

Present: Trevor, Carol, Tony & Vicki

Apologies David, Julie & Nicki

1. **Feedback from Pigeon**

It was agreed that there was really nothing new that came out of the public consultation carried out by Pigeon that needed to be included in the questionnaire.

2. **The questionnaire**

Further changes were made to the questionnaire. This will be circulated prior to the December meeting for approval. It is planned to deliver it around 5<sup>th</sup> January 2018, with a two week return. The Clerk will compare prices of printing envelopes with labels and confirm the number of questionnaires required.

The cost of using a data processor will be sourced.

**Call for sites letter.**

The letter will be included with the questionnaires. Letters will also be sent to all known landowners. The Clerk will contact out contact at SEBC to see if they can help with a list. Copies will also go on the website, noticeboards and in the Parish News.

**Data protection, change in law.**

The new law will come in to effect in May 2018. The Clerk will ensure the working party are compliant.

3. **Village Character Assessment.**

Trevor has done a lot of work on this already and it was agreed to look at engaging the services of an expert in the field. Use of Bio diversity data, including the hedgerow survey will be used and new audits undertaken

**Training**

Carol and the Clerk will attend Design training for consultees held by Suffolk Preservation Society

4. **Finances,**

The Clerk has submitted a request for an extension of time to spend the awarded grant money.

Date of next meeting, TBA