

DRINKSTONE NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of the meeting on

Tuesday 9 October 2018 at the Old Rectory, Drinkstone

Members present:

Ian Cooper (IC)
Jane Hill (JH)
Peter Holborn (PH)
Ian Poole (IP) - consultant
Joe Stebbings (JS)
Graham Todd (GT)
Jeremy Wiggins (JW)

In the absence of the Chair, Jane Hill acted as chair of the meeting.

JH welcomed JS as a new Steering Group member, updated him on progress to date and briefly explained the role of AECOM in the design code work.

ITEM		ACTION
1	APOLOGIES FOR ABSENCE Apologies received from DY and DMH	
2	NOTIFICATION OF ANY OTHER BUSINESS None	
3	MINUTES OF THE MEETING OF 4 September 2018 The minutes were approved subject to some minor amendments: <ul style="list-style-type: none">- SSI should read SSSI;- Dates to be amended as agreed – replace with “First Drop-in Session” for clarity;- Review of actions (i) DY discussed list of distributors with Lynne Woodward and (ii) GT supplied JH and JW with a printing estimate from Gipping Press and (iii) add “.. of grant application..” to JW & JH actions listed under Item 10 of previous minutes.. DMH to ensure that Minutes of Steering Group meetings are uploaded onto the village website.	
4	MATTERS ARISING/REVIEW OF ACTIONS Subject to the minor changes above, all actions listed in the previous minutes had been completed.	
5	REPORT ON THE VILLAGE WALK AND THE WORK OF THE ENVIRONMENT GROUP PH reported that almost 40 people had participated in the village walk that took place on Saturday 15 September, a very satisfactory outturn although regrettably no children took part. A highlight of the walk was a visit to Stotts Cottage and a brief talk by JS on the progress of the restoration work. A great deal of interesting facts were presented during the walk by PH and others, including the identification of a Roman route that passed through the village.	

	<p>PH also reported on the progress of the landscape character assessment work and related activities. Information gathering is already underway, and he proposes to ask the Chair to contact the Local History Group to request their participation. IP suggested the use of text boxes and similar devices in the report itself to provide space for this type of material that is important in establishing context for the Plan.</p> <p>PH also said that he is proposing to produce a transect through the village, and pointed out that a straight line drawn north-south from the area of the church passes within a few metres of many features of relevance and importance. This work would include a cross-sectional analysis of the land, showing both topography and details of important buildings. It is proposed that this work should be presented at the second Drop-in Session planned for February 2019 (see Item 9 below). JW suggested that it would also be interesting to chart the development of the village historically – again, a job that the Local History Group might tackle.</p> <p>The target completion date for the environmental aspects of the work is year-end 2018.</p>	<p>PH/DY</p>
<p>6</p>	<p>REPORT ON THE FIRST PUBLIC DROP-IN SESSION</p> <p>On behalf of those present all day, GT said that a total of 61 people had come during the five-hour period, that all had spent a considerable length of time reading the display boards and making their suggestions and views known by means of the post-it notes and stick-on markers provided. Steering group members thanked and congratulated IP on the excellent display boards that were very clear and widely admired. The feedback had been extensive and thoughtful. Steering Group members asked that the Chair, who had analysed the feedback after the event closed, should provide members with a summary of responses.</p> <p>IP explained that Mid-Suffolk District Council (MSDC) needs more land than it had thought to meet its obligation of having enough for a five-year period, and that the Local Plan, due to be published in December 2018, would clarify the position and would also have implications for the Neighbourhood Plan and its proposals and suggestions for new housing. Also in December 2018, MSDC should pronounce on whether Drinkstone will remain a ‘hinterland village’ or will be re-designated as a ‘hamlet’.</p> <p>As JS is volunteering to assist with the survey of the built environment, reference was made to the retired surveyor who was introduced to DY at the Drop-in Session; DY was asked to put JS in touch with him if he is able to assist.</p> <p>IP urged that photographs of relevant aspects of the village should be taken now while the autumn light is good (see Section 9 below).</p>	<p>DY</p> <p>DY</p>
<p>7</p>	<p>GRANT APPLICATION UPDATE</p> <p>JW reported that a grant meeting had been held two weeks ago and that the application with minor variations had been submitted. The sum applied for included VAT on advice from IP. Since the Parish Council can only reclaim VAT once a year at the end of the financial year, the Council’s cash resources are likely to be required to help manage cash flow until such reclaimed sums are received.</p>	

