

 **MINUTES OF A STEERING GROUP MEETING**
**held on 17th February 2015**at The Blackbourne

**Present:** Marian Abbott, Philip Blissett, Peter Dow, Peter Edmonds, Mary Feeney,
 Terry Garner, Peter Goodridge, Sarah Mansel (Ch.), Fred Pallett, Shaun Pratt,
 Ann Richards.

1 Apologies were noted from Julie Cole and from Robert Horn of CAS.

2 The Minutes of the last meeting, held on 22nd January, were accepted as a true
 record.

3 There were no matters arising from the Minutes and not dealt with as an Agenda item.

4 4.1 Reports were received and comments noted from consultations held with the
 following community groups: Carpet Bowls, Exchange Club, Woolpit Health Centre,
 Millennium History group, WI afternoon group, Ladies Lunch Club.
 4.2 Terry and Marian are to attend the Over 55’s meeting on 26.02 at 7.00pm.

5 In light of feedback from community groups, minor modifications to text, content, and layout
 of questionnaires were agreed. Peter D agreed to incorporate these into the master
 copies.

6 The following were noted by way of progress in the re the questionnaire process:
 6.1 The printer has only just had the Word version of the questionnaires from CAS and
 the distribution date was duly revised to 3rd April with a collection deadline of
 27th April;
 6.2 Schools to be approached with view to distribution / completion wb 13th April –
 Marian & Julie re years 5/6 at Elmswell, Peter D re Thurston;
 6.3 Peter D & Peter Ed to distribute business questionnaires;
 6.4 Peter D confirmed no licence problems re Co-op voucher prize draw & all agreed to
 structure of 1 x £100.00, 2 x £50.00 & 4 x £25.00 prizes;

7 7.1 Peter D & Sarah agreed to attend on 9th March the ‘Neighbourhood Planning
 Masterclass’ run by Locality, Planning Aid England & the Planning Advisory Service at BSE towards advice & guidance on a definitive list of headings for the Plan ‘base
 line statistics’ exercise;
 7.2 Peter D & Sarah agreed to attend an MSDC Neighbourhood Plan network meeting
 on 13th March;

 7.3 It was noted that MSDC had confirmed that Elmswell would almost certainly need to
 go through the ‘Screening Opinion’ process due to the high levels of new development and infrastructure likely to be considered but that this process cannot begin until the Plan is in draft form.

***...over...***

8 8.1 Peter D agreed, for the avoidance of doubt, to email to all members fully updated
 copies of all 3 questionnaires:
 8.2 It was agreed that pop-up banners should be sourced for siting in the Co-op together with placards for siting around the village encouraging awareness of and return of questionnaires;
 8.3 It was agreed that members might, on a rota basis, attend the Co-op on Saturdays during the questionnaire consultation period - 18th & 25th April – to encourage
 completion of questionnaires.

 8.4 It was agreed that the ‘preamble’ to the Household Questionnaire should stress
 that:
 8.4.1 Members can collect / help with questionnaires;
 8.4.2 The option to ‘leave a question blank’ should be made clear;
 8.4.3 The 6-boxes-per-household should be explained;
 8.4.4 Further unstructured comment on any aspect of the exercise should be invited via contact with any member.

9 The date of the next meeting was agreed as Tuesday 17th March at 7.30.

10 The meeting closed at 9.15.

**Peter Dow
19.02.15**