

Minutes of a meeting of the Debenham Parish Council Neighbourhood Plan Delivery Committee held on Wednesday, 24th January 2018 at 7.00pm at the Fire Station, Low Road, Debenham.

Present (members): Cllr S Palframan (Chairman), 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:** Apologies had been received from Cllr J Baldwin.
2. **To receive declarations of interest:** None received. It was noted that the minutes from the previous meeting had not been listed on the agenda for approval, however they were noted and approved and this would be ratified at the next meeting.
3. **To receive updates and note progress made on the NPEC 12 point Action List** (including specification of delegated tasks): The Action plan was updated accordingly.

NP Delivery Committee - Action list as presented 24th January 2018

(NP Regulation 14)

No:	Task:	By:	Notes:
1	Consultation Statement	Not completed yet	
2	Consultation Log	SP/JFH/PW-ongoing	
3	Responses to consultation outcomes	All-ongoing	
4	Submission of NP and Supporting Evidence	SP-In hand	
5	Poster /Leaflet design/ drop to households and businesses	Scouts unable to do it so organise volunteers as before	
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, DLC, Doctors' surgery -Small booklet/questionnaire to be prepared -Questionnaire aimed at young people to be	Clerk-once produced S Phipps to see School Head	

	prepared		
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
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	Completed	
12	Subsequent meeting dates: 30 January	All to attend	booked
13	Other Issues (listed on the minutes)	All	

4. To receive update on other related matters (including public meeting held on 23rd January) and agree any immediate actions: Members discussed briefly the outcome of the public meeting and how positive and constructive it had been. It was agreed that it would be extremely important to maximize the outcome of this meeting and take the opportunity to engage more fully, not just with parishioners in general, but specifically with the individuals who had come forward and volunteered their services/skill sets to help with the Neighbourhood Plan.

Four clear key areas were identified: 1) Public Relations, 2) Key Decision Makers, 3) Community Action and 4) Site inspection.

- 1) Initial contact with key decision makers-task to be undertaken by Cllr S Palframan.
- 2) PR- Task undertaken by R Tallowin (including communications framework and key messages)
- 3) Community Action- Cllr J Baldwin had already raised the NP profile on Social Media platforms and would hopefully continue to provide news and updates
- 4) Site inspections- initial contact to be undertaken by Cllr S Palframan, allocation of set tasks to follow
 - Cllrs M Hammond and S Phipps happy to participate in site inspections
 - Early meeting with MSDC to be requested

5. Matters for addition on the next agenda: Mr R Tallowin agree to send documents for printing and collect; Cllr S Phipps to speak to school reps again to ensure feedback is received from young parishioners; Organise drop-in sessions.

6. Date of next meeting: 30th January 2018, 7pm, same venue if possible.

With no further matters to be transacted, the meeting ended at 8.05pm.

Signed : _____ **Date:** _____