

## Minutes of the 4th Meeting of the Lawshall Neighbourhood Plan Team

### The Swan, Lawshall, 02/12/2015, 7:30

Team Members in attendance: Bryan Adams; Cathy Acheson; Amber Brouder; Ric Edelman; Andy Irish; Lucy Kent; Tom McClelland; Laura McClelland; Claire Osborne; David Page; Debbie Thomas; Jamie Whatley; Karen Wilcox; Laura Williams.

Other villagers attending: Claire De'Ath; Simon Haffenden; Richard Livall.

#### 1. PRELIMINARIES

- Apologies: John and Lucy Kent
- Introductions: Simon, Claire D, Claire O, Richard
- Minutes of last meeting: Tom reported that all tasks from the previous minutes have been completed, done apart from approaching sports teams to introduce the NP.
- **Action: Laura W to approach football team**

#### 2. PROGRESS UPDATES

##### *Designation of Neighbourhood Plan area:*

- Ric reported that there have been no objections to the Neighbourhood Plan area designation application. It is on track to be passed by Babergh DC in the coming weeks.

##### *Funding:*

- Debbie reported that she has made an 'expression of interest' to Locality regarding the government grant. This expression of interest has been recognised and we now have 30 days to make our application. The £375.00 application to Cllr Richard Kemp's funding has been accepted and a cheque is forthcoming. Richard Livall raised the possibility of asking James Long about DC funds and enquired about the overall budget of the project:
- **Action: Tom to email Richard with budget**

##### *Treasurer:*

- David Page reported that there are complications around the NPT having an independent bank account but that measures are being taken to address this, including adding Parish Cllr Andy Irish as a signatory to the account and asking the PC to make a retrospective resolution to approve the Neighbourhood Plan. David reported that we have spent £220.00 on hiring consultant Ian Poole for our community event and that we have other expenses from the event to pay.

##### *PR:*

- Laura reported that the group now has a Twitter account 'Lawshall\_NP' and that the Facebook group is now being widely followed. New newsletter posters are being put up around the village. Laura explained that this month's 'Round & About' contains both December's public notice and, due to a printing error, a duplicate of November's public notice. Lucy Kent will be responsible for the NPT's tree at the Christmas Tree Fair at All Saints Church on 12<sup>th</sup>/13<sup>th</sup> Dec. Thanks to Lucy are recorded.
- It was noted that the pub will be hosting a Christmas Quiz on Sun 20<sup>th</sup> Dec that the NPT could compete in

- **Action: Karen to put team together for the Christmas Quiz**

### **3. NOVEMBER 21st – DEBRIEF**

#### *Comments / Thoughts from the floor*

- Ric invited all in attendance who came to the event to share their thoughts
- Jamie said it was the best thing he's ever seen in the village, despite the off-putting weather and the fact that many people were away.
- Claire said that the event was welcoming and well-organised and that it was good to see so many people in attendance. Claire noted there was lots of opportunity for interaction.
- Laura W said the event was well-organised and just how it should have been. She noted that people were interested in the questions being asked and that there is a lot that villagers need to be taught about the NP process and about what they can expect an NP to achieve.
- Brian said it was the best meeting he's ever seen in the village in 28 years. He noted that people made interesting comments and that there was little room for improvement. He suggested it would have been better to have even more people in attendance.
- Andy said the event was exceptionally good. He congratulated the PR team for their role in achieving such a high turnout, and those responsible for putting together the information boards. Andy emphasised the need for identifying trends in results from the event.
- Karen agreed with others and noted she learned a lot about Lawshall.
- Debbie said Ian Poole gave a very helpful well-pitched talk and noted the wide age-range of people attending.
- Tom agreed with others and noted tone of the event was positive despite the potentially contentious nature of some of the issues discussed.
- David reported he was surprised to see how engaged people were with the whole process and suggested the event was a great springboard for the NP process.
- Claire O noted that Ian Poole was excellent and that she was impressed by the turnout.
- Laura M reported she was pleased with the turnout and pleased to see how engaged people were and how ready people were with their opinions
- Simon noted how well organised the event was reported that he was in attendance at the meeting precisely because of the impetus communicated at the event.

#### *Anything we could have done better?*

- Ric asked the group if there was anything they thought could have been done better.
- Bryan noted that too few young people attended and Karen suggested that Saturdays are a bad day for younger villagers.
- Richard noted that some of the questions at the event were not as neutral as they ought to have been. Andy noted that people had an opportunity to put up notes with their own thoughts, and that the themes of the questions were broad.
- Cathy proposed an evening event just for young people.
- **Action: group to organise a young persons' event find in the new year**
- Richard suggested that the questions asked at the event were not in line with the Locality roadmap's guidelines on initial consultation events. Several people responded that the description Richard cited matched the content of the event.

