

Drinkstone Neighbourhood Plan

Minutes of the Meeting of the Steering Committee held on Monday 4 September 2018

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

1. Apologies: None

Actions from last meeting, held on 25.06 2018

- ☐ DY Actions from previous meeting have been completed, though a few Declarations of Interest are still to be received.

2. Grant Application Status and Next Steps

- ☐ Technical assistance design codes applied for.
- ☐ Draft form has been partially completed. DY gave information for some of the gaps.
- ☐ VAT – Do we have to pay it? The PC should be able to reclaim VAT, but our claim must be ex VAT. JH and JW will need to talk to Parish Clerk re reclaiming VAT. DY reminded us that going through PC enables us to use their financial buffer.
- ☐ Conservation Area – around the Mills
- ☐ There are no SSIs
- ☐ Allocation of housing sites – do we want to identify sites? IP advised that if we identify sites, we might be more likely to qualify for technical assistance. He explained the pros and cons. We can keep our options open and he suggested that we go for design code support, but not to say yes yet to sites. Locality would do an independent assessment on potential sites. The overall opinion of the Steering Group was that our decision should NOT be grant-led, though DY thought that we still need to ask the question.
- ☐ Discussion on how we want to spend the money, (potentially £9000), which would have to be spent before the end of the financial year. Could we spend it all? JW has looked at planned expenditure up to 31.03.2019; publicity is the only blank costing remaining. JW reckons that spending could reach £8500, incl VAT. However, we would not be penalised for not spending everything; the remainder would be returned in a renewed application in the following financial year.

3. Ian Poole

- ☐ Biggest expense is producing the plan. He suggests 10-15 copies only, NOT one per household. A hard copy must be available for those who do not have internet access.
- ☐ Publicity leaflets required; use of colour advisable.

- ☐ 2nd round of printing when NP submitted to Mid-Suffolk.
- ☐ Discussion on local available printing businesses. Gipping Press used by many locally; we have a quotation from them.
- ☐ Jungle Drums the best way to publicise, plus the Parish magazine.
- ☐ DY will talk to Lynne Woodward about the notional costs for printing leaflets.
- ☐ The Design Code people come for a day, see the village, have discussions, understand local architectural styles and report back. 6-8 week turn-round for report.
- ☐ JW and JH will circulate the draft to Steering Group members by email for a Y/N response. Info asap to JH & JW please on printing and leaflet costs, by Fri this week.

4. Drop-in Session 29.09.2018

- ☐ Materials – display boards, banners: IP will deliver on Wed 26 Sept. He has started drafting the display screens and circulated them for our perusal.
 - ☐ DH asked about information on Special Landscape Areas; does Mid-Suffolk hold it? PH, LH, DH will investigate.
 - ☐ IP requires photos for inclusion and more information on village history. DY suggested that IP tell us what he needs and then group members can fully “Drinkstone-ise” the leaflet. All to be available by 19 Sept.
 - ☐ Strap-line required. Email suggestions for a slogan to DY asap.
 - ☐ Sign-off is needed by 24 Sept for printing and distribution
 - ☐ IP explained how the Post-It and Dots system works at the Public Drop-In Session.
 - ☐ Discussion about inclusion of outstanding actions from the Parish Plan – should we repeat them (including achievements so far) or continue them?
 - ☐ Invitations to MP, County Councillor? IP says not necessary, but they can be informed.
 - ☐ **Publicity** – (it is already in Parish Magazine)
- Leafleting – GT will speak to Lynne Woodward re preparation and list of distributors
- After discussion, it was decided not to purchase and display banners.
- ☐ **Manning at Village Hall 9.30am– 3.30pm**
- DY, DMH and GT can do all day

DY will do crib sheet for volunteers

DMH will provide soup and rolls, tea, coffee for volunteers.

DMH will also provide tea, coffee and biscuits for visitors to the Drop-In session

- ☐ We must record how many people come to the Session, so that we can demonstrate to the Examiner that we have consulted the local population. Photographic evidence too.

5. Village Walk

- ☐ LH, DH have planned it. 7 stops for introductions of various topics. Duration approx. 90 minutes. Children's scavenger hunt included.
- ☐ LH and DH have done the publicity
- ☐ Plug for NP questionnaire and Drop-In Session
- ☐ Risk Assessment done

6. Questionnaire

- ☐ DY has talked to Tony Schmitt; he will handle the technical side. Every house will have a paper copy. There will be the option of an online return. 4-grid choice options. It cannot go to print until after the Drop-In Session; ideally the paper version will be ready within days after 29 Sept.
- ☐ Delivery Options – suggested 9-10 houses per distributor
- ☐ Planned for 15-30 Oct.

7. Overall Report Structure

- ☐ IP suggests that one person should have overall editorial power. GT offered to produce 1st draft in consultation with IP. Some of it can be started on immediately and GT will bring it to the next meeting.
- ☐ IP advised that, during the writing process, we include notes eg insert photo.

8. Census Info

- ☐ IC presented the information

9. Village Website

DMH to discuss with Liz Schmitt the inclusion of materials on village website

Tony Schmitt to be asked to inform the Steering Group about the Drop Box

AOB

- ☐ Parish Online – PH asked when we are likely to get it. DY will ask the Parish Clerk to raise a cheque.
- ☐ DH to send DMH minutes of their sub-committee meetings; he proposed that only one member of that sub-committee be required to be present at the full Steering Group meetings.
- ☐ DY asked for contact details for Joe Stebbing

10. Actions agreed

All

Remaining Declarations of Interest to DMH

Photos to IP by 19th September

Strapline suggestions to DY asap

DY

Talk to Lynne Woodward re cost of printing leaflets

Crib sheet for volunteers at Drop-In Session

Raise cheque via Parish Clerk for ParishOnline

JW & JH

Circulate draft to Steering Group members for Y/N response

IP

Deliver display materials on Wed 26th September

PH, LH, DH

Investigate Special Landscape Areas info at Mid-Suffolk

GT

Speak to Lynne Woodward re list of distributors

1st draft of Report Structure

DMH

Refreshments for Drop-In Session

Liaise with Liz Schmitt re inclusion of material on village website

11. Date and venue of the next meeting

October 2018 at The Old Rectory, the Street, Drinkstone, at 7.30pm

Apologies to DY please, as DMH away.