

Brandeston Parish Plan – Steering Group Meeting Minutes – 2/04/2008

Venue: Brandeston Village Hall

Present:

Nick Holland-Brown
Alastair Chapman
Clemency Cunliffe
Roger Cunliffe
Susan Edhouse
Paddy Fielder
Annie Law
Sarah Thorne
Nick Hayward

1. Item 1 - Apologies:

Phil Summers, Peter Thurlow

2. Item 2 - Minutes of Previous Meeting

Accepted.

3. Item 3 – Matters arising

Covered by the agenda.

4. Item 4 – Questionnaire

4.1 Distribution/collection

PF and ST had organised distribution and collection of the questionnaire and 80 had been returned to date, with a closing date of Friday 18 April.

4.2 Collation

NH demonstrated the figures collated so far, based on 35 of the questionnaires whose data had been keyed into the analysis spreadsheets so far.

The Chairman proposed a vote of thanks for the work done.

5. Item 5 – Stakeholder involvement – review

NHB had written to 31 stakeholders but received a poor response. Those who had replied included:

- East Anglian Ambulance Service - supportive
- Suffolk Preservation Society – highlighted sustainability and climate change issues
- Suffolk Wildlife Trust – happy to advise as required
- Chief Fire Officer - noted
- Parish Clerk, Cretingham, Monewden and Hoo – will respond if appropriate
- Parish Clerk, Kettleburgh – interested in Brandeston's results which relate to K; should be invited to the Open Day
- Suffolk Constabulary – referred to Halesworth then Framlingham; will advise as required, and will attend the 14 May Annual Parish Meeting

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- Alan Randall, QH Pub – letter circulated for review

NOTE: RC proposed that the report should recognise the impact of climate change; eg: the flash-flooding which had become apparent in recent years.

The process above has fulfilled Brandeston's obligations under the DEFRA grant to consult stakeholders.

6. Item 5 – Consultation Process

The consultation process, initiated in April 2007 and encouraged via open meetings, minutes and most recently the household questionnaire, would continue at the Annual Parish Meeting on 14 May 2008 when a summary of progress would be given. The overall results would then be presented at a subsequent Open Meeting when villagers would be invited to add further material before the final report was written.

The Open Meeting would be advertised after the Annual Parish Meeting in The Brandeston and via the website. It is likely to run from 6 – 9pm and provide flip-charts where key issues can be highlighted for general comment. Light refreshment and wine to be provided. Final details to be addressed at the meeting on Wednesday 21 May.

7. Item 7 – Revised timeline

The timeline at Appendix A – red items – remains valid.

8. Actions

Determine % return rate for questionnaire.	ACTION PF/ST
Invite Kettleburgh Parish Clerk to Open Day	ACTION NH-B
Present initial results at Annual Parish Meeting	ACTION NH
Consider food/wine provision for the Open Meeting	ACTION AL/ST

9. Item 8 – AOB

None.

10. Item 9 - Date of Next Meeting

Wednesday 14 May 2008, 8pm – Annual Parish Meeting, Brandeston Village Hall.

Wednesday 21 May 2008, 8.00pm, Brandeston Village Hall.

Nick Hayward
04/04/2008

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11. Appendix A – Revised Timeline

BPP - Timetable and cashflow - January '08 -
Version 3

Year	2007												2008											
Month	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12			
Work element																								
Parish Meeting	*																							
Form Committee			*																					
Establish budget, ToRs and timeline																								
Submit Funding Application																								
Communicate project progress																								
Receive funding						*																		
Derive Questionnaire																								
Print Questionnaire																								
Distribute/collect Questionnaire																								
Analyse results																								
Open event, present findings																								
Revise findings from further input																								
Define outline structure of BPP																								
1st Draft BPP/Action Plan																								
Review/revise BPP/AP																								
Formally present BPP/AP to PC																								
Formally present BPP/AP to village																								
Finalise BPP/AP & print multiple copies																								
Submit BPP																								
Project Completion																								