- Cathy noted the importance of focusing on development issues and not letting auxiliary concerns distract from this goal.

*Processing and reporting the Consulting Material*

- Karen reported on how the data from the event/mini-questionnaires was processed. All post-it notes were recorded word for word, all dots were counted and any unprompted written comments were recorded. Ric reported that all material from the event will be kept safe in a portfolio and that our Babergh contact Nick Ward approved how we have processed the results. Ric explained that the next task is identify trends/themes and report them back to the village.
- **Action: trends/themes in results to be identified in sub-meeting**
- Richard noted that a number of issues more pertinent to a Parish Plan than a Neighbourhood Plan could be addressed by developing a Parish Plan.
- Simon noted that we would have to be careful in how we interpret the post-it notes from the event because post-it notes put up later in the event will have had less of a chance for people to agree/disagree with them.
- Amber asked how the results are being reported to the public? Tom explained that the full spreadsheet of results will be included on the NP tab of the PC page and Ric noted that a summary of trends from the results will be distributed online and in the next Round & About.
- Richard suggested that a 'statement of community engagement' from Mulbarton could be a useful guide for the NPT and handed over the document for safe-keeping by the Secretary.
- Ric asked who needs to be given a 'thank you' in connection with the event. The group identified the following: Derek Clemmens for help on identifying landowners, Wendy Harris for looking after the kids club, Lynn Kidd, Teresa Walters and the youth club for their exhibition and banner, Laura W for use of pub, Ian Poole for his presentation, the photographers for recording the event, John and Lucy Kent for catering the event, Elizabeth Clarke and Lucy Kent for use of archive material, Johnny Kemp for supplying photographs used at the event, David Burr for the event signs, Jenna Kitchen for holding the publication of R&A to allow Laura M to write an entry reporting on the event, Richard Kemp for funds, Jack and Tina for collecting mini-questionnaires at the shop, Bryan and the School House Trust for supplying initial funds (Bryan noted that if thanks were received by 7<sup>th</sup> Dec they could be reported at the next Trust committee meeting), the Green Light Trust for use of their space, Darren Marshall for access to the village hall before the event.
- **Action: all people identified to be thanked on behalf of the NPT**

#### **4. THE NEXT STEPS**

*Delivery Schedule / Main Questionnaire:*

- Tom distributed copies of the latest version of the NP delivery schedule, and talked the group through the key stages. Richard asked whether the NPT will get the help of outside consultation in the preparation of the Housing Needs Survey etc. Tom reported that the NPT will be getting assistance from a consultant and from Babergh DC.
- Cathy noted the importance of helping people complete the questionnaires. Tom reported that we have budgeted to hold an event at the village hall where people can come for assistance and Laura explained that each questionnaire will include details of a local point-person who can help

you complete the form. Cathy noted the importance of keeping meticulous records of what's discussed when people are helped in completing the questionnaire, and for how long.

#### *Other parallel jobs*

- Ric suggested that sub-groups be formed to work on specific areas such as infrastructure; Lawshall's special features; analysis of past surveys and the questionnaire.
- Richard suggested that the NPT is trying to 'run before it can walk'. Ric highlighted the importance of this kind of criticism being registered. Tom echoed Ric's point but noted his strong disagreement with Richard's view.
- Bryan highlighted the need for collecting expressions of interest regarding potential building sites. Cathy suggested that questionnaires could include a statement of interest. Laura M noted worry about anonymity. Cathy suggested avoiding this problem by having the statement on a separate staple, and perhaps adding a statement of truth. David raised concerns about such statements being off-putting. Claire O suggested that by adding the question 'Do you own a parcel of land that could be considered for development' we would gain the information we need whilst avoiding the problems raised. Claire D raised the question of what we would do if an interest was declared, and what consequences this could appropriately have for analysis of results. Ric noted that what the group had been advised is that declarations of land ownership would be requested at a later stage after the questionnaire. Andy noted that adding extra legal material to the questionnaire could be off-putting to younger villagers.
- **Action: Ric to find out whether questionnaires have to be anonymous.**
- Richard noted that smaller groups are a good idea and suggested a group to look at policy frameworks and socio-economic data. Andy noted the possibility of including people from outside the NPT in the sub-groups.
- **Action: everyone to think about what groups to join for January**
- **Action: Tom to send round message before Christmas asking all team members what sub-group they would like to be part of.**
- Cathy suggested that the NPT ought to have a complaints procedure
- **Action: Ric to add complaints procedure to terms of reference**

#### **5. COMPLETIONS**

- AOB: None
- Date of next PC meeting – Tues 8 Dec 7.30
- Date for next NPT meeting - last week of January
- **Action: Tom to do email poll for next NPT meeting in New Year**

Meeting closed 20:58