#  Minutes of Neighbourhood Plan Meeting Mon 10 September 2018

**Present:** Helen Wallace (Chair), Paul Willer (Vice Chair), Stephen Lustig, Nick Miller, Bronwen Stacey, Catherine Harrison (Secretary), Nigel Finch, David Wiles, Andrew Hill.

**Apologies**: Stephen King, Mark Armitage, Karen Wiles, Ian Jordan.

**Agenda items**:

1. Minutes of meeting 27 August agreed as accurate.
2. Draft Terms of Reference – asked wider group for any additional rules to add to draft. All in agreement with those proposed at last meeting. HW asked for help in finalising Tof R document. SL offered**. Action HW to meet with SL and progress document.** Re membership - this has changed again since ZG has e mailed her resignation. HW highlighted the people who are still receiving minutes but have been to very few meetings and decision made for HW to contact them.
3. AH presented findings from the Skills Survey. Positive result with many strengths identified amongst team members, such as IT, Finance, community engagement, project management. Areas of weakness are Web design, Social media. AH willing to have a go at a web site as a page of PC website. **Action - AH to amend survey results to current NP team membership and send out results to all team.**
4. Fete feedback given by HW and NM from their observations and discussions with people coming to see the NP display. PW presented the written comments from feedback on village character and emerging themes. Approx 100 people visited the display.
5. PW presented a document building on the Emerging Themes informed by our community consultations and mapped against policy proposals, in preparation for drafting our NP Questionnaire. Following discussion different sections were allocated to members of the team to work on draft questions. **Action draft questions to be prepared for next meeting – BS – Housing, PW & NM – Countryside Character, DW & NF – Road Safety, HW & SL – E commerce, CH – Amenities & Services.**
6. Communications - an article needs to be written before next meeting for Assington News. Agreed to write about Fete. Some discussion regarding importance of all group agreeing content and more work needed on communications strategy. BS asked for assistance. NM had already sent some ideas to BS & HW**. Action - HW to build on this and send a piece to BS and rest of team.** HW also to give a progress report to PC meeting before next NP meeting. **Action HW to write report and send out to wider team for comment.**
7. **Date of next meeting Tuesday 25 September**

**Further dates agreed – Mon 8 Oct, Mon 22 Oct, TUESDAY 6 Nov.**