

Blofield Neighbourhood Plan

Minute of Meeting 11th February 2015, held at Heathlands Blofield Heath

| No | Information/Action | Actionee |
|----|---|----------|
| | <p>Present: Rachel Leggett, Amy Smith, Yvonne Burton, Paul Culley-Barber, Rob Christie, Mark Springall, Miles Green, Jane Parry, Trish Brocklebank, George Pickersgill.</p> <p>Apologies: Pat Wilson, Terry Norton, Steve Briggs, Rachel Springall</p> | |
| 1 | <p>Steering Group All present at meeting were asked if they wanted to be part of the Steering Group and all those present confirmed. Those who had expressed an interest in being part of the Steering Group (a further 5) to RL but not present, would be asked at next meeting to confirm participation.</p> <p>It was agreed that if other members of the parish were interested in the Steering Group that they should visit workshops and offer their expertise before extending the group invitation further. As they would not have been “on board” from the beginning there would obviously be ground to catch up on. If people do want to be part of the Steering Group perhaps a reserve list can be drafted.</p> <p>The positions of Chair, Vice-Chair and Secretary were offered to the Steering Group. Members who volunteer for positions were as follows; Chair – Trish Brocklebank Vice-Chair – Rob Christie Secretary – Amy Smith</p> <p>All positions were seconded by a member of the Steering Groups.</p> | |
| 2 | <p>Declaration of Interest Forms All members of the Steering Group as listed above completed and signed Declaration of Interest Forms and returned to RL.</p> | |
| 3 | <p>Review of last MOM The Terms of Reference have been agreed by the Parish Council. A grant for £3,458 from Locality was applied for and awarded. This grant is to be spent by the end of this tax year. Any remaining funds after this date need to be returned back to Locality. A grant for £5,622 from Broadland District Council has been applied for. A grant for £6,958 from Locality for funding during 2015-6 tax year has been applied for. The grants applied for totals £16,038. It is estimated that putting a plan together will cost approx. £17,500. The Parish Council will fund the remainder of the project.</p> <p>Review comments made by sub-groups on the Communication and Engagement Plan. These will be typed up</p> | RL |

| No | Information/Action | Actionee |
|----|---|--|
| 4 | <p>Briefing for Walk About and Workshop</p> <p>See handouts</p> <p>Steering group members volunteer for roles as recorded on wall chart</p> <p>Point 2 Graffiti Board, change wording to “What do you want it to be like to live in Blofield in 2026” (Rachel please confirm)</p> <p>Also have copies of the blue hand out “Walk About Questions for Blofield Parish Neighbourhood Plan Feb 2015” available at work shop for parishioners to view/aid discussion.</p> | <p>RL</p> <p>RL</p> |
| 5 | <p>Next Steps</p> <ul style="list-style-type: none"> • Start focus groups to gather public opinions. These groups need to speak to stake holders and local groups (e.g. school, playgroup, scouts, tennis etc.) • Run another workshop • Send out questionnaires, need to decide whether this should be a purely online activity or if paper copies would be beneficial. • RL presented a diagram showing the different area where volunteers are required. Draft list to clarify what tasks are and circulate prior to next Steering Group meeting. • Steering Group member to consider list of actions and volunteer. • Data analysis sub-group required with separate meetings. | <p>RL</p> <p>All</p> |
| 6 | <p>Assigned Jobs</p> <p>Data Analysis</p> <p>Refreshments</p> <p>Review/ aid with written reports</p> <p>Stakeholder Groups Interaction</p> | <p>MS PC-B</p> <p>JP</p> <p>AS</p> <p>TB</p> |