

**Laxfield Neighbourhood Planning Group Meeting**  
**Tuesday, 29<sup>th</sup> May, 7:30 – 9:30pm Location: Royal Oak**

**Minutes**

Present: John Worthington (Chair); Ian Pettitt; David Alchin; Jo Lofthouse; Candida Wingate, Barry Cable

For Parish Council; 0

Apologies: Lisa Auchterlonie, Sal Clarke unable to commit further to taking minutes

<b>What?</b>	<b>How?</b>	<b>Who?</b>	<b>When?</b>	<b>Outcome</b>
Collection of Declaration of Interests	Papers previously circulated for completion	All group members signed and handed to CW, to hand on to Parish Clerk	PC Meeting, 11 <sup>th</sup> June	
Parish Council support	Group conversation about level of support from Parish Council and need to clarify what is appropriate. In absence of PC representative it was agreed that the issue would be reported back to PC by a member of the group	CW to report back to PC	ditto	Barry Cable had conversation with PC Chairman, who attended meeting with Ian Poole
Work programme/ Gantt chart	4 simultaneous work strands 1: Land, buildings, assets – long term view 2: How to ensure we capture what the community wants 3: Putting 1 & 2 together = Neighbourhood Plan 4: Capacity to respond to issues during progress to Plan.  The Gantt chart must remain dynamic, a living document, capable of responding to unexpected changes and/or opportunities	JW to meet Terry Moore (Mendlesham Plan). Anyone else who wishes to attend is most welcome.  CW to clarify who was responsible for which tasks and upload to Google docs.  Ian Pettit willing to take on programming, once we reach Phase II  All group responsible for monitoring progress against chart	18 <sup>th</sup> July  By June 8th  Sept 2018  on-going	

<b>What?</b>	<b>How?</b>	<b>Who?</b>	<b>When?</b>	<b>Outcome</b>
Budget	Need to appoint someone responsible for managing finances. We need budget to: - Purchase CAS software £500 'slush' fund Mentor fees Additional costs associated with public engagement day General resources for producing draft plan (paper, inks, colour printing, etc)	Barry Cable volunteered. He will attend meeting with Ian Poole (30 <sup>th</sup> May) to get idea of what sort of fees he will charge  Barry to hold a finance meeting with other group members, to agree budget up to March 2019  BC to draw up suitable budget and forward to PC Clerk.	30 <sup>th</sup> May  By PC meeting, 11 <sup>th</sup> June	Meeting with Ian Poole went well, and some useful advice received.  Ian Poole will draft a proposal of what he can do and what it will cost and send to JW (?) by June 8 <sup>th</sup> . General fee = £385 a day, plus expenses
Public event	7 tables, each dealing with different issue relating to planning/development. Each group member responsible for setting up/facilitating a table. CW to produce publicity, and oversee refreshments and set up, also running 'exit poll' JW to produce questions for each table	All group members, plus 2 <sup>nd</sup> tier helpers. Derek Watkins? Adam Fairbrother?  We hope that Parish Councillors will also attend  Candida to meet with Sue Innes to discuss materials for her table  Barry to supply photographs & display boards	By next meeting, Wednesday, 20 <sup>th</sup> June  6 <sup>th</sup> June	250 A5 fliers printed and given to David to pass on to Jo – Catherine aware that they will be distributed at the market on June 2 <sup>nd</sup>
Any other business	Church Feast display – need map, bunting and materials for making new bunting  JW away from 5 <sup>th</sup> June - 1 <sup>st</sup> July, so not able to attend planning meeting 20 <sup>th</sup> June	Candida and Jo to set up – probably  Need alternative chair for planning meeting	Feast, Friday 8 <sup>th</sup> June  By 20 <sup>th</sup> June	
Next meeting to finalise plans for public event on 7 <sup>th</sup> July	CW to update plans and circulate, collate appropriate bunting and information from 2008 Appraisal for each table; also publicise for more support in Parish Newsletter. Everyone to think about what they'd like by way of resources	Whole group	7:30pm, Wednesday, 20 <sup>th</sup> June at Low House	Room booked