

Minutes of Barningham Neighbourhood Plan Working Party 7.00pm 31st May 2017

Present: Carol Hammond, Julie Surridge, Tony Steer, Nikki Hutton, Trevor Elliot, Vicki Gay and Ian Poole

Apologies: David Bloomfield

1. To agree Service level agreement ahead of Parish Council meeting.

The group have had a chance to look at the Service Level agreement with St Edmundsbury Borough Council and are happy with its content. The Clerk will put this on the next Parish Council agenda for the consideration of the Parish Councillors.

Action Clerk

2. To take advice from Ian Poole about next steps

The group discussed, with Ian Poole, what we need to achieve next. It was agreed that two issues would be addresses.

2a.) The Household Questionnaire.

Julie, Tony and Vicki will look at ideas for the questionnaire. Ian Poole will provide examples to aid them. Options for production and analysis were discussed. Tony will investigate software options and printing costs will be explored.

Action Julie, Tony & Vicki

2b.) Landscape Character Assessment LCA

This is a document that sits alongside the NP and is an important part of the process. A Landscape Character Assessment (LCA) is the process of identifying and analysing variation in the character of the landscape. It looks to identify and explain the unique combination of elements and features that make landscapes distinctive and create a sense of place. Carol and Trevor will, once they have both returned from their respective holidays, begin work on this.

Action Carol & Trevor

Ian Poole will provide the group with a plan of action that we can refer to.

Action Ian

Date of next meeting. TBA