	<p>JH reported that she had received a phone call from a Mick McGrath at Locality and that a further telephone discussion was expected to clarify a few points on the submission, including additional detail on the make-up of IP's fees. JH is dealing with this. The grant is being claimed to cover the period to the end of March 2019; costs in the next financial year will require an additional application. Once the grant is approved there is a due diligence process that will mainly involve the Parish Clerk.</p> <p>In discussion IP said that further questions may be asked about potential new housing numbers to which the answer at present should be that we are waiting MSDC's Local Plan and cannot answer until that is to hand. IP also said that, if a planning authority does not have a five-year land supply at the time when a Neighbourhood Plan is approved by local referendum, that Plan can be used as the main determinant of planning policy in the interim. This could place Drinkstone at a disadvantage if we have no site(s) identified as available for development.</p>	JH
8	<p>UPDATE ON THE VILLAGE QUESTIONNAIRE</p> <p>JH expressed warm appreciation for the huge amount of work done by Liz and Tony Schmitt to get this ready. The second part of the survey – the Housing Needs Survey – did request quite a lot of personal financial information and the guaranteed anonymity that the Schmitts had built into the questionnaire was very important in this context. JH explained the availability of both hard copy and electronic versions of the questionnaire, the security aspects designed to ensure both anonymity and the avoidance of double-counting and multiple responses, and the prize draw incentive. Questionnaires are to be distributed personally with each distributor having responsibility for just a few households, thereby hopefully securing a high response rate. It is intended to have all questionnaires completed and collected ready for analysis by 12 November 2018. So far DY, JH, Lynne Woodward and Liz and Tony Schmitt had been identified for data entry of the results. If more volunteers are required, DY, Liz and Tony Schmitt will say.</p>	DY/Liz/Tony Schmitt
9	<p>PROJECT PLAN AND PRIORITIES</p> <p>GT referred to the draft Report Structure that indicates both timings and authorship. It was agreed that this will now be circulated to all Steering Group members who are asked to say if there is anything that will be difficult to achieve. There is a gap in authorship of the important section of Drinkstone's Spatial Characteristics. PH related this in part to the issue of coverage of green space that may not wholly fall within the remit of the environmental group, and it was agreed that PH, GT and DY should get together as soon as possible to resolve this.</p> <p>Discussing the outline timetable and the hope that the evidence gathering and questionnaire analysis could be completed by the end of 2018, January 2019 seemed likely to be the month when most of the drafting of the report would take place. IP pointed out that AECOM, consultants who would do the design code work, would need about six weeks to do so. It was also agreed that the Steering group should plan an informal "brainstorming sessions",</p>	<p>GT</p> <p>PH/GT/DY</p>

	<p>probably in the early part of January 2019, to review the evidence and map out the broad findings and conclusions of the work. JH 's initial workplan would need revising in light of these indicative dates.</p> <p>The second public Drop-in Session should be sometime in February 2019, and it was suggested that the launch of the Neighbourhood Plan proper might be done as the main feature of the Annual Parish Meeting in May. This would mark the start of the six week consultation period.</p> <p>JH said that the current priorities are to get the questionnaire completed and the analysis underway, to secure grant funding and the required technical support and to ensure that all other survey work was underway and on schedule.</p> <p>PH suggested that he and DY together approach a potential photographer, Mr Nigel Rose.</p>	<p>JH</p> <p>PH/DY</p>
10	<p>ANY OTHER BUSINESS</p> <ul style="list-style-type: none"> - Liz Schmitt had asked for a copy of the display boards from the First Drop-in Session – JH to forward the electronic versions to her. - DY to ask Cathy Smith to run a workshop for Junior and Youth Clubs to involve young people on the Plan process. JH to assist. - GT to insert a notice in the November Parish Magazine about the questionnaire survey. - JS enquired about his role. IP to provide some examples from other Plans and also say what AECOM does. It was noted that not all important buildings are necessarily listed. Unlisted buildings can also be key within the village. 	<p>JH</p> <p>DY/JH</p> <p>GT</p> <p>IP</p>
11	<p>NEXT MEETING</p> <p>Next meeting to be held on Tuesday 6 November at 7.30 pm at the Old Rectory.</p>	

The meeting closed at 9.50 pm

These minutes are accepted as a true record of the meeting

Signed _____

Date _____