

**Minutes of the 7th Meeting of the Lawshall Neighbourhood Plan Team
The Foundry, 19/05/16, 7.30pm**

In attendance:

NPT members (first-tier): Ric Edelman (Chair) Karen Wilcox, David Page, Debbie Thomas, Tom McClelland, Laura McClelland, Jamie Whatley, Claire Osborne

Non-members: Howard and Jacque Norman, David and Dorothy Griggs, Wendy Harris

In Attendance: Dr Will Thomas, Suffolk Business School, University Campus Suffolk

1. Preliminaries

- **Apologies:** Cathy Acheson, Bryan Adams, John Kent, Lucy Kent, Andrew Irish, Laura Williams
- **Declaration of Interests:** None
- **Minutes of last meeting:** Agreed as an accurate account and signed by Chair.

Matters arising:

1. Community Engagement Strategy document – This has been agreed by Parish Council and Ian Poole. Final document is available in Dropbox and on Neighbourhood Plan section of Parish Council website.
2. Team Profiles and Declaration of Interests – Some still outstanding

Action: Karen to send out templates with minutes for completion

3. Pavement construction – This issue was raised at Parish Council but still awaiting confirmation of dates from Highways department.
4. Questionnaires – All actions completed
5. Ric has circulated response to his letter to CEO of Babergh DC and has had a meeting with MP James Cartledge – outcome of this meeting was 3 statements
 1. *There are lots of problems with Neighbourhood Plans*
 2. *A hinted Dismissal of the Lavenham proposal because it didn't allocate sites*
 3. *Yes, Yes, Yes to move swiftly! - ? implication they are not long lived?*

2. PROGRESS UPDATES

- **Treasurer:**

Bank account has now been incorporated with the Parish Councils for auditing purposes. VAT will be returned, Awaiting paperwork before outstanding cheques can be paid in.
- **Funding:**

2nd stream of funding from locality bid has been applied for Approx £4500
- **Publicity:**

Summaries to questionnaires will be available on Internet and paper copies will be available at The Swan and in the Village Hall.
An offer of a Stall at the Village Fete on 2nd July

Action: Laura to look into a stall at the village fete

- **Special Features:**

Claire reported back on the walk that took place on 15th May. A group of people met at the village hall and took sections of the village and mapped the Character of the area, taking photographs and recording any special features. All information sent to Claire for collating.

See Appendix 1 for full report of event and who took part.

Action: Meeting at The Swan to pull information together and plan the Character Assessment of the village.

3. QUESTIONNAIRE PART 2 – Housing Needs Survey – Dr Will Thomas

Will congratulated the team on the response rate and explained that Part 2's purpose was to establish the Need for housing in Lawshall.

231 household responded – The results were presented to those present.

Hard and electronic copies are available to team and our professionals.

Action: Tom to send out to team for response by 1st June

20.35hr Dr Will Thomas left the meeting

4. QUESTIONNAIRE PART 1 – Your Village

The results were presented in a power point presentation prepared by Questionnaire team using the graphs from Survey Monkey. Lots of information to take in.

Action: Tom to send out to team for response by 1st June

5. PREPARATION FOR 'SLEEVES ROLLED UP'

Ric outlined the things that need to be pulled together before this workshop supported by Ian and Rachel on June 8th. See appendix 2 for the list of things we have to prepare.

Out of this workshop and the follow-up on June 22nd we will have the content and method of sharing the information with the village at the 2nd Consultation event. Date to be decided by team.

Action: Karen to send out doodle poll for dates village hall and Ian Poole are available in July

6. COMPLETIONS

- **AOB:** None

- **Meeting Dates:**

- Monday 23 May 7.30 pm – Character /Special Features (Swan)
- Wednesday 8 June 7.00 pm – Sleeves Rolled up 1 – (Foundry)
- Tuesday 14 June 7.30 pm - Next PC meeting (Village Hall)
- Weds 22 June 7.00 pm – Sleeves Rolled up 2 – (Village Hall)
- Sat 16 or Sun 17 July – 2nd Village Consultation Event (Village Hall)

- **Date of next NPT meeting – TBA**

Meeting Closed at 9.15 pm