

**Minutes of a meeting of the Debenham Parish Council Neighbourhood Plan Delivery Committee held on Wednesday, 7<sup>th</sup> February 2018 at 7.00pm at the Fire Station, Low Road, Debenham.**

**Present (members):** Cllr S Palframan (Chairman), Cllr R Blackwell, Cllr J Baldwin, Mr R Tallwin and Mrs D Bedwell (Clerk).

**Present (non-members):** No members of the public.

- 1. To receive apologies for absence:** Apologies had been received from Cllrs M Hammond and S Phipps.
- 2. To receive declarations of interest:** None received.
- 3. To approve the minutes of the meetings held 30<sup>th</sup> January 2017:** It was resolved to approve the minutes.
- 4. To note progress made on the NPEC 12 point Action List:** The Action plan was updated accordingly.

NP Delivery Committee - Action list as presented 7<sup>th</sup> February 2018

(NP Regulation 14)

No:	Task:	By:	Notes:
1	Consultation Statement	Ongoing	
2	Consultation Log	SP/JFH/PW-ongoing	91.9% agree
3	Responses to consultation outcomes	All-ongoing	
4	Submission of NP and Supporting Evidence	SP-In hand  SEA and HRA msut be done, no funding from MSDC-see additional sources	SP to meet with MSDC
5	Poster /Leaflet design/ drop to households and businesses	Completed	
6	Electronic circulation of NP to consultees and	Completed	Issues

	village groups		reported
7	Hard copies in locations: Coopersfield; Webster's; Dove Cottage; URC; Library, Children's Centre, DLC, Doctors' surgery  -presentation used at public mtg to be tailored	Available at most sites  S Phipps	
8	Presentations/drop-in sessions (walk in tour with presentation at the end):  -Publicity, Displays, Feedback log  (to be finalised at next meeting ready for printing)  (R Tallowin completed draft docs-members to review)	Tasks shared between members  SP-Boards-journey  JB-social media  PW-add to website	Work in progress
9	Social media campaign	JB-going well and frequently updates and refreshed	
10	Website (PW agreed to tidy up NP section in readiness for new material and consultation)  -link to questionnaire not clear (SP to follow up)	Clerk, JFH, PW	
11	Press releases and Parish Magazine articles	Completed	
12	Subsequent meeting dates: 13; 21 (DLC); 17 (DLC); 28 February 2018	All to attend (MH apologies for all of February)  SP not available for 21.2.18 (DLC)	Booked
13	Other Issues (listed on the minutes): Give opportunity to surrounding areas to comment- Fenn Street and Winston); approach prospective contributors with technical knowledge  -SP to draft personal invites to presenttaions	SP to approach (AGA and SR)	

**5. To receive update on actions agreed following the public meeting held on 23<sup>rd</sup> January:**

- a) Public Relations- R Tallowin reported on recent contact with A Grant-Adamson and issue with TW'S planning application highways report not on website. Other contacts with various individuals ongoing.
- b) Key Decision Makers- SP still waiting to hear from D Poulter MP and P Isbell; Also waiting for responses from other key individuals.
- c) Community Action- Cllr J Baldwin continued to provide news and updates in order to keep the item current and up to date.
- d) Site inspections-this matter was briefly discussed. It was hoped that Cllr M Hammond would be able to help progress matters on his return.

**6. To receive update on other related matters and agree any immediate actions:** A brief update was received on a number of matters. The log prepared by SP had been circulated and handed out to members, who were asked to have a good look ahead of the next meeting.

JFH to be asked how responses received from consultees could be forwarded to the existing collation and reporting systems.

SP to prepare invitations for those who the PC wished to invite to the drop-in sessions.

RB continued to volunteer to draft letters for any resident who may need assistance- twenty six had been completed so far.

RT shared with members his new "Village Pillage" leaflet, which members found extremely neteresting.

**7. Matters for addition on the next agenda:** Review and updates of all relevant matters in readiness for the walk in sessions.

**8. Date of next meeting:** 13, 17 (DLC), 21(DLC) and 28 February 2018. J B gave her apologies for the next meeting and SP for the 21.02.2018 (DLC session).

With no further matters to be transacted, the meeting ended at 7.45pm.

**Signed :** \_\_\_\_\_ **Date:** \_\_\_\_\_