**Minutes of Neighbourhood Plan Meeting**

**Monday 11 March 2019**

**Present:** Helen Wallace (chair), Ian Jordan (Vice Chair), Nigel Finch, Stephen Lustig, Catherine Harrison, Andrew Hill, Nick Miller.

**Apologies**:, , Katerina Hronova.

**Agenda items**:

**1 Draft Minutes of meeting 11 February 2019**

 The draft Minutes of the meeting on 11 February 2019 were agreed and adopted. David and Karen Wiles have since resigned from the Neighbourhood Plan Steering Group.

**2 Feedback from meeting with Ian Poole – 1 March.**

A meeting with our consultant took place on 1 March with HW, IJ, NF & AH attending.

* IP advised that a formal Communications Policy is not needed. Some NP areas have written policies for team to work to for specific issues. For further discussion by team.
* IP said not to focus on writing policies yet for NP document as we have not done sufficient research and testing of issues.
* IP suggested a drop-in format works well for consultation events rather than a sit-down style for the (see item 5), those present felt this would be better. He has 16 display boards we can borrow.
* IP will advise on site allocation parameters for inclusion in our application for support packages.
* IP will review his proposals and cost structure to take account of ANPG actions to date and will circulate these later.
* IP showed Character Assessment framework used by Little Waldingfield and Drinkstone as a possibility for ANPG use. He has e mailed it for our use.

**Action: AH to contact BDC to apply for support packages and IP for information on site selection and “green space” parameters.**

**3 Updated Action Plan.**

AH presented an updated action plan for approval. This was discussed and adopted. **Action: AH to circulate the Action Plan.**

**4 Preparation for Landowner interviews.**

It was agreed that we would only approach landowners of sites identified by residents in the survey at this stage and not all landowners and businesses in the parish.

The Group provided landowner information to IJ to contact for his interviews. **Action: IJ to use questionnaire information to elicit views from landowners. IJ to send out format to those helping him in this job. Information should be ready to be included in the Consultation Event. AH already has an appointment to see Richard Brooks. HW to see Dick Warner if necessary.**

**5 Consultation Event 13 April**

Working from CH’s draft programme, Meeting agreed a drop-in style meeting and discussed the content and format of displays. Agreed to concentrate on 3 main areas and to postpone a special childrens section. Main subjects for display:

* Questionnaire Results
* Scope and sites for future housing
* Green Areas for protection

. **Action: CH to co-ordinate a working group (NM, NF & AH) to produce displays and present to next ANPG meeting** . **To meet with HW & NM also**.

 **Action: NM & CH to put together a Young People’s Meeting** **for the next half-term. Help was requested from other Group members.**

 **Action: This Event will be the primary item for the ANPG next meeting.**

**6 Communications**

CH had composed a press-release for Assington News on the Consultation Event. This was approved.

 AH continues to update our Facebook page.

Team agreed the benefit of a simple Communications strategy. **Action: SL to draft simplified Communications Strategy from draft prepared by Bronwen Stacy in August 2018. To send to HW for comment.**

 **Action: HW to prepare a report on ANPG progress for the PC AGM 25 March.**

 Meeting finished @ 21:40.

 **Dates of next meetings: Monday 8 April 2019**

 **Tuesday 7 May 2019**

 **Monday 3 June 2019**