasurer:** David distributed his financial report and stated that in the month of January there were no funds in or out of the NP account. He explained the process of adding Andy Irish to the account is ongoing. Tom noted the forthcoming expense of paying for the hire of the village hall for the current meeting.
- **Funding:** Debbie reported that the grant of £3941 that was applied for from Locality has been awarded in full. However, we receive these funds less VAT as VAT can be reclaimed by the PC. Debbie also reported that she wrote letter to Cllr Kemp to thank him for funds provided in December 2015.
- Bryan enquired why the cost was so high for the Questionnaire Software Licence. It was suggested that although the fee is high, it's normal for the service and is worth it for a leading brand.
- **Youth Session:** Ric reported that Amber is taking the lead on organising a youth session for the village, and has clear ideas of how to attract people. Ric noted that word of mouth would also be valuable. Ric asked Laura W whether leaflets advertising the event would be advisable but Laura suggested that online advertising would be more effective.

Lawshall Special Features & Infrastructure subgroups:

- *Special Features:* Ric handed over to Claire to report on activities of the Special Features sub-group. John and Lucy Kent are working on village history and built environment, and Claire is working on the village's natural environment. Claire will be contacting Grenville Clarke for advice. Lucy has been in touch with Elizabeth Clarke regarding use of the village archive. Ric reported that Rachel Hogger recommended the use of the Planning Aid England portal for character assessments. Ric also noted the option of organising walks in which villagers point out special features.
- **Action: Tom to forward Planning Aid England link to Claire.**
- *Infrastructure:* Bryan reported that the Infrastructure sub-group have not started yet as he has recently been unwell. He explained that they will begin soon and have a clear idea of their plans.

3. QUESTIONNAIRE

Publicity:

- Laura M reported that in the last R&A she reiterated key points about what the NP process involves and what it can and can't do. Some of this is duplicated in her draft of the flyer to be distributed in advance of questionnaire. She noted that the flyer will include a reminder for the Youth Session too, along with a statement about there being 'area representatives' to help villagers with the questionnaire. She explained that the questionnaire's themselves would have information stating who your area representative is. She reported that posters based on the R&A article are up around the village. She explained the introduction of a 'features of Lawshall' competition on the NP's Facebook page. Tom noted that the initial post for this competition had a reach of over 500 people.
- **Action: Laura to email the draft flyer to the NPT**
- Andy noted that in order to meet the provisional deadline of Feb 28th for delivering the questionnaire, the NPT would need to run it by the PC at their meeting on Feb 9th. Dorothy explained that she will add this to the PC's agenda and that she could print drafts of the questionnaire for the meeting so long as it is emailed to her by the morning of Feb 9th.

Draft questionnaire:

- Karen reported on the progress of the questionnaire sub-group. She explained that the Tom and Laura M were taking the lead on the Housing Needs Survey (HNS) component of the questionnaire and that she was taking the lead on the broader NP questions. Ric noted the importance of clarity and presentation in the questionnaire. Karen emphasised the importance of asking questions we can act on. Bryan enquired what the return rate was on earlier questionnaires done in the village. Dorothy noted 47% return for previous HNS.
- **Action: Tom to ask Elizabeth what the return rate was for Parish Plan survey**
- Tom explained the distinction between the HNS and the broader NP questions and explained that results of the former have to be independently analysed. He explained that although the HNS is administered by BDC, they are very open to our input. Many suggested changes to BDC's template HNS have been accepted although others have had to stay. In particular, the suggestion that the HNS be *per person* rather than *per household* was declined. Laura reported that she and Tom had met with Gill Cook – a specialist on HNSs at BDC – and Will Thomas – the academic at University Campus Suffolk who will be analysing the results of our HNS. Ric noted the HNS faces the problem that in Lawshall many villagers were unhappy with last HNS and its results, meaning it's important that the forthcoming HNS is suitably embedded in the broader project of the NP. Ric noted the importance of writing a clear covering letter for the questionnaire's. Laura noted that this should explain that most people will be able to skip a much of the questionnaire.
- Tom invited the NPT to suggest any amendments to the 3rd draft of the HNS. A number of suggestions were made and recorded by Laura M.
- **Action: Laura and Tom to redraft HNS in light of points**

Logistics of delivery and collection:

- Laura outlined rough plans for the delivery and collection of flyers. Laura reported that Will Thomas had suggested that the HNS needs to be live for 1 month, but a worry was raised that villagers should be given a shorter deadline. A decision was made to give villagers a shorter deadline for the physical questionnaires (circa 2 weeks from delivery) but for the online questionnaire to stay live for a month.
- All present agreed to contribute to the delivery of questionnaires, and a willingness to be representatives for their area
- Tom reported that Malcolm and Trisha Edgar, Claire and Brian D'eath and Simon Heffenden have offered to help with delivery.

4. Completions

- **AOB:** Bryan raised the matter of the NPT declaring interests. The group agreed that interests should be declared using the same model as the PC.
- **Action: Tom to email the NPT with a form on which they can declare any interests, along with a some guidelines regarding what constitutes an interest.**
- **Action: Declaration of interest to be added to beginning of all future NPT meeting agendas.**
- Ric opened the floor to any questions from villagers sitting-in on the meeting. Nigel Hughes suggested a record be made of who wrote the Complaints Procedure and their credentials.
- **Action: Ric to add these details to the Complaints Procedure.**
- **Date of next PC meeting – Tues 9 Feb 7.30 / Date of next NPT meeting - TBA**