

Laxfield Neighbourhood Planning Group Meeting

Thursday, 12th April, 7:30 – 9:00pm Location: Royal Oak

Minutes

Present:

John Worthington (Chair); Ian Pettitt; David Alchin; Jo Lofthouse; Candida Wingate

For Parish Council – Tony Oakes; Andrew Peachey; Nick Woodhead

Apologies: Adam Fairbrother, Barry Cable

What?	How?	Who?	When?	Outcome
Adoption of Terms of Reference and Declaration of Interests	<p>Papers previously circulated for consideration.</p> <p>Terms of Reference amended to contain reference to Parish Council complaints procedure & responsibilities of special interest sub-groups.</p> <p>Declaration of interest forms distributed at meeting.</p>	<p>CW to revise Terms of Reference and send to PC for inclusion on web site.</p> <p>All members of Planning Group, excluding Parish Council representatives, to sign forms.</p> <p>Parish Clerk will receive signed forms.</p>	<p>Terms of reference – 29 May</p> <p>Declaration of Interest forms to be signed and brought to meeting 29 May</p>	
Appointment of Group secretary	<p>CW offered to be secretary for 6 months. JW asked if someone else might step in to take minutes at meetings.</p>	<p>Sal Clarke previously offered to do typing, so JL will approach to invite to next meeting to take minutes.</p>	<p>By 29 May</p>	
Consideration & approval of MoU	<p>The draft MoU was presented at a previous meeting (10th April) with MSDC officers, Paul Bryan & Paul Munston. It lays out the responsibilities of MSDC and the Parish Council, in achieving a Neighbourhood Plan.</p> <p>IP outlined contents and stressed importance of building strong relationship between MSDC, the PC and Planning Group.</p>	<p>Parish Council have to sign it officially.</p> <p>Tony Oakes and Andrew Peachey may feed back progress of Planning Group to Parish Council</p> <p>A member of the Planning Group is also invited to attend Parish Council meetings to report back</p>	<p>Next Parish Council meeting</p> <p>Monthly PC meetings</p> <p>Monthly PC meetings</p>	
Update on Groups visited, including Market Place event, and consultations planned	<p>JL reported back on groups visited thus far, and their views on developing Laxfield.</p> <p>Document, with list of groups and dates visited, circulated.</p> <p>This document will be an important contribution to the Plan, as it evidences public consultation. JW & IP stressed the need to achieve</p>	<p>Engagement Group to continue visiting groups and gaining information reflecting their interests and concerns.</p> <p>JW to continue considering the necessary strategies.</p> <p>Planning Group to hold a strategy meeting on 2nd May at Hill Farm, starting a 7 o'clock.</p>	<p>2nd May, Strategy Meeting</p> <p>14th May Annual Parish Meeting – 15 minute presentation to include</p>	

	<p>'short-term wins' whilst strategically thinking of next 20 years ahead.</p> <p>It was agreed that we need to hold a big consultation event for the whole village.</p>	<p>JW to circulate a programme for the evening prior to the event.</p>	<p>images, if possible, by Planning Group</p>	
Site allocations	<p>Parish Clerk updated group on site opposite school – developer wants to put in housing and parking for school. Realistically 40 – 50 houses could be built there.</p> <p>IP declared an interest, given his current position on board of ??? but was not required to leave the meeting.</p> <p>Other sites include Phase 2 of Mill Road, Grayston's allotments, possibly Grayston's garage site.</p> <p>Key question for survey = What size development would you like?</p>	<p>Parish Clerk, JW and DA to meet with developer, to discuss plans.</p> <p>IP to meet with Tony Oakes to look at allocated sites.</p>		
Timetable	<p>Agreed that Strategy meeting needed to establish appropriate timetable.</p>	<p>Planning Group only</p>	<p>Strategy meeting 2nd May</p>	
Consultants	<p>Strategy meeting needed to identify what level of consultancy we might require in the first phase.</p> <p>Also agreed the Group needs a critical friend/mentor</p>	<p>IP knows of someone in Ipswich who might be suitable as a mentor.</p> <p>JW will approach Suffolk Acre to see what they advise</p>	<p>By 2nd May</p> <p>By 2nd May</p>	
Budget	<p>Parish Clerk will have to make application on our behalf. As he had left the meeting at this point, this item will be carried over into next meeting</p>			
AOB	<p>Plans – to make sense of site allocation, etc we need large size ordnance maps</p>	<p>IP offered to get some</p>	<p>By 2nd May</p>	
Next meeting	<p>29th May at 7:30 in the Royal Oak</p>	<p>Planning Group plus Parish Council representatives</p>		