

BREDFIELD NEIGHBOURHOOD PLAN GROUP

Minutes of a meeting held Bredfield Church Room at 7.00pm Tuesday 23 February 2016

Present: Sir Nicholas Young (chair); Anne Henderson (vice-chair); David Hepper (secretary)
Group members: Sarah Rayner; Denise Causier

1. Apologies: Karen Bowe; Gina Saunders; Kath Woods
2. Minutes of the last meeting: were read and agreed as a true record
3. Matters arising: A meeting had been held between the Environment and Historic Environment Groups and a joint survey was agreed
4. Update: The combined Environment/Historic Environment survey had been carried out. The number returned (28) was rather disappointing but the results were good and consistent, with a number of points to be pursued. This means that all groups have now completed their surveys, and we are ready to proceed with the main Household Questionnaire. David Hepper had contacted Gillian Benjamin at Community Action Suffolk (CAS) and was attempting to arrange a visit. It was hoped that this should clarify a number of questions, such as software purchase / scope of questionnaire / costs etc.
 - **Action:** *DH to arrange meeting with CAS*
5. Meetings / Open Day: the possibility of having an open day in the Village Hall was discussed and it was agreed that this should happen, probably after the questionnaire was complete, to update and inform the Parish. This may take the format of a short presentation and then open to questions. A number of these could be held on the same day, during the afternoon and early evening, to capture the maximum number of people. On the present timescale, this would be held in late June/early July. It was also agreed that the publicity should be maintained, both by pieces in the Lantern, but also be a separate leaflet. This could be distributed along with the Lantern. Posters may also be used.
6. The draft plan. Nick Young had produced an outline which was agreed would form the basis of the final plan. The headings were agreed. There was some discussion over the role of tourism in the village, and some doubts expressed over what the village could offer. Similarly, small businesses may be encouraged, but there was a lack of suitable sites.
7. The Main Questionnaire: would be formulated using software from CAS. It was understood to be similar to that previously used for the Parish Plan (2006). If so, then it should consist of a large question bank, and we could select those we needed. When compiled a 'test-run' would be conducted, to iron out any possible problems. A number of extra people would be recruited to assist with the distribution and collection, but it was felt this would not be a problem as several people had already indicated their willingness to assist. It was noted that some NDPs had conducted a Questionnaire on-line, and this was agreed that this should also be done, but how it would 'fit' with the hard-copy survey was uncertain. It was also agreed that analysis of the results may be a problem, but the meeting with CAS would hopefully settle these issues. It was hoped that the time schedule could be kept, with the questionnaire being issued during May.
8. Budget and funding: remained a problem, again, advice from CAS was important
9. Any other business: none
10. Date of next meeting: end-April, date to be fixed

The meeting closed at 20.15