#  Minutes of Neighbourhood Plan Meeting

# Mon 13 August 2018

**Present**

Helen Wallace (Chair), Bronwen Stacey (PC), Nigel Finch, Nick Miller, Paul Willer, Stephen Lustig, Karen Whymark, Andrew Hill, Stephen King (PC), David Wiles, Ian Jordan.

**Apologies**

Zonia Gower, Catherine Harrison (Secretary), Karen Wiles, Mark Armitage, Katerina Aronova.

Agenda items.

1. General introductions and welcome to Ian Jordan.
2. Draft Minutes of meeting 31 July - amendments required
* Point 4 - Terms of Reference - add Paul Willer Vice Chair
* Point 7 - supplement display for poster
* Point 9 – Incorrect name Diddy Does Hill is Daddy Does Hill.
	+ Last paragraph, add Environment agency should be involved in water testing.

**Action – HW to amend and re circulate as final agreed minutes**

1. Draft Terms of Reference – further changes required, some rewording of aims and 2 typos, wrong spelling of Bronwen and sub group.

**Action – HW to prepare 4th draft from amendments made and send to group.**  Group aware of need for inclusion of a Declaration of Interest form (HW to ask PC if their form could be amended). Also needs further work on a Complaints procedure.

1. NM gave an update on the character assessment sub group. Displayed a mock up of 2 of the boards which will be developed to A0 size for the fete – the village has been divided into 4 areas for this purpose showing boundary of areas and footpaths - Village Core, West inc Thicks, South inc water splash and East to Boxford direction. A great deal of information has been accrued which will be useful for further work and requires editing for written NP document. Work on History of village on hold for now.

PW had prepared and circulated a draft discussion paper for