

Drinkstone Neighbourhood Plan

Minutes of the Meeting of the Steering Committee held on Monday 6 August 2018

Present: Daphne Youngs, Peter Holborn, Duncan Hannant, Jane Hill, Diana Hollins, Lyn Hannant, Ian Cooper, Ian Poole, Graham Todd

1. Apologies: Jeremy Wiggins.

Nick Lane and Louise Sharp have withdrawn from the Steering Committee.

There was a discussion as to who might be approached to replace Louise's expertise. DH reported that Joe Stebbings is interested in working with the group.

2. Actions from last meeting, held on 25.06 2018

- ☐ DY Drop box set up. DY has contacted people who have bought Gerald's house.
- ☐ PH has mentioned soil study to Colin Canfield, who did not show interest in taking it on. PH will look for information on line and suggested running his findings past Colin.
- ☐ Other actions from last meeting have been completed.

3. Ian Poole – Consultant

Ian gave a resumé of his career and credentials. He is a former planning manager for St Edmundsbury. He has been involved in the Neighbourhood Plans of Lawshall and Hargrave, among many others in various counties. He is here to help, direct, advise and guide us. He works with Mid-Suffolk Council and can run our ideas past them.

DY asked: what do we need, where and how do we get it? IP gave us a run down of the process ahead. He reminded us that "You can have any policy, but you MUST be able to justify why".

- ☐ Environmental – trees, constraints, flood areas, listed buildings, conservation etc; he noted that he has difficulty in accessing the Suffolk Wildlife Trust's website
- ☐ Household Surveys – statistical information and perception information

Factual information is best found in the most recent Census data, despite it being somewhat old now. IP suggested getting the data for surrounding parishes as well as for Drinkstone itself.

Other information required: a) number of houses built since 2001
b) Landscape and Build Form

Remember that we will not need every piece of information we collect.
Get local people involved in the Household Survey.

- ☐ Use Community Action to get environmentally-friendly traffic calming measures.
- ☐ Gathering information can start straight away. IC is willing to pull together the Census material before he goes on holiday on 7 September
- ☐ Mapping and Planning constraints - IP will do mapping of the green spaces and hedges; he said that we need to have Parish On Line (POL), which gives access to OS maps of the whole country and does not cost much. DY will budget for it. PH will find out how much it costs. We also need an OS Mapping Agreement, which POL can help us acquire. It provides maps, layers of listed buildings, monuments, SSIs, environmental constraints etc, is extractable in PDF and image form. Tony Schmitt to be asked to investigate adapting OS maps. IP can do us A1 / A2 maps for research and exhibition.

GT asked about information on the capacity of all utilities, especially sewage. There are concerns about surface water issues, particularly at the Rattlesden Road end of the village. IP can contact Anglian Water for us.

IC informed us of electricity supply problems which affected the installation of heat exchange pumps on the Cherry Tree Rise development.

- ☐ GT asked who pays for the extra drainage management costs. IP says that it would be for developers to bear the cost.
- ☐ Schools and Doctors – where do we get the information from? IP will speak to Dr West (Woolpit practice) who is involved with the Elmswell NP.
- ☐ Register of Clubs and Societies in the Village – already available through Parish magazine; GT (Editor) can supply the information.
- ☐ Transport network, access routing: as we hope to be nominated a hamlet, the existing road capacity will handle the (probably minimal) expansion we will have. (The Mid-Suffolk decision on our status is unlikely to be made public before November).

Do we have a weight restriction on our bridges? IP will contact the Bridge Team at Highways to ascertain.

We need to put Community Actions in our plans, so that public concerns eg over traffic, are seen to be covered.

