

**Laxfield Neighbourhood Planning Group (LNPG)**  
**Minutes of meeting 15<sup>th</sup> March 2018**

Present: John Worthington (chair, JW), Nick Woodhead (parish clerk, PC), Andrew Peachey (AP), Adam Fairbrother (AF), Jo Lofthouse (JL), David Alchin (DA), Ian Pettitt (IP), Candida Wingate (minutes, CW)

- The group considered the now active Mendlesham plan, how it had been developed, what had been learned from the process (eg the skills needed to produce it) and how elements of it could be used as a model and to a large extent a template for the Laxfield plan (eg the questionnaires).
- In trying to establish a framework for the informal consultations, the group was advised by the Parish Clerk (PC) that the main focus should how the information gathered could inform planning.
- Producing a Neighbourhood Plan is subject to statutory process and scrutiny. The group requested clarification on what we are mandated to do, and the PC said Mid Suffolk District Council had a 'duty to support' and that he would invite Paul Bryant (who initially addressed the group on November 6<sup>th</sup>) to attend. The district council must perform a number of duties and at the early stages these include identifying key policies from the Local Plan, advising on relevant national policies/guidance and sharing information on key contacts, stakeholders and best practice plan.

<b>What?</b>	<b>How?</b>	<b>Who?</b>	<b>When?</b>	<b>Outcome</b>
Date of next meeting	Via email	Everyone	Within 7 days	
Establish what we are mandated to produce	Invite Paul Bryant of MSDC to next meeting	PC	Within 7 days	
Inform residents about plan and why it's important	Information sheets written by AF and IP to be published on village website	JL to send to PC to post on site	Within the next 7 days	Done (18.03)
Inform residents about Neighbourhood Plan and why it's important	Information sheets written by AF and IP to be published in Parish Newsletter	CW	Following day	Done (16.03) CW spoken to John Reeves and emailed text for inclusion in next issue
Identify groups with whom we wish to consult	Public Engagement group to use spreadsheet of local groups to inform list	CW, JL, DA, AF	Before next general meeting	
Produce consultation framework for informal group meetings	Consultation group to discuss, with reference to Mendlesham questionnaires	CW, JL, DA, AF	Monday 19 <sup>th</sup> March	
Recruit more help, particularly specific skills, eg typing and archiving.	Via website, email group, WhatsApp group, Parish Newsletter	CW, JL, DA, AF	Immediately	Sal Clarke has volunteered to help with typing and Google Docs
Establish effective/efficient means of communicating within the group and storing documents	Creation of Google Docs folder	PC	Within 7 days	