Sproughton Neighbourhood Plan – Minutes

06/07/2020 - Commenced at 18.30

Apologies – Simon

Discussion re Exhibition:

* Proposed dates inc. August BH weekend to allow of extra day or first weekend in September to allow for extra time for information to return from surveys to be added into exhibition boards.
* COVID -19 implications discussed. Proposed one way system, all four doors open for ventilation, period of opening for vulnerable / shielding groups only. Consideration of managing numbers of people attending at any one time – no proposal at present.
* Boards – currently considering 8 boards in 4 groups of 2 – suits layout of Tithe Barn vs need for social distancing. Input from Ian – previous exhibitions have had 12-15 boards. Ideally have interactive element to boards – post it note responses to exhibition added by MOP. (Need to consider COVID implications re post it notes & pens being handled by all visitors – how to manage this.) Also asking MOP to identify where further development could be – red dot on map = no / green dot = yes.
* Members of group to be stood by boards to engage with MOP to obtain feedback, promote discussion and provide answers – need for facemasks or shields? One group member per two boards.
* Online version of exhibition to be made available on usual websites and YouTube – member of the group to be filmed giving information on NP process & developments etc.
* Consideration for paper copy of the exhibition to be available to take away for any MOP who would like to contemplate it further (esp. for those not online.)
* Board topics to include Village likes / areas for improvement, questionnaire feedback, landscape appraisal feedback, identification of other important buildings in the village, housing needs survey feedback, update on Babergh Local Plan, green spaces of interest, what happens next ..
* Need for follow up survey?
* Kirsty is reviewing COVID guidance to ensure full compliance.
* Need to record names and addresses of MOP on the door in case of reported outbreak.
* Toilets to be closed off.
* Consideration for max no. of MOP in the barn based on COVID regs.
* Interim Meeting in two weeks for sitrep.

ACOM Surveys:

* Alison Falmer – experienced candidate to complete Landscape Assessment but expensive (£5K - £10K) and not available until September. Helen suggests costs may be reduced due to some of the work already having been completed for the assessment.
* Strategic Environmental Assessment and Habitat Assessment – will only know if required once NP has been completed. Screening of NP by BDC will identify if there is a need.
* Housing Needs Assessment has commenced (Paul Avery) – takes around 10-12 weeks – possibly completed in time for feedback to be provided at exhibition. Maybe able to share headlines from the report – Rhona to establish if this is possible. Assessment includes review of local data and provides advice based on the review around housing types.
* Rhona is chasing an update on the site assessment design guide.
* Green Space Assessment – Rhona reviewing information provided by Peter, Ian also providing an input.

Grant:

* Looking to release funds to pay for Alison Farmer / Landscape Assessment and then apply for further funds later to pay for Ian .

Survey:

* Deadline extended to 12/07/20
* Rhona / Helen/ Kirsty to commence inputting.
* Anne to organise girls for inputting and narrative input. £8 per hour.
* Next steps to collate survey information.

BDC Local Plan:

* Update from Zac Norman – new timetable to be set in July
* Plan to be adopted 2021

Meetings:

* Next meeting 10/08/20
* Interim meeting 20/07/20 (Ian not available)

Anne – Additional COVID Considerations:

Methods of transmission = air / water droplets and touching infected surfaces

Limited number of MOP in barn at any given time

One family group / bubble per board at any given time

Fixed time at each board – speed dating style! But with NP group member on hand at the end of the event for further discussion.

Manage numbers attending at any given time – possible leaflet drop providing names of roads to attend on which day wherever possible.

Shielding slot

Socially distanced seating outside of barn so people are more inclined to wait and are restricted to one area rather than milling about.

Hand sanitiser at start and finish of event

Provision of masks / gloves – expensive

PPE for NP group as communicating with every attendee – risk to self and further transmission.

Use of pens / post it notes / sticky dots – all going to be repeatedly handled. Post it noted to be passed by NP group member so not picked up by every visitor?

Cheap boxes of takeaway pens?

Sticky dots applied to board by NP group member.