

Bungay Neighbourhood Planning Group Meeting of the Steering Group

Date: 16.11.2016

Time: 7.00pm

Place: The Fleece Inn, Bungay

Present: Ken Lodge (Chair), Sue Collins, Alison Ballantyne, Liz Cawood, John Adams, Karen Lodge, Tony Dawes, Gilly Shiner, Peter Jackson, Neil Burns-Thomson, Dave O'Neill, Guy Bradley, John Barbuk

Minutes

1.1 Apologies: Peter Edwards, Chrissie Brown, Dan Brown, Steve Read, Bob Prior

1.2 Minutes from 19.10.2016

- Agreed and signed

1.3 Matters arising from 19.10 2016

2.3 Resignation of Councillor S. Thompson

- *Congratulations to John Adams and Guy Bradley on becoming councillors.*

2.4 Venue for future meetings

- *The group discussed using The Fleece Inn meeting room for future meetings.*

Agreed

Action: AB to check with Chloe from the Fleece on which of the future arranged meeting dates would the room be available. Done.

5.0 Subgroup Reports

5.1 Town Centre, Retail and Employment

- *John Adams:*

Do we submit Bungay's NDP plan using the existing Waveney plan and attempt to influence the forthcoming plan or should we wait for the new Waveney plan to be completed and submit Bungay's NDP plan following the acceptance of this new Waveney plan?

Action update: KL indicated that he had emailed Dickon Povey and Jo McCallum for advice about which plan to follow. Ongoing

5.4 Transport and Traffic

- *KL indicated that a number of the ideas raised by the group are to do with enforcement rather than planning. He indicated that it may be possible to add such ideas in the plan's appendices.*

Action: KL to write to Suffolk's Police & Crime Commissioner, Tim Passmore, and Bungay Town Council regarding concern about traffic issues on behalf of the steering group.

Action update 16.11.16: *KL thanked all for helpful comments at the drafting stage. Letter will be sent to Tim Passmore and a copy to Bungay Town Council on 18.11.2016. Done.*

2.0 Statements from the Chair 16.11.2016

2.1 BNDP stall at Bungay Christmas Fair 4.12.2016

- *Stall has two purposes: awareness raising and information gathering re: visitors.*
- *Stall space booked but it is a half site and possibly too narrow for a table.*

Action: D.O'Neill to check size of possible table

- *Cover/awning required.*

Action: TD to check stalls on either side of BNDP area to see if an awning/light tarp across stalls might be possible. Email KL and SC findings.

Action: L.Cawood to ask Tim Childs about size and possible loan of a gazebo. Email KL/SC.

- *Rota required 9.30 to 4.00pm: Three people if possible for each hour. One to man stall and the other two to carry out clipboard interviews of visitors.*

**Bungay Neighbourhood Planning Group
Meeting of the Steering Group
1st Draft**

Set up: 9.00pm	KL, KFL and SC
9.30 - 10.30	Bob Prior,
10.30 - 11.30	
11.30 - 12.30	Peter Jackson
12.30 - 1.30	
1.30 - 2.30	
2.30 - 3.30	
3.30 - 4.00 plus dismantling	KL, KFL and SC

Action: please email AB/KL times when you will be able to staff stall. Thank you.

• Publicity

Action: SC to inform Beccles and Bungay Journal that BNDP will have a stall at the fair.

• Display to be organised.

• D. O'Neill has some display boards but they must be kept dry - hence need for awning.

• Other sources of boards to be investigated include: KFL to see if local primary school could loan us some display boards and SC Jo McCallum.

Action: KFL to inform SC if this is possible.

Action: SC to ask Jo McCallum if there are any boards we can borrow.

• Leaflets/ handouts/ posters/stand-out/ clip-boards&pens

Action: SC has some posters from original consultation day.

Action: TD to order a flag banner with BNDP plus logo. Approx £70.00

Action: KL to organise approx 500 handouts designed to inform residents. (Flyer already written.)

Action: KFL to design A3 poster and submit to TD.

Action: TD to print and laminate posters.

Action: D. O'N to indicate to AB, SC and KL if he can acquire clipboards from the Range.

• Visitor questionnaire. About 5 to 6 questions/ clip board interviews carried out by members on the stall.

Action: All - please email suggested questions for fact finding information from visitors to Bungay at the fair by Monday 21st November.

Action: SC to compile - about 5 or 6 questions only.

• Other Christmas Fair arrangements

Action: SC to email Mary Buck to ask about footpath over road bridge, and arranging an area for disabled parking - possibly Clays car park or Chaucer Street. Done.

Action: TD to photograph stall on the day as part of evidence for town consultation.

2.2 Proposed combined meetings of members from the three major Bungay projects: The Honeypot Community Centre Project, The Heritage Centre Project and BNDP.

• KL indicated how helpful Jo McCallum had been at the initial meeting. Jo had indicated how important it was for all projects to involve the community in their plans.

• Councillor Simon Woods is to arrange a meeting for the beginning of February.

• The aim is to arrange a public consultation day where all three projects are represented.

• KL Indicated public consultation is essential where funding is concerned.

• Some concerns were raised that we must be aware of over-consultation.

Action: AB add as possible agenda item for 18 Jan 2017 - to select BNDP representatives for the combined meeting. Done.

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2.3 Identity card photos.

- Thanks to TD.

2.4 Debbie Read

- DR has resigned owing to work pressures.
- Group indicated formal thanks for all her work.

2.5 Christmas Social Event

- KL asked the group if there was any interest for such an event.

Action: KL possible ideas and dates to be sent out by email. Done.

Date of Next Meeting

18.01.2017 at 7.00pm
Please note the venue: The Fleece Inn, Bungay
Meeting closed 9.12

Signed:

Date: