

**Bungay Neighbourhood Planning Group  
Meeting of the Steering Group  
Final**

**Date:** 21.9.2016

**Time:** 7.00pm

**Place:** Riverside

**Present:** Ken Lodge (Chair), Sue Collins, Alison Ballantyne, Liz Cawood, Guy Bradley, John Adams, Robert Prior, Chrissie Brown, Danny Brown, Neil Burns-Thomson, Karen Lodge, Tony Dawes, Gilly Shiner, Debbie Read, Steve Read, Dave O'Neill

**Apologies:** *Peter Edwards, Peter Jackson*

**Minutes for 21.9.2016**

**1. Minutes of Previous Meetings**

**1.1 Matters Arising for 20.7.2016**

- *Deferred until 19.10.2016 to allow time for the presentation by Dr T.James.*

**1.2 Confirmation of Minutes for 20.7.2016**

- *See item 1.1*

**2. Statements from the Chair 21.9.2016**

**2.1 Visitors**

**Action:** all members. Please remember to introduce any visitors to the Chair at any meeting.

**2.2 Managing disagreements in sub-groups**

- KL indicated the need for a protocol to address occasions when there is an unresolved variation of opinions within a subgroup.

**Action:** all members. If there is serious disagreement between members of any subgroup, both sides of the issue should be referred to the Chair and Secretary for inclusion in the next available meeting of the SG.

**2.3 Identity Badges**

**Action:** all members. Please email ( or post) your passport type photo to Tony Dawes for production of identity badge.

**2.4 Bungay Visioning Day**

- KL indicated that SC had uncovered a copy of this survey in the Bungay Town archive. TD has scanned the original copy and it is now available for all members on drop box.

**Action:** all members to read.

**3. Presentation by Dr James - survey methodology**

- Dr James presentation was followed by questions and then an informal discussion.

**Action:** KL and TD - a copy of Dr James' notes to be posted on dropbox.

**4. AOB**

**4.1 Date of Next Meeting**

- 19.10.2016 Riverside 7.00pm

Meeting closed 8.50