**Draft Minutes of Neighbourhood Plan Meeting**

**Monday 12 August 2019**

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

**Apologies**:, ,.. Nick Miller

**Agenda items**:

 **1 Minutes of meeting 2 August - agreement and actions.**

 The draft Minutes of the meeting on 3 August 2019 were agreed and adopted.

 IJ and NM submitted their comments on the AECOM report to AECOM.

 HW arranged for IP to attend the 12 August meeting.

 **2 Review of Plan progress with IP.**

Our consultant IP attended the meeting to review NP progress against the team’s timeline and to provide feedback on some of the initial policies drafted by the team.

 The basis for this was a set of initial policies drafted by IJ and AH based on questionnaire and consultation event responses which have been circulated to the team and IP. IP advised that overall the policies were reasonable but needed further work to link them to the AECOM report and other evidence and more development needed to produce acceptable policies in our final NP.

 IP circulated a list of residential planning permissions in Assington as at 1 April 2018 taken from the Babergh JLP which will inform the team’s draft policy and our displays at the October consultation event.

 **3 Writing draft Neighbourhood Plan.**

IP advised that we should aim for a draft launch 2 – 3 months after the October consultation event. Looked at Drinkstone Draft NP and discussed the layout and content. Decision made to use this more updated plan as a model to refer to when writing our own. However to continue to work to agreed allocation of topic areas for writing draft.

**Action: Team to write draft chapters and bring to next meeting on 2 September meeting.**

**Introduction: HW**

 **History / Natural Environment/ Built environment: NM**

 **Current issues: CH**

 **Housing: IJ**

 **Infrastructure & Services SL**

 **Traffic & Travel NF**

**Planning Policy/Spatial Strategy/Vision & Objectives IP**

**4 Planning next Consultation Event Saturday 5 October.**

This will update residents on our work and evidence so far and get their involvement and ideas around such things as the AECOM design work, and sites, designating local green spaces, special character areas and comment on our draft policy areas. IP advised that we should have 1-2 copies of the AECOM report at the event and to include this on our website. Also we will require a feedback questionnaire to quantify the event results. Discussed the format for the consultation event, display boards, advertising etc

**5 AOB**

IP advised that we will require a relatively short feedback/response form to give to businesses in order for business opinion on the village can be reflected in our NP.

 **Action: SL to draft for the next meeting.**

 Meeting finished @ 20.00.

 **Date of next meeting: Monday 2 September 2019 in 7pm Village Hall**