

**Minutes of an information meeting of the Neighbourhood Planning Committee
of Stradbroke Parish Council held in the Community Centre, Stradbroke
Wednesday 20 August 2014**

Present: Roger Turkington (Chairman); Don Darling; Charmaine Cooper; Stuart Crane; Gerald Jenkins;

In attendance: Carol Smy (Clerk)

Oliver Last (Group Chairman) sent his apologies.

1. The meeting had been convened to receive a presentation given by Gillian Benjamin of Community Action Suffolk (CAS) on Neighbourhood Plan questionnaires and the assistance that could be provided by CAS. GB went through various questionnaires and stressed the security of the system.

Contact details could be added to the form so respondents could seek help, if required, with completion or information.

A paper form would be distributed to each household with space for 6 people to complete. Each responder would have a unique reference code. Results were kept anonymous but members of the group could check, online against the code, that a response had been made. Online completion should be encouraged.

The questionnaire could be edited to target the questions to Stradbroke's proposals and answers could be either multiple selection or single response. Sections could be added or removed as required.

The software enables deep analysis of the answers to give a far more in-depth picture of the responses.

Although information was requested – gender, age, situation – but it was stressed this did not compromise the anonymous nature of the data collection.

2. The previous Housing Needs Survey undertaken in Stradbroke was coming to the end of its life and a new one would need to be completed to be seen to be relevant to a Neighbourhood Plan. As the Locality grant must be spent by the end of 2014 this might be a useful way of spending some of the money whilst providing necessary information for the Neighbourhood Plan process. The HNS would cost c£3,000 (£1 per household and £2,500 for the collating, analysing and the writing of the report by CAS, which would come after the end of the year).

Completion of a Housing Needs Survey would mean that some questions could be omitted from the NP survey, rather than having to ask for the same information twice.

A section had been added to the HNS covering market housing on rural exception sites to support affordable housing, both general (for those on MSDC's housing list) and local (for those with a Stradbroke connection).

3. It was recognised that the deadline set by Locality for the spending of the grant meant that there was insufficient time to accomplish a HNS and have the Neighbourhood Plan questionnaire prepared. It was agreed that it was better to complete all stages satisfactorily rather than poorly just to utilise the funds.

More consultation and focus was required to produce a meaningful questionnaire and this was unlikely before the end of 2014.

GB stated that factual and background information was needed in addition to questionnaire responses to ensure a Neighbourhood Plan was the right thing for the village as in some instances a Parish Plan was better suited to local needs.

3.1 It was suggested a steering group should meet to collate ideas and possible ways forward.

3.2 How to move on and allocate volunteers to tasks was questioned and it was agreed that the people who had expressed an interest at the public meeting should be contacted again to see if they still wished to help. Other people should be canvassed too. Contact should be made as a matter of priority and volunteers, in whatever capacity, should be fully involved in the various processes.

3.3 There should be a public meeting in early September for helpers and new participants.

3.4 An article soliciting help should be published in the September issue of the Stradbroke Monthly

3.5 Should proceed with the Housing Needs Survey as soon as possible. CAS would be able to assist with setting this up.

3.6 DD had details of 3 possible consultants to use for the Neighbourhood Plan – all undertake qualitative work and moderate focus groups. He would contact these for more information.

There being no further business the meeting closed at 21.55hrs