

Minutes of

Stradbroke Neighbourhood Planning Committee

Date: 03 Dec 14

Time: 20.00hrs

Venue: Stradbroke Community Centre, Stradbroke

Attendees: Don Darling (DD); George Chaplin(GC); Stuart Crane (SC); Charmaine Cooper (CC); Gerald Jenkins (GJ); Roger Turkington (RT)

Apologies: Oliver Last; Louise Smith;

Minutes: the minutes of the last meeting were approved unanimously following an amendment to the start time of the meeting

Matters arising from the minutes:

- David Spenser had advised that he was available to undertake the qualitative analysis interviews from 15 December 2014
- Some examples of completed Neighbourhood Plans were available online via the stradbrokeonline website

Housing Needs Survey (HNS) update:

- CAS had received 138 completed questionnaires to date; RT had collected 66 from the Library (to be forwarded to CAS)
- The return rate was 33%. This was not as high as had been anticipated but greater than the previous one (30%) and the recent Debenham survey ((25%). The deadline had been extended to 15 Dec 14 so there was time for late submissions
- Committee members were urged to pursue those who had not completed and submitted a questionnaire and to ask other volunteers to do so.
- Even those residents not requiring affordable housing or having a link to anyone who might were to be encouraged to complete the questionnaire as all responses were valuable
- Most residents had been positive and said they would respond...reminders needed
- All unused questionnaires to be collected together and given to RT

Quantitative Analysis:

a. Volunteers

- The numbers recruited, so far, for the qualitative analysis were insufficient; 5-8 individuals were required for each group
- The Community Centre had been booked for 15/16/17/18 December for the analysis meetings. DD would liaise with David Spenser re meetings

- Andrew Bloom (Head of Stradbroke High) would manage the recruitment of the teenage group and make arrangements for their meeting
- GC would approach those in the 'young adult, no children' category to try to recruit (there were no volunteers in this group to date although it was explained there were very few in the village)
- DD would also try to gain young adult recruits through the football club and would also approach the WI for volunteers in the older age group with adult children who had moved away
- GJ would organise the two groups of retired residents
- SC would canvass users of the Spar shop to boost numbers in all groups
- Everyone to keep all members up to date with progress via email

b. Schedule:

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| • Retired respondents – | 16 & 17 Dec 14; 1400 – 1500hrs |
| • Young adults | 16 & 17 Dec 14; 1900 – 2000hrs |
| • Parents c/w children at school | 15 Dec 14; 1000 - 1100hrs and 1900 – 2000hrs |
| • Parents w/o children at home | 18 Dec 14; 1000 - 1100hrs and 1900 – 2000hrs |

Finance:

- The total grant from Locality would be £6,500; this had to be spent by 31 Dec 14
- There was a piece of software available that could help with the analysis of the plan and this could be purchased if there was surplus to be spent hurriedly
- David Spenser could be asked to provide extra consultancy work
- The Clerk was asked to purchase £400 worth of hall rental for 2015 onwards, to be billed before 31 December 2014

Work Streams:

- The bulk of the work within the NP will start once the work streams have been identified from the qualitative analysis. A process paper had been prepared and distributed to illustrate the type of activity likely to be necessary for a work stream (appended to these minutes)
- Volunteers and a support team will be needed to lead the work streams

Next steps:

- It was suggested a pre-meeting should take place prior to David Spenser's presentation of the results of his quantitative research
- Work streams to be identified and listed as topic headings prior to the meeting set for 05 January 2015, these to be communicated to the volunteers in advance of the full presentation of the results
- Presentation of the complete results at a full meeting of all volunteers on 14 January 2015 (this will be a public meeting)

- Later in January an open, full public meeting would be held. Volunteers for the work streams to have prior information on the topic headings

Matters for inclusion in the agenda of the next meeting:

- Preparation for the presentation
- Management of themes
- Public meeting to be held 14 January 2015 at 7pm – hall availability permitting
- DD to speak to OL ref hall bookings

There being no further business the meeting closed at 21.40hrs

Date of next meeting: 05 January 2015