

**Minutes of a meeting of the Debenham Parish Council Neighbourhood Plan Delivery Committee held on Wednesday, 17<sup>th</sup> January 2018 at 7.00pm (ended at 9.00pm) at the Fire Station, Low Road, Debenham.**

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

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

1. **To receive apologies for absence:** There were no apologies for absence.
2. **To receive declarations of interest:** There were no declarations of interest.
3. **Approval of questions:** Following a brief debate, the final consultation questions were approved by members.
4. **To receive updates and note progress made on NPEC 12 point action list:** The progress report was updated accordingly.

NP Delivery Committee - Action list as presented 17<sup>th</sup> January 2018

(NP Regulation 14)

No:	Task:	By:	Notes:
1	Consultation Statement	Final draft approved	
2	Consultation Log	SP/JFH/PW	
3	Responses to consultation outcomes	All	
4	Submission of NP and Supporting Evidence	SP	
5	Poster /Leaflet design/ drop to households and businesses	Wording, layout and printing arrangements agreed	
6	Electronic circulation of NP to consultees and village groups	Clerk- to do once documents finalised	
7	Hard copies in locations: Coopersfield; Webster's; Dove Cottage; URC; Library, Children's Centre,	Clerk-once produced	

	DLC, Doctors' surgery -Small booklet/questionnaire to be prepared -Questionnaire aimed at young people to be prepared	S Phipps to see School Head	
8	Presentations/drop-in sessions (walk in tour with presentation at the end): -Venue bookings/dates -Publicity, Displays, Feedback log	RB, MH, JB,	Work in progress Booked
9	Social media campaign	JB	FB pages
10	Website (PW agreed to tidy up NP section in readiness for new material and consultation)	Clerk, JFH, PW	PW fee agreed
11	Press releases and Parish Magazine articles	SP, Clerk	
12	Subsequent meeting dates: 17, 24, 31 January	All to attend Aps JB 24.01.18 Aps SP 31.01.18	booked
12	Other Issues (listed on the minutes)	All	

**5. To receive update on other related matters and agree any immediate actions:**

- Taylor Wimpey development- combination public meeting to address this matter and the NP consultation launch, including leaflets with key point to be handed out, as well as notices delivered to every household (short period as meeting planned for 23.01.2018)
- Meeting dynamics, presentation contents and delivery agreed (working group had met ahead of the meeting and prepared comprehensive draft)
- Guests, representatives (MSDC, County and District Cllrs, MP) to be invited
- Inform neighbouring parishes (clerk)

- Organise delivery of notices (volunteer list initiated)
- R Tallowin to organise printing, J Baldwin to collect on Friday ready for delivery over the week-end
- Make enquiries re prospect of new primary school in Debenham (clerk)
- Organise venue (clerk)
- Note comments made by public so they can be published (clerk)

**6. Matters for addition on the next agenda:**

- Check if Scouts would be able to assist with leaflet drop, if not members to do it instead
- Confirm drop-in sessions with DLC (17<sup>th</sup> and 21<sup>st</sup> February)
- Produce eight copies of NP, one per site ahead of 01.02.2018, once P Woods has finalised type-setting (Clerk)
- R Tallowin to arrange for additional printing of questionnaires (if needed)
- S Palframan had made enquiries re Locality funding and some may still be available, which he will apply for- deadline was this Friday so members were asked to send in projected expenditure

**7. Date of next meeting: 24<sup>th</sup> January 2018, 7pm (Apologies from J Baldwin)**

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