

## **Laxfield Neighbourhood Village Plan Group Meeting**

**Thursday, 23<sup>rd</sup> August: 7:30pm at Guildhall**

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

Apologies; Nick Woodhead (Parish Clerk)

### 1. Progress report and clarification of relationship

The group agrees we would like an active relationship with the Parish Council.

It was noted that the Parish Clerk had published a call for sites, both in the Parish Newsletter and on the Parish Website, without reference to any member of the Laxfield NVPG.

It is felt that we need to balance the situation with AECOM, to ensure that the NVP group is involved in the work they carry out.

LA clarified her position within the group, saying that she very much wanted to be part of the group, and was not attending solely in the role of Parish Council representative.

### 2. Draft questionnaires

Young adults between the age of 16 and 28 constitute a statistically significant sector in local and national policy planning; as such, it has been decided to split the questionnaires in to two groups – Household and Young Adults.

SI talked the group through the draft Household questionnaire.

JL talked the group through the draft Young Adults questionnaire.

There will also be a business questionnaire, and responses to it will be fed back into the general survey.

**NEXT STEP – SI to standardise questions between the Household and Young Adults questionnaires and circulate via email for comments by 31<sup>st</sup> August**

### 3. Structure of Report & Programme of Work

SI has expanded the Gantt chart, of achieve Report within our preferred timescale.

There was a discussion about what information pertinent to the Report was already available, e.g. the Village Profile, as purchased by the Parish Council.

BC assured the group that much of the information relating to the Parish was available via the Museum.

**NEXT STEP – BC and SI to meet to discuss Museum resources and identify information points.**

### 4. Agreed Actions

LA asked that a copy of the LVNP group mission statement be emailed to her.  
JW and IP to rough out policies for inclusion in the Report

JW to discuss mission statement with Tony Oakes (Parish Council Chairman)

IP to take responsibility for discussing our plan of action with Ian Poole and AECOM and what support they can provide during the first stage of producing the Report.

LA to report back to Parish Council on the Group's progress.

5. AOB

It was noted that we would need more, and varied, working groups to achieve some of the work, e.g. managing social media platforms.

It was agreed that we form small working parties to achieve elements of the work and that their meetings would not be minuted.

**NEXT STEP – CW to consolidate the list of people who have already volunteered and the roles/skills they wish to offer**

**Date/time next meeting: Thursday, 13<sup>th</sup> September, 7:30pm at the Guildhall**