

Minutes of a meeting of the Debenham Parish Council Neighbourhood Planning Committee held on Wednesday 4th June 7.30m at Coopersfield, Debenham.

Present: Cllr S Palframan (Chairman), Cllr D Hughes, Cllr J Baldwin, Cllr J Abbott, Mr J Free (MSDC) and Mrs D Bedwell (Clerk).

- 1. To receive apologies for absence:** Apologies had been received from Cllrs S Phipps and R Blackwell.
- 2. To receive any declarations of interests:** There were no declarations of interest.
- 3. Suspension of standing orders:** *Meeting open for 5 minutes to allow members of the public to speak: No other members of the public present.*
- 4. To approve minutes of the meeting held 7 May 2014:** It was resolved to approve the minutes as a true record of the meeting held.
- 5. To note and consider any matters arising from the last meeting and agree any actions:**
 - The collection points agreed since the last meeting were the Sir Robert Hitcham School, Coopersfield, the Post Office, the DLC and Websters. **Cllr D Hughes agreed to make enquiries as to Websters would be able to sell window space**, so that the NP could have considerable window frontage.
 - It was agreed that remaining members of the PC would need to be updated with recent progress. **Cllr S Palframan to action.**
- 6. To receive update from Cllr S Palframan:**
 - 6.1 Stradbroke:** SP-Cllr S Palframan had attended their presentation evening, along with one hundred and six people. There had been a ten minute presentation with slides, followed by people being split into four groups accompanied by a leader. Leaders needed to be strong enough to deal with people with strong views. All attendees had been brought together again at the end of the session. **Cllr S Palframan would circulate all the relevant documentation in due course.**
Ninety two percent of those consulted had agreed to a Neighbourhood Plan. Debenham's NP mandate was to lead the strategic process and Cllr S Palframan had felt that the committee was moving along similar lines to those of Stradbroke.
 - 6.2 Young Engagement:** Co-option of new members had been postponed until after the June presentation meetings. Mr J Rogers, a former Chartered Surveyor, had volunteered to attend one of the presentation meetings and give the committee some feedback. Mr J Free advised members that residents coming forward wishing to help in the process, did not necessarily have to join the committee but could operate as members of a smaller working group.

It appeared the Inspector would be interested in how the whole community, particularly the young people, were engaged in the process. It was therefore, essential

that the NP engaged with both the primary and high schools, as well as the youth centre. It was agreed that [Cllrs S Phipps, J Abbott and J Baldwin would progress this area.](#)

Mr J Free advised members that Mendlesham and Needham Market had been very successful in engaging the young people and added that Debenham NP could liaise with Mr Peter Foster (Mendlesham) and Needham PC regarding their working with Nedham Market Middle School.

Mr J Free was asked for advice on the matter of Housing Needs Assessments and he informed members that there were two types, Social Housing and Market Needs, and that Debenham would probably need both. There was a cost implication and the Committee would need to consider and agree this aspect.

Cllr D Hughes added that local housing needs would need to be considered in its entirety, in particular caring for the elderly.

Mr J Free reported that a country wide housing assessment was on its way and that it may cover some of the areas the Debenham NP needed data from, rather than the committee commissioning the whole document.

It was recommended that a resolution was made by the Parish Council to contribute financially towards the Market and/or Housing Needs Assessment subject to the NP seeking alternative funding. [Clerk to add to next PC agenda for consideration.](#)

7. Update:

7.1 Business letters- DH: Cllr D Hughes presented the draft letter to all members. It was agreed that a certain amount of canvassing would be needed:

- Letter could be sent out as an attachment to an e-mail to all those listed on the local business/organisation directory maintained by Mr B Woods.
- Mr J Free recommended approaching Mr Dave Baker at the Federation of Small Businesses (businesses that may not be so visible to the public as they are sometimes run from home, for example).
- [Cllr D Hughes volunteered to hand a hard copy to the main local businesses on Friday June 6th; Mr B Woods would be asked to send a copy to all remaining businesses on the village directory;](#) Cllr D Hughes and S Phipps to be named on the letter so that they could be a first point of contact for dialogue with business owners. Link to the NP website to also be included in the letter-[To be actioned by the Clerk. NP logo to be added to letter and Cllr D Hughes and Clerk to liaise in the production of the final document.](#)

7.2 Website, posters, leaflets- JA : The skeleton website was already in place and it was in the same layout as the existing Debenham website. Content would be added in due course. There was also a comments box on the Debenham website which could be linked to individual boxes. A sample of the posters and leaflets was shown to all members and a small number of adjustments were made.

