

Minutes of a meeting of the Debenham Parish Council Neighbourhood Plan Delivery Committee held on Tuesday, 30th January 2018 at 7.00pm at the Fire Station, Low Road, Debenham.

Present (members): Cllr S Palframan (Chairman), Cllr R Blackwell, Cllr J Baldwin, Cllr S Phipps, 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 M Hammond.
- 2. To receive declarations of interest:** None received.
- 3. To approve the minutes of the meetings held 17th and 24th 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 30th January 2018

(NP Regulation 14)

No:	Task:	By:	Notes:
1	Consultation Statement	Ongoing	
2	Consultation Log	SP/JFH/PW-ongoing	82 rec.
3	Responses to consultation outcomes	All-ongoing	
4	Submission of NP and Supporting Evidence	SP-In hand	SP to meet PB
5	Poster /Leaflet design/ drop to households and businesses	Completed	
6	Electronic circulation of NP to consultees and village groups	Completed	Issues reported
7	Hard copies in locations: Coopersfield; Webster's; Dove Cottage; URC; Library, Children's Centre, DLC, Doctors' surgery	Members delivering next day	

	-presentation used at public mtg to be tailored	S Phipps	
8	Presentations/drop-in sessions (walk in tour with presentation at the end): -Publicity, Displays, Feedback log	Tasks shared between members SP-Boards-journey JB-social media PW-add to website	Work in progress
9	Social media campaign	JB-going well with added "shares" by others	
10	Website (PW agreed to tidy up NP section in readiness for new material and consultation)	Clerk, JFH, PW Difficulties following /finding items -SP to follow up with PW	
11	Press releases and Parish Magazine articles	Completed	
12	Subsequent meeting dates: 07; 13; 21 (DLC); 17 (DLC); 28 February 2018	All to attend (MH apologies for all of February)	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 approach (AGA and SR)	

5. To receive update on actions agreed following the public meeting held on 23rd January:

- a) Public Relations- RT had already met with Mrs hantelle Haddon and would also be meeting with Mr Grant-Adamson in the next day; framework which could possible include a selection of interviews to be put together; Clerk to forward interested parties detail to RT.
- b) Key Decision Makers- SP waiting to hear from D Poulter MP; RT had already approached B Gummer; MH Had spoken with a number of people regarding issues that technical consultees would be interested on. S P reported that two further assessments would be needed (Archaeological and Environmental Impact); SP was also waiting to hear back from Mr P Isbel (MSDC) with regards to Highways and the Environment Agency.

- c) Community Action- Cllr J Baldwin had already raised the NP profile on Social Media platforms and 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. There were currently 7/8 Neighbourhood Plans ongoing and it would be useful to learn any lessons from the process experienced by others.

6. To receive update on other related matters and agree any immediate actions: The Chairman and Clerk had finalised a funding application but there would be another funding stream due to open on 31 March 2018 if necessary.

It was hoped that the emerging Debenham Neighbourhood Plan carried some weight with the planning officers dealing with recent and future applications- It was noted that there were currently 111 objections logged against the Taylor Wimpey application.

A communication had been received from T Wimpey asking if a further meeting with the PC was required but it was felt that the opportunity for such a meeting had now passed.

JB suggested she would try to raise the profile of the NP with local businesses to ensure their views were included in the process.

JB also suggested that sessions could be introduced during coffee mornings and other local events (Soup a luch, Lynden's Meet and Greet group, etc) where volunteers could help residents fill in any forms needed.

RB had also volunteered to draft letters for any resident who may need assistance.

7. Matters for addition on the next agenda: No further additions.

8. Date of next meeting: 7, 13, 17 (DLC), 21(DLC) and 28 February 2018.

With no further matters to be transacted, the meeting ended at 8.10pm.

Signed : _____ **Date:** _____