**Draft Minutes of Neighbourhood Plan Meeting**

**Monday 11 February 2019**

**Present:** , Helen Wallace (chair), Stephen Lustig, Catherine Harrison, Andrew Hill, Nick Miller, Katerina Hronova.

**Apologies**:, ,  Ian Jordan (Vice Chair), Nigel Finch, David Wiles, Karen Wiles.

**Agenda items**:

**1 Draft Minutes of 14 January 2019**

 The draft Minutes of the meeting on 14 January 2019 were agreed with the following amendment to **Road Safety** **Actions** – NF did not accept the action to lobby on Road Safety. This should be for the Parish Council to pursue.

**2 Ian Poole Consultant – Proposal and Involvement**

IP has submitted a detailed proposal outlining his project plan and costs for supporting our Neighbourhood Plan. **Action: HW will set up a meeting with IP** **to examine the proposal and discuss funding before the next ANP meeting on 11 March, some dates proposed that AH can make. HW and NM will also try and attend and other NP members invited to attend if available.**

**3 Questionnaire analysis and map views.**

AH presented a list of draft policies arising from the Questionnaire analysis done by him and IJ. These had been circulated by email before the meeting. Policies were briefly examined in the meeting and will also be included in the meeting with IP. **Action: ANP members to submit emailed comments on the policies to AH. AH to attend meeting with IP**

NM presented maps (prepared by NF) of the parish showing; 1) site and quantity suggestions for new housing and, 2) important views and scenic areas. NM circulated a written summary of these results. **Action: these maps to be included in the meeting with IP.**

**4 Business and Landowner Survey / Involvement of Young People**

 **Action: IJ to present draft questions to next meeting.** A sub-group was set up (IJ, HW, CH, NM, AH). **Action: HW to contact IJ for progress on list of questions.**

 The Young People’s Meeting was set up but no-one attended. This area will be re-visited as part of the Consultation Event.

**5 Funding Update**

Application for funding for 2018-19 year missed the deadline date due to an error in communication. Application for funding round 2019 – 20 is all ready and waiting for notification of date to apply. AH is now on an email alert system for funding updates.

 IP’s proposal will need to be amended in view of this missed funding and will be discussed at planned meeting with him. He is prepared to invoice NPG in the new financial year to cover actions in 2018 – 19.

**6 Consultation Event**

CH had circulated a draft programme for a Neighbourhood Plan Consultation Event to take place on Saturday 13 April. After brief discussion detailed work to be held over to the next meeting. **Action – NPT to contact CH with further ideas for the consultation**. Press Release prepared by CH for Assington News was approved and AH to include in our social media pages.

**7 Appointment to Sub-groups.**

Because NPG will only meet monthly, it was felt that a number of sub-groups were necessary to do the detailed work to progress issues with the results being presented to the General Meeting for adoption. It was agreed for sub-groups to be able to co-opt outside help from the wider NP support group on specific issues without needing prior approval from the general meeting.

 The agenda presented a list of possible groups:

 Questionnaire Analysis **AH, IJ, NF.**

Consultation Event **CH, HW**

Character Assessment **NM but with input from IP and PW**

Housing **NM, IJ, KH**

Policies (e.g. Communications, Declarations of Interest) **HW, SL**

Junior Issues **NM, KW, DW**

HW informed of an event - Suffolk Design Parish and Neighbourhood Workshop in Stowmarket on Tues 26 Feb. **Action - HW to forward e mail to group and all welcome to attend but need to register and let her know who intends to go.**

Meeting finished @ 21:30.

 **Dates of next meetings: Monday 11 March 2019**

 **Monday 8 April 2019**

 **Tuesday 7 May 2019**

 **Monday 3 June 2019**