

Brandeston Parish Plan – Steering Group Meeting Minutes – 12/06/2008

Venue: Brandeston Village Hall

Present:

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

1. Item 1 - Apologies:

Alastair Chapman, Graham Edhouse, Peter Thurlow.

2. Item 2 - Minutes of Previous Meeting

Accepted.

3. Item 3 – Matters arising

Accounts presentation to be carried forward.

It was agreed that re-presenting the questionnaire results at the fete on 21 June would achieve little since they had already been presented formally at the Annual Parish Meeting and at the Open Evening. The main objective now was to produce the Report.

Remaining items covered by the agenda.

4. Item 4 – Open Evening review

The evening on 29 May 2008 was regarded as effective but poorly supported, perhaps because of high attendance at the Annual Parish Meeting on 14 May 2008. However a number of useful additional comments were received and recorded. The food and wine provided were excellent.

5. Item 5 – Report shape & form

The following points were agreed:

- Continuity of style following on from the questionnaire was desirable, re-using photos already familiar to villagers
- The structure of the report would be simple, relate to the Suffolk ACRE recommendations, but present the key issues in a short document which was backed up with detail in Appendices. The Long Melford report was a fine model. NH to draft structure for review
- The Steering Group would extract key issues from the questionnaire results for inclusion in the report
- The Steering Group would interpret the raw results to distil conclusions and recommendations; eg the issue of 'affordable housing', provision of youth facilities
- Pictures of 'Brandeston as it is seen by villagers, including its people' to be requested for inclusion in report

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- Electoral Roll numbers of people and households should be obtained to compare with wider numbers covered by questionnaire
- 1988 SCDC Plan should be circulated to St Group for info

6. Item 6 – Revised timeline

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

7. Actions

Re-circulate Q results & 1988 SCDC Plan to Steering Group	ACTION NH
Steering Group to extract issues from results and convey to NH, copy all, by 11 July	ACTION ALL
Draft Report structure/initial content	ACTION NH
Ask PT to request pictures of Brandeston people via The Brandeston	ACTION NH
Obtain Electoral Roll numbers of people and households	ACTION PF
Expenses to be claimed	ACTION ALL
Present current accounts to Steering Group	ACTION AC
St Group members to confirm 29 July date is suitable for next meeting, or propose alternative	ACTION ALL

8. Item 7 – AOB

Expenses to be claimed.

9. Item 8 - Date of Next Meeting

Tuesday 29 July 2008, 8.00pm, venue to be confirmed

Nick Hayward
13/06/2008

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10. 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																								
<i>Parish Meeting</i>	♦																							
<i>Form Committee</i>			♦																					
<i>Establish budget, ToRs and timeline</i>				=====																				
<i>Submit Funding Application</i>				=====	=====	=====																		
<i>Communicate project progress</i>				=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====			
<i>Receive funding</i>						♦				♦														
<i>Derive Questionnaire</i>						=====	=====																	
<i>Print Questionnaire</i>						=====				=====														
<i>Distribute/collect Questionnaire</i>							=====	=====	=====															
<i>Analyse results</i>							=====	=====	=====															
<i>Open event, present findings</i>										♦														
<i>Revise findings from further input</i>											=====	=====	=====											
<i>Define outline structure of BPP</i>										=====	=====	=====	=====											
<i>1st Draft BPP/Action Plan</i>										=====	=====	=====	=====											
<i>Review/revise BPP/AP</i>											=====	=====	=====	=====										
<i>Formally present BPP/AP to PC</i>													♦											
<i>Formally present BPP/AP to village</i>														♦										
<i>Finalise BPP/AP & print multiple copies</i>															♦									
<i>Submit BPP</i>																♦								
<i>Project Completion</i>																					♦			