

Development Meeting

Minutes

Date: 8/9/17

Time: 7:30

Location: Vestry

No. of attendees: 7

Meeting objective

To agree which aspects of the local plan should be prioritised for the consultation exercise and how the group will work to review these priorities in order to correspond in the given timeframe.

To agree a communications plan to ensure that the parishioners of Beyton are aware of how they can input into the consultation for the local plan.

Attendees

Name	Present / Absent
Adele Pope	Present
Graham Jones	Present
Steve Fisher	Present
Roger Wyartt	Present
Judith Roberts	Present
Chris Sharp	Present
Jon Rapley	Present
Derrick Haley	Absent
Wendy Lewis	Absent
Alan Lewis	Absent
John Clark	Absent
Tim Ridyard	Absent
Colin Kennedy	Absent
Ian Marshall	Absent
Grant Lockhart-White	Absent

What timelines are we working to?

Discussion	The group discussed the endpoint of deadline for the response (10 th Nov 2017) and key time points working backwards. This includes a public drop in session from the County Council on the 2 nd of October which will take place at The Blackbourne Community Centre, Blackbourne Road, Elmswell, IP30 9GY. They agreed how many meetings would be needed between the time points.	
Conclusion	<p>Outline of the timeframe from 8th September is as follows:</p> <ul style="list-style-type: none"> • Two meetings from now to 2nd October • 2nd October drop in session • Two meetings from 2nd October to 10th Nov • 10th Nov (5pm) consultation ends <p>N.B. More detail will be in the timeline plan.</p>	
Action	Action to be taken by	Date to be actioned by
Timeline drawn out in plan (see attached)	Adele	11 th Sept 2017

What questions and options should we focus on?

Discussion	The group reviewed the questions that had been previously highlighted and the option that link to them. The majority of the questions are from the Delivery section in the Plan with some in the Strategic and Place section.	
Conclusion	It was agreed to focus on the highlighted questions/options. They can be reviewed: https://docs.google.com/spreadsheets/d/1kGX4lCSlIOOuVnjZDv-dr0dDjnPbip7wqtJizixnOQ/edit?usp=sharing	
Action	Action to be taken by	Date to be actioned by
No Actions		

How should we review and comment on the priorities?

Discussion	The group discussed splitting into smaller subgroups and for each subgroup to focus on a few questions and then to reconvene as a larger group before each key time point. It was agreed that four subgroups would be formed and the people present were split between these four groups. It was agreed those not present would be allocated subgroups after the meeting.	
Conclusion	<ul style="list-style-type: none"> • Four subgroups will be formed. • 1 person will be allocated to lead and organise subgroup meetings. • Each subgroup will focus on their allocated questions as well as all highlighted questions in the Strategic section of the plan. • The whole group will reconvene before the key timeline points of the public meeting and deadline. (Doodle invites will be sent to organise these). <p>N.B. more detail will be in the timeline plan attached.</p>	
Action	Action to be taken by	Date to be actioned by
Allocate the four groups	Adele	11 th Sept 2017
Allocate leads for each group	Adele	11 th Sept 2017
Leads to organise subgroup meetings with their team	Leads	15 th Sept 2017
Doodle invites to be sent for main group meetings	Adele	11 th Sept 2017

What other roles are needed and who would like to do them?

Discussion	The group discussed other roles that could be needed such as Communications and Clerk	
Conclusion	I was agreed that this could be discussed on an ongoing basis at each group meeting. Grant Lockhart-White will Chair and Adele Pope will arrange the administration. Adele will lead on the communication plan. At each meeting the actions will be allocated as appropriate.	
Action	Action to be taken by	Date to be actioned by
None		

What will the communications plan look like?

Discussion	The group discussed what methods of communication could be used and the need for a public village meeting to inform the parishioners of an overview of what a local plan is and the consultation process. Timelines were discussed and the format of the public meeting was agreed. It was discussed that the development group activities should be clear and transparent and all documents should be added to the Beyton website.	
Conclusion	The following methods of communication will be used: <ul style="list-style-type: none"> • Mail drop to all houses in Beyton • Village notice boards • Twitter • Facebook • BVN • Village meeting. The village meeting would need to take place before the 2 nd October to then allow the public to attend the drop-in session.	
Action	Action to be taken by	Date to be actioned by
Village hall to be booked for evening of either 27, 28, 29 Sept.	Judith	15 th Sept 2017
Communications plan to be formulated. This will include outline documents for all communication paths.	Adele	15 th Sept 2017

What are the next steps?

Discussion	Next meeting dates and actions for the subgroup leads to take were discussed.	
Conclusion	Following the formation of the subgroups and allocation of the questions. The leads will contact their team to arrange the next meeting. Doodle polls will be sent to ascertain peoples' availability to the group meetings and as soon as a date for the public village meeting has been agreed the communication plan can kick off.	
Action	Action to be taken by	Date to be actioned by
Reply to all doodle polls as they are sent	All	15 th Sept 2017

OTHER INFORMATION

The local plan consultation and corresponding evidence documents can be found:

<http://www.midsuffolk.gov.uk/planning/planning-policy/new-joint-local-plan/>

The method for responding to the document is also found via this site.