

THORNDON INTO THE FUTURE

Minutes of meeting of the Thorndon Neighbourhood Plan Committee On Monday 3rd July 2017

Attendees:

Stuart Cattermole, Deputy Chairman
James Hayward, Parish Councillor
Pauline Smith
Phil Tucker

Apologies: Stephen Page, Alan Lewis

1. Minutes of the Last Meeting: JH pointed out that it was stated in the last minutes that school size and location had been discussed at Parish Council but it should be noted that this in fact has not yet happened and is an Agenda item for July Parish Council Meeting. Otherwise Minutes agreed.

2. Matters Arising:

It was agreed that going forward draft Minutes will be circulated by PS with a deadline given for committee members to make amendments. Minutes to be pre-approved before the following meeting.

3. Review information gathered thusfar:

(a) Mendlesham Plan: It was agreed it is not dissimilar to what we need to do but on a larger scale. Will use as a reference document going forward.

(b) SC brought in maps of Thorndon (large scale pasted together) showing areas with known current development, known previously granted permissions and known potential planning applications.

JH has spoken with Paul Bryant on telephone (Babergh & Mid Suffolk Business Support Officer) who informed him that they have people who can be requested to talk to us and provide help as and when we need it. That person stays allocated to lead us from then on. There is finance still available (up to £9K) to fund survey and production of the Plan. JH has also spoken to Andrew Stringer who is happy to help

whenever we need him. JH has informed liaison (Tom Barker, assistant Director of Planning) that we now have a Committee which is at an embryonic stage. JH agreed to give him detailed information on those on committee when we have it.

SC suggested we need to come up with a strategy on how to deliver the plan and it was agreed we would use the 2011 Census numbers and use the Thorndon Neighbourhood Plan area (as supplied by Paul Bryant).

There was discussion on how much detail is needed and agreed that technical data is needed to support what is being recommended. It was suggested by SC and agreed by everyone that we should use the "How To Go About It" document as a template and try and get some of the base information in place as soon as possible.

It was agreed that baseline intelligence from Suffolk Observatory website will be used. We will use village profile sections of Draft Summary March 2017 prepared by PT and "How to" document. At next meeting PT/JH will bring list of section headings which will be allotted to committee members to research, together with references of where to find relevant information.

It was suggested that AL could become the Archivist of information for the Committee, but this will be discussed at next meeting when AL in attendance. It was agreed that the Cloud could be used for a document sharepoint using a clear folder structure. JH will look at whether we can use Suffolk Cloud. It was then agreed that an Actions Tracker should be put in place, which will then act as an attachment to future Minutes.

It was agreed that we should get a page on the Parish Website on which information about the Committee will be added periodically. As a start it was agreed that all members of the Committee should write information about themselves giving past/present experience, any relevant contacts they have, e mail address, home telephone number. This information should be sent to PS to put together and ultimately to be put on Website.

It was agreed that information regarding the Committee should be put in Village Life Magazine as a "press release" and thereafter quarterly updates. There should be reference that more information, including Minutes of Meetings, will appear on the Parish Website. The Minutes that will appear on the Website to be agreed at each following Committee Meeting, before being sent to the website.

SC agreed to write a note to Amanda Thompson, Parish Clerk, informing her that we wish to register the mapped planning area for the neighbourhood plan and ask what we should do for the next phase in order to register decision of intent with MSDC.

4. Agree Activity for Next Meeting:

- (a) Sharepoint update from JH

- (b) Website page potential JH
- (c) Assign VP sections
- (d) Agree Archivist role
- (e) Review Committee member information for website

Date of Next Meeting: 8pm Monday August 7th in Black Horse