7.3 **Scouts- SP-** Fifteen hundred leaflets had been produced: 1000 would be hand-delivered to every house in Debenham by the Scouts (to be handed to Scout Leader by Cllr J Abbott on 09.06.14) and the remaining amount to be retained by Cllr S Palframan for distribution at the collection points and the presentation meetings. **Cllr S Palframan to send Cllr J Abbott the contact details for the Scouts. Cllr S Palframan to organise the distribution of postcards and posters.**

8. Presentation/ Drop in days:

- 8.1 **Room layouts:** DLC-The Clerk and Cllr S Palframan had liaised with the manger and set up would be completed following the Forge meeting; Coopersfield- Manager to be asked if easy chairs could be removed and stored in a back room. **Clerk to action.** It was agreed that displays would be made for each of the six themes using the foam boards and residents would be encouraged to write down their views. **A welcoming board would be set up and manned by the Clerk.** This station would be used to welcome visitors, note down the details of any prospective volunteers
- 8.2 **Catering:** The Clerk had organised refreshments at the DLC via the manager and Mrs J Rogers from the WI had kindly agreed to provide refreshments at Cooperfield.
- 8.3 **Transport arrangements:** A number of suggestions were received but a decision was not made at this point: **Cllr J Abbott to make further enquiries with a local public transport provider; Clerk to make enquiries with Mr K Voller re the High School mini bus.**
- 8.4 **Public questions, displays and recordings:** Cllr S Palframan reported that at Stradbroom matters had been kept very simple, ie what was good, what was bad, what were the strengths and what were the weaknesses. Mr J Freer advised that there was a risk that if a “blank canvas” approach was used, there may be a risk that residents would not want any change. It was advisable that residents were made aware that the existing, already sustainable, community would inevitably continue to grow; that the NP process could help to influence the growth to a certain extent; and that residents would have a voice on what they wished that growth to be.

Cllr J Abbot suggested that a short presentation at the start of the public meetings should make it clear that change was inevitable and that it was a question of how that change could be managed to an acceptable level in Debenham.

Cllr S Palframan added that a general consensus of questions/prompts would be needed and that responses would need to be recorded (ideally by a second member at each theme table).

It was also suggested that a flipchart at the entrance to the venue would be helpful to capture data. **It was agreed that this should be managed by the Clerk (as mentioned at 8.1 of these minutes).**

Clerk to organise the purchase of one flipchart and markers, as well as pens, pads and sticky notes for each theme table. Clerk to also order name badges for all members, including Mr J Free.

If a member of the public was interested or was knowledgeable on a specific theme, they could also volunteer to help members.

8.5 Councillor roles: Two Councillors would be needed to manage each station; one engaging with the public and the other noting any comments or views. **Clerk to circulate e-mail requesting confirmation of attendance to both venues.**

9. Progress on Community Interest Inventory- LC and FWG: There has been no communication between both members involved, therefore this matter had not yet progressed. Mr J Free suggested the NP asked the Community and used their responses as a starting point. Mr Free also added that if an asset received twenty one nominations (from members on the electoral roll), that asset could be considered for registration as Community Asset by MSDC. It was only when there was a possibility that the asset may be purchased that either the PC or another constituted group would need to be required.

It was resolved that a recommendation would be made to full Council to produce an initial list of such assets and submit it to Mrs Tracey Binkley at MSDC. If approved, due process would be initiated: the asset would get added to register maintained by MSDC, the asset owner would be notified and a charge would be put on the asset. This charge would mean that the asset was flagged up and highlighted to the PC if a change of use application was submitted or if the asset was put up for sale. The PC would then be given a six month period to raise sufficient funds to purchase the item at the market price. However, it must be noted that the owner of the asset did not have to sell it to the PC.

Clerk to add this item to the next PC agenda.

10. Any other business: Cllr D Hughes advised that he would be unable to attend the public meeting on June 22nd and that Cllr S Phipps would need to be contacted. One more member would also be needed to join Cllr S Phipps on the same theme table. **Cllr S Palframan to action.**

It was agreed that the next phase of the project would need to include the collation of comments from the public meetings.

11. Date of next meeting: July 14th 7.45pm at Dove Cottage (following FAWG meeting).

With no further matters to be transacted, the meeting ended at 9.15pm.

Signed: _____ Date: _____