



THE LONG STRATTON NEIGHBOURHOOD PLAN COMMITTEE
MEETING HELD AT LONG STRATTON PARISH OFFICE, THE STREET, LONG STRATTON
9TH AUGUST 2018, 11.00AM

MINUTES

Cllr Steve Adcock
Cllr Diane Woodham
Bob Mackenzie

Ian Hetherington
Jessica Lawton (note taker)

1. Apologies for absence

Apologies were noted from Kevin Worsley. B.Buck (Clerk) has received an e-mail from Jenna Goodall Browne stating that she wishes to give up her position as a Tharston and Hapton representative due to childcare issues.

2. To receive disclosures of interest and dispensations

Nothing to declare.

3. Acceptance of last minutes

The Chairman noted that the date of the All Group meeting was incorrect. The correct date should have read 23rd August 2018.

Once corrected the chairman signed the minutes as a true record.

4. To discuss any matters arising from the last minutes

The Chairman went through the last minutes and the following was noted:

- The Long Stratton history report has been updated. Once the photos have been received J.Lawton to e-mail R.Hogger. All to also have an updated copy.
- J.Lawton to e-mail R.Hogger for confirmation regarding the pavement width work. I.Hetherington will add width measurements if part of the Neighbourhood Plan.
- B.Buck (Clerk) to organise a website training certificate for J.Lawton as training has now been done.
- J.Lawton to approach the Stratton Community Growth Forum website provider to see if we can have log in details.

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- It was agreed that a separate meeting is needed concentrating purely on the needs and evidence for a Community Hall in Long Stratton. Date to be confirmed.
- J.Lawton to carry on collating the information received from the consultations and to e-mail all once completed.

5. Discuss and decide on the online questionnaire

It was agreed that the current online questionnaire should be kept live and needs to be advertised by as many means as possible.

- B.Buck (Clerk) to contact Steve Jackman, the website designer, to ask for a new shortened Neighbourhood Plan website address.
- The adverts on the new website need to be removed which will incur a cost. All the committee members agreed to this.
- The current questionnaire will be staying live online as it is. But a survey monkey is also needed as we need to reach as many people as possible and gain their opinions. So J.Lawton and B.Buck will work together to simplify it and arrange a survey monkey to go live as soon as is possible.
- The new website is to be advertised as much as possible. Including noticeboards, possibly the Diss Mercury, Sextons Wheel, upcoming community engagements and business cards.
- J.Lawton to e-mail Matt Mullins at Paws Printing to enquire about cost of Neighbourhood Plan business cards.

6. Identify what evidence documents are not collated in the 'Sources of evidence' and advise Rachel Hogger appropriately

It was agreed that this was talked about when we talked through the previous minutes. This is an ongoing part of the Neighbourhood Plan.

7. To discuss updates on each of the committee members policies.

A discussion was had regarding each members progress so far.

- J.Lawton to continue working on collating the comments received from the consultations.
- B.Buck (Clerk) to see if she has a map of the footpaths for S.Adcock.
- I.Hetherington advised that he will be sending out another business survey soon. All agreed that he will claim back the money from the stamped addressed envelopes.

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8. To discuss the requested All Group meeting – Agenda items and apologies received.

A discussion was had regarding the replies received so far to the All Group meeting invites and also possible agenda items. The invite did say that if anyone had anything they'd like to add to the agenda then please let J.Lawton know by Friday 10th August 2018.

9. To discuss and decide on an evening meeting as per request from Tharston and Hapton clerk.

A discussion was had on this. It was agreed that an evening meeting would be arranged.

- B.Buck to contact Alan Arber, the Tharston and Hapton parish clerk, to advise of an evening meeting. Date to be confirmed.

10. Any other business and agenda items

a. To discuss the needs and evidence for a Community Hall in Long Stratton

A discussion was had regarding what would be needed for the upcoming community engagements and who is available to attend.

- J.Lawton to prepare more questionnaires
- As already stated it was agreed that a separate meeting was needed concentrating purely on the needs and evidence for a Community Hall in Long Stratton.

11. Date of next meeting

Thursday 16th August at 11.00am.

The Chairman closed the meeting at 12.30pm

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