

MINUTES OF THE WOOLPIT NEIGHBOURHOOD PLAN STEERING GROUP MEETING HELD ON MONDAY 27 FEBRUARY 2017 AT 7.30 P.M. IN WOOLPIT INSTITUTE.

Present: Richard Mawhood, Andrew Brain, Alan Round, Jennie Denny, Caroline Blomfield, Lisa Hicks, Ben Holden, Jane Foster, Jane Storey, Tim Baker, David Hughes, Helen Troup, Louise Quarrell and 1 member of the public.

1 Apologies for absence were received from Trevor Howard, John Guyler and Dr Richard West.

2. To receive declarations of interest. There were none.

3. To discuss the Community Energy Feasibility Study with Helen Troup and Louise Quarrell, Carbon Smart.

HT outlined the purpose of the study, what support is required and the benefit to the community. They will try to produce the draft plan by the end of the summer looking at renewable energy heat network. A drop in event will be held for residents as part of community consultation. MSDC will be kept informed. They are currently looking at the Health Centre and the school for possible projects.

4. To approve minutes of the meeting 30 January 2017.

The minutes were approved signed.

5. To receive correspondence/communications and deal with any matters.

There was none.

6. To receive accounts for payment.

The invoice for £60.00 from Community Action Suffolk for community profiles has been paid.

7. To receive a report from sub groups and take any necessary action.

Character Assessment - we need to look to produce sensitivity and land assessment report. RM has looked into Locality Grants and it may be useful to tie in with other expenses as the application has to be for above £1,000. It was felt that an approved consultant would need to be employed for this. A tender brief will be drafted to get three quotes. Prioritising criteria are the visual impact on views, impact of traffic, accessibility, historic built environment.

Business – information close to being finalised.

Evidence group – have received the reports from CAS. We need to identify any gaps in our evidence before wording the draft questionnaire.

Health – Need to get guidance on key issues. Our ‘critical friend’ will be invited to the next meeting.

8. To receive comments on questionnaire preparation and take any necessary action.

It was agreed to hold two meetings to draft the questionnaire on Thursday 2 March and Monday 13 March. TB has drafted the format for some traffic questions.

9. To set up a group to examine development options and draft an objectives document.

A separate group of RM, JF, DH & JD will look at this. RM would like to produce a draft list of objectives within 3 months.

10. To identify gaps in the evidence base and decide on action to address these gaps.

A full inventory of assets is needed. The Action Plan sheet was discussed to see where we are at. There needs to be discussion with landowners. Incentives to complete the questionnaire need to be considered. All evidence needs to be robust. Pedestrian flows need to be assessed.

11. To receive comments from the Parish Council on any planning applications received.

An application has been received for an extension to the GTC building at Woolpit Business Park and additional units at Brickfields Business Park.

12. Any other business.

The decision on the Green Road development has been deferred by MSDC. Replacement posters and business cards available from Lisa.

11. Date and time of the next Steering Group meeting – Monday 27 March 2017 at 7.30 p.m. in Woolpit Institute. Noted.

The meeting closed at 9.48 p.m.

Signed.....

Dated.....