

Laxfield Neighbourhood Planning Group Meeting Thursday 13th September 2018 in the Guildhall

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

Apologies: Jo Lofthouse, Nick Woodhead (Parish Clerk)

1. Review of Parish Council meeting

In reporting back on the Parish Council meeting, held Monday 10th September, JW advised that we wait for minutes of that meeting for details of what took place.

JW said that we were in the preliminary phase of co-creation, which in turn would lead to a period of co-production - working with the community - post March 2019.

To achieve the co-creation, we need to ensure that: -

- our Terms of Reference are ratified by the Parish Council
- that Councillors are fully informed of our proposed Contents for the Report
- and that they are aware of our programme of work, intended to achieve the Report.

In addition, the LNVP Group need the access and freedom to consult with consultants.

Sue Innes confirmed that we are able to make direct contact with the agent dealing with the land opposite the school, as confirmed by email by NW.

NEXT STEPS:

- revisit Terms of Reference for circulation to all Parish Council members and agreement at next PC meeting (CW/JW)
- Agree draft Report Contents document and Work Programme, for distribution to Parish Council for consideration at next meeting.

2. Update Questionnaires

Sue Innes presented the draft Household Questionnaire and the Group worked through it thoroughly, adding comments and amendments.

It was agreed that the Questionnaire would include a call for sites and a covering letter.

Sue Innes offered to produce the Questionnaires at her office. It was agreed that the final version would be produced and ready for distribution by the week beginning 24th September.

There is a list of volunteers wishing to help distribute the questionnaires and Wendy Abbott (Parish Council) has also offered to help.

NEXT STEPS:

- Sue Innes to amend Household questionnaire as per comments made a meeting, write covering letter and include call for sites
- Sue to produce final version, using CAS software to generate and format questions
- Sue to generate young adults questionnaire & print off final versions of both questionnaires, ready for distribution week commencing 24th September
- CW to provide list/contacts for people willing to distribute
- We need to alert Wendy Abbott to the time scale.

3. Proposed content of NP report

JW took us through the document 'Proposed Content for NP report' and explained different working groups and how some of the work might be achieved.

4. Plan of work to March 2019, key events and deliverables

It was agreed that the Group would meet again on Wednesday, 3rd October, and that the Plan of Work would be the main item for discussion; this would enable us to clarify any points necessary in time for it to be put to the Parish Council at their next meeting.

5. AOB

The working group due to meet with Ian Poole on Monday, 16th September, arranged to meet prior to that appointment, to discuss matters they wished to bring up with the consultant.

Date and time of next meeting: Wednesday, 3rd October, 7:30pm at the Guildhall