

## Laxfield Neighbourhood Village Plan Group Meeting

Sunday, 12<sup>th</sup> August: 5:30pm at 1 Church Walk

Present: John Worthington; Ian Pettitt; David Alchin; Sue Innes (chair); Candida Wingate; Jo Lofthouse; Barry Cable

Apologies; Lisa Auchterlonie

### 1. Postponement of meeting with Ian Poole

The group noted that the meeting with Ian Poole, scheduled for 16<sup>th</sup> August, had been postponed until after the next Parish Council meeting, due to take place on Monday, 10<sup>th</sup> September.

### 2. Declarations of interest

Ian Pettitt informed the group that he put forward a potential site on his land, in response to a call out from the local authority in 2016/17.

It was not his intention to develop the site, but was concerned that it might be perceived as a conflict of interests.

The group was unanimous that IP should remain part of the LVNP group, as his experience, knowledge and commitment is highly valued.

**NEXT STEP: IP to write a letter, acknowledging the potential conflict of interests, and send it to the Chair of the Parish Council, copying in the Parish Clerk.**

**JW & SI to meet with Chair and Lisa Auchterlonie (the PC representative on the LVNP group) to discuss how to best move forward to avoid any perceived conflict of interest.**

### 3. Neighbourhood Plan Questionnaire

A sub group (SI, JL, LA) had had a trial run of the Community Action Suffolk software, and thought it totally suitable for our needs, preferring it to Survey Monkey, not least because it was flexible and allowed for greater analysis of data.

**NEXT STEP: CW to inform Parish Clerk of group decision to buy software at £250, and put him in touch with Sarah Mortimer at CAS, so that he can formally make the purchase as soon as possible. DONE**

There is flexibility for other group members to play an active role in producing the questionnaire, but for now the sub committee of SI, JL, LA will work together to produce a first draft questionnaire for consideration by the larger group by 23<sup>rd</sup> August.

There will be three questionnaires; household, business and young adults (16 – 28 year olds)

**NEXT STEP: IP to look again at Mendlesham Neighbourhood Plan, as they produced a fourth questionnaire, and let SI know what it was. The matter to be discussed at the next meeting.**

The questionnaire will be based on the seven themes explored in previous public consultations. These are:

Greenspaces and footpaths  
Business and communications  
Social infrastructure – health, education, etc.  
Development and housing needs  
Transport, parking and traffic  
Heritage  
Leisure and pleasure

It was felt that there should be 1 – 2 pages per theme, and that space should be allowed for comments after each theme.

Accessibility (legibility, etc) was discussed briefly, and noted that all care should be taken to ensure that the questionnaire was as user-friendly as possible.

The sub committee had already discussed the advisability of having a team of volunteers to assist with completing the questionnaire, e.g. the IT sessions at the Royal Oak, social gatherings in the Church, et.

LA had suggested Wendy Abbott as potential co-ordinator for distributing the questionnaires and will pursue that.

CW said that several individuals had also volunteered to distribute questionnaires and help people complete them.

**NEXT STEP: Sub committee to meet to produce draft questionnaire. LA to speak with WA re distributing questionnaires. CW to establish list of volunteers.**

4. AOB

The group asked that we receive confirmation of the proposed meeting with the developer of the land opposite the school on Framlingham Road.

**Date/time next meeting: Thursday, 23<sup>rd</sup> August, 7:30pm at the Royal Oak**