

BREDFIELD NEIGHBOURHOOD PLAN GROUP

Minutes of a meeting held Bredfield Church Room at 7.00pm Wednesday 28 September 2016

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

1. Apologies: Karen Bowe; Gina Saunders; Kath Woods; Ann Pilgrim; Keith & Angela Derham; Sarah Rayner; Vince Buckman
2. Minutes of the last meeting: were read and agreed as a true record
3. Matters arising: A meeting had been arranged and held with Gillian Benjamin of CAS, and as a direct result of this, the CAS-recommended questionnaire and analysis tool had been purchased.
4. Update on recent action. Since the last meeting the Group had been awarded a grant of £1,860 by Groundwork/Community Rights Programme to spend on the initial costs of the Plan. A wildlife survey had been requested and conducted by Suffolk Wildlife Trust. This report had now been delivered, and was generally agreed as being useful. A meeting had been held with Mr Stephen Brown of SCDC Planning Department, who had been encouraging on the progress made so far. A questionnaire had been devised using the CAS framework, and some testing had been carried out. Concern was felt over a spate of recent applications for housing, but all had so far been refused. The recently announced Call for Sites by SCDC was discussed, and agreed that this would seem to fit the time scale of the NDP, as it is expected that the Parish would be consulted during 2017 over possible expansion. The numbers of houses likely to be required is almost certain to rise, and the NDP should help to solve the problem of the Parishes response.
5. The Main Questionnaire. It was agreed that the response to the initial tests had been rather disappointing, but those that had replied offered valuable feedback. As a direct result the questionnaire had been modified. The questionnaire was reviewed in light of further suggestions, and it was agreed that: a clearer explanation of the term Physical Limits Boundary (PBL) could be included; the map should not include any suggested sites; a new question regarding the Church should be re-instated; a new age category should be included, for 12 – 17 year olds.
Action: DL to update questionnaire as agreed
6. What happens next. The Questionnaire should be finalised, and a deadline set for any further amendments. It was agreed to contact all those who have expressed an interest in the NDP and advise that no further suggestions will be accepted after Monday 2 October. This will allow David Leyland and Nick Young to agree the final edition of the Questionnaire.
Action: DH to e-mail NDP volunteers and advise of deadline

The trials also identified two potential problems: that of obtaining a good response rate to the questionnaires and the subsequent analysis of the results. The low response rate to the on-line edition of the trial questionnaires suggested that many people may simply put the task to one side and never complete it. A personal visit by a member of the team, delivering a hard copy for each individual, with an agreed date of collection had resulted in a good response rate when the Parish Plan had been conducted in 2006, and it was agreed that this should be the way forward. This raised the problem of analysis; it may be possible to engage a data-input company, but this would incur unwanted expenses. It was suggested that if enough of the NDP team would act as collectors of the questionnaire, then they could also be responsible for inputting the data when they gather in their returned papers, using the analysis tool provided by CAS.

Action: *DH to e-mail NDP volunteers outlining the need for collectors and the expected tasks*

It was aimed to have the final edition of the questionnaire ready by early October. This will allow a printer to be identified and terms agreed for delivery by end October. It was agreed that a public meeting should then be held to 'launch' the survey with the aim of having the questionnaire issued during early November.

Action: *DH to book Village Hall for a date in late October*

7. Any other business: None

8. Date of next meeting: Public Meeting at end October, date to be fixed

The meeting closed at 20.15