4. Updated project plans and terms of reference - Jane Hill

JH presented her updated project plans

- ☐ 1st Public Meeting – Village Hall is available on 15 and 26 September. It was decided to opt for **26 September 2018. Timing 10am – 3pm.** DMH will book it with Liz Schmitt.
- ☐ IP suggested getting banners to publicise the event. GT can source them.
- ☐ DY asked IP what delay there has to be for filling in the questionnaire. The answer is 2 weeks.
- ☐ Jane's plan allows for flexibility. IP said that once we have got to November, with all the surveys completed, we should then have a "So-What?" evening workshop. Nb the NP should not repeat Local or National Plan policy (as we have to follow them anyway).
- ☐ GT is sceptical about our ability to keep to the timescale shown on JH's plan, particularly concerning the writing-up, which GT thinks will take at least a month. IP said don't lose sight of the time constraint. Some things might take longer. In his opinion, the 2nd Public Consultation will be based on findings by the survey, which will then inform the NP. We will be asking people if they agree. GT thinks that it will be a 90-page document, rather than 60. There will be a lot of appendices of support in a separate document.
- ☐ IP said that we are similar to Hargrave. The wording of policies takes time; also bear in mind the need to submit the written-up draft plan to Mid-Suffolk and then wait for them to consider it.
- ☐ IP said that through Grant Support we can get Design Code work done for us free of charge, through Locality. They identify the built form, topography, building characteristics. The sooner we get the grant, the sooner we can apply for this.
- ☐ DY feels that we can spread the writing tasks around the Steering Group. GT will edit the report
- ☐ DY suggested moving the 2nd Public Consultation to the end of February 2019. IP said that a Drop-In session works much better than a Public Meeting. IP will supply Post-It Notes and stickers for feedback from the 2nd Public Consultation. He added that Lawshall provided a Crèche for small children at the Public Consultation.
- ☐ JH asked if we should move the final Public Consultation forward, eg to May? Could it be at the Parish AGM, (following Hargrave's example)? We must bear in mind the need to document responses to comments on the plans when we submit them to the examiner. Then we have to allow 8 weeks (for 6 weeks consultation) after which it goes to the examiner. IP will advise us as to our choice of examiner. The report back is strictly confidential. Mid-Suffolk then calls a referendum and there has to be a 5-week gap between the calling and the actual referendum.

- ☐ DY felt we should have the final Public Consultation in April.
- ☐ GT will email JH re Terms of Reference - what we are going to do, more specifically.

5. To start process to obtain grant-funding

It was agreed that IC, JW and DY will undertake this.

6. To review the draft questionnaire and determine if we need an additional housing needs survey

- ☐ Drop DY an email with your comments. Is it necessary? It will at least prove that there is need for other than 4-bedroom "Executive" houses. The general feeling was that we should go ahead.

7. To consider software assessment provided by Tony Schmitt and decide on choice of system

We agreed to go with Tony's preferred system – Torro.

PH wants to ensure that the questionnaire looks good online.

DH will pass on his thoughts to Tony.

DY suggested that each one of test-drives it.

8. To start planning Public Consultation for September – GT

Covered earlier in the meeting.

9. Next Steps

Actions agreed prior to next meeting:

- ☐ IC Census Info
 Survey Data
 Grant-funding
- ☐ IP Advice on using Census Info
 Mapping Green Spaces and hedges
 A1/A2 maps for exhibition
 Contact Anglian Water
 Electricity Supply
 Talk to Dr West re NHS provision
 Bridges Team - Highways

- ☐ DY Budget for Parish On Line package
Grant funding
- ☐ GT Register of clubs, societies etc
Banners for publicity
Terms of Reference discussion with JH
- ☐ DMH Book Village Hall for 1st Public Consultation
Circulate all Steering Group members with Register of Member's
Interests for completion and return to her.
- ☐ DH To liaise with Tony Schmitt re Torro
- ☐ JW Grant funding

10. AOB

GT asked if we have to justify the legitimacy of the group. DY said that the Parish Council will have to sign off the sending out of the primary consultation of the draft plan and must also agree to submit the plan to Mid-Suffolk, which therefore covers the legitimacy of the group.

11. Date and venue of the next meeting

4 September 2018 at The Old Rectory, the Street, Drinkstone, at 7.30pm

Apologies to dianahollins@hotmail.com please

