

**MINUTES OF THE WOOLPIT NEIGHBOURHOOD PLAN MEETING HELD ON MONDAY
10 MARCH 2016 AT 7.00 P.M. IN WOOLPIT INSTITUTE.**

Present: John Guyler, Richard Mawhood, Trevor Howard, Andrew Brain, Caroline Blomfield, Tim Baker, Jenny Denny, Lionel Denny, Jane Storey, Lisa Hicks, Jane Foster, Denise Mawhood, Ian Lomax, John Griffin, Douglas Milne, Alan Round, Sue Allington, Robert Turner and Helen Geake.

1. Feedback from working groups

Feedback was received from the groups looking at village organisations, businesses, housing, sport recreation and transport.

2. Set up the Steering Group

We need to ensure geographical representation, age range and diversity of interests to be fully representational.

2.1 Membership John Guyler, Trevor Howard, Richard Mawhood, Tim Baker, Ben Holden, Caroline Blomfield, Andrew Brain, Jenny Denny, Jane Foster, Lisa Hicks, Jane Storey and Dr Richard West were appointment to the Steering Group.

All others that have expressed an interest in the WNP are willing to be involved as helpers although not on the Steering Group.

2.2 Roles Officers were elected by Steering Group members. Trevor Howard was proposed and seconded as Chairman. Richard Mawhood was also proposed and seconded as Chairman. After a tied vote of 4 votes each, Mr Guyler, as Chairman of the Parish Council used his casting vote and Trevor Howard was elected as Chairman.

Richard Mawhood and Caroline Blomfield were both proposed and seconded as Vice-Chair. After a vote, Richard Mawhood was elected as Vice-Chairman with 5 votes to 3.

2.3 Preliminary Woolpit Parish Council has issued terms of reference to the Steering Group. Register of Interest forms and guidance notes will be emailed to all members of the WNPSG. It was agreed to hold Steering Group meetings on a monthly basis. The next 3 dates are 30 March, 26 April and 23 May at 7.30 p.m. in Woolpit Institute.

The Parish Clerk, Peggy Fuller, will attend meeting and take the minutes. Once approved by WNPSG they will go to the Parish Council and then be in the public domain.

Representation will need to be strengthened, need representation from The Heath and Borley Green, under 40s and the school. This can be achieved by co-option to working groups.

2.4 Update Most areas of the first part of the action plan and some of the worksheets 2-4 have been achieved. MSDC is advertising the NP designated area which follows the parish boundary. Discussions with MSDC as the Local Planning Authority will be ongoing and it is likely that they will allocate an officer as a contact.

3. Action plan An application for a grant will be needed, also we can apply for Locality Funding from our County Councillor.

It is very important to get community engagement right, particularly at the beginning of this project and WNPSG needs to formulate a programme to achieve this. This will need to take many forms such as facebook and twitter, a simple exhibition, coffee mornings, piggyback on other village events.

Members were advised to go to the MyCommunity website for a new copy of the NP roadmap and worksheet 4 and were also asked to consider how to set about early engagement to be considered at the next meeting.

4. Next meeting Wednesday 30 March 2016 at 7.30 p.m. in Woolpit Institute.

The meeting closed at 9.08 p.m.

Signed.....Dated.....