

On Monday 6th March we had meetings with our printer and our planning consultant in readiness to proceed with our Neighbourhood Plan and below is a resume of the next stages. We are now in a position to apply for the grant from the government to fund our consultant and is hoped we will be in a position to submit an application within the next week to ten days. The delay in this application is down to the timing as we have a short period of time to spend the money (by the end of December) once we are in receipt of the grant

We can report that the questionnaire is now at the printers for origination and this process should take about a week to ten days to prepare, after which we will be in a position to put to the steering group for approval. To that end a meeting has been arranged for Friday 17th march at 7.30 in the lounge to sign off the final document which will then go to the printers for printing which if everything goes according to this timescale should mean that the 2,000 questionnaire booklets will be ready by the end of the March.

Once in receipt of the questionnaires we will then have to organise for

1. The labels with the codes to be fixed on to the questionnaires. (the reason we have to do this as I stated at a previous meeting is to have them printed directly onto the questionnaire would have increased the printing costs by £1000). **We would be grateful for volunteers to help with this.**
2. Arrange for the delivery over a two day period (one day would be better) **Again any assistance with this would be appreciated.**
3. Arrange to pick up the completed documents with help from volunteers (further details of this will be given closer to the time).
4. Input the information from the questionnaire in to the programme purchased from Suffolk CC. (This will enable us to easily process the responses in readiness for the preparation of the draft plan.

Once this has been completed we will be at the stage for our planning consultant to start work on a plan that will be regarded as appropriate in readiness for the planning inspector. Our consultant is at present preparing a quote for the anticipated work he will do.

This stage of the process has taken longer than anticipated due to the need to ensure that we have a questionnaire fit for purpose and the difficulties we faced in ensuring we had sufficient funds in place to complete the questionnaire

PCM 7.3.17.