

## **Brandeston Parish Plan – Steering Group Meeting Minutes – 29/07/2008**

Venue: Quaker House, Friday Street

**Present:**

Nick Holland-Brown  
Alastair Chapman  
Susan Edhouse  
Graham Edhouse  
Paddy Fielder  
Annie Law  
Philip Summers  
Sarah Thorne  
Nick Hayward

### **1. Item 1 - Apologies:**

Clemency Cunliffe, Roger Cunliffe, Peter Thurlow.

### **2. Item 2 - Minutes of Previous Meeting**

Accepted.

### **3. Item 3 – Matters arising**

Accounts presentation to be carried forward.

Electoral Roll numbers to be carried forward. More houses are in Brandeston compared with those revealed in the survey, some of which are second homes.

Remaining items covered by the agenda.

### **4. Item 4 – Accounts**

Presentation carried forward.

### **5. Item 5 – Report draft review**

Following extensive review, the following points were agreed:

- The main font should be changed to Comic Sans (cf Arial) & revised report re-circulated
- The report structure as drafted was considered suitable
- Logos should be included on header page, but this page to be revised to improve impact & remove repetition of headings
- Detailed revisions were proposed to the text for version 2

There was a desire to quantify statements in the report such as 'strong', 'moderate', 'limited', etc so these meant specific % values from the survey results to assist future PC decisions. However, such quantitative measures were very difficult to extract with integrity in some cases; eg % of females to males was easy but total %-age wanting a village shop was unclear. It was clear, therefore, that the text would need to express the situation in context and unambiguously.

The review covered the body of the report only, leaving the Action Plan to the next meeting. All were asked to consider the issues in this draft plan ready for the next meeting.

**6. Item 6 – Presentation to the PC**

Insufficient time – carried forward.

**7. Item 7 – Timeline**

Insufficient time – carried forward.

**8. Actions**

Obtain Electoral Roll numbers of people and households	<b>ACTION PF</b>
Expenses to be claimed - NH to re-send	<b>ACTION NH</b>
Present current accounts to Steering Group	<b>ACTION AC</b>
Re-circulate draft report with Comic Sans font & revisions	<b>ACTION NH</b>
Review draft Action Plan issues ready for the next meeting	<b>ACTION ALL</b>
Copy Header page to SE	<b>ACTION NH</b>
Provide:	
1 the CA statement highlighted on page 6, para 2	
2 replacement para on page 9 of the BPP report	
3 a para on % of villagers attending BPP meetings for App A	<b>ACTION NHB</b>

**9. Item 8 – AOB**

Insufficient time – carried forward.

**10. Item 9 - Date of Next Meeting**

Thursday 7 August 2008, 8.00pm, Red House Farm

Nick Hayward  
30/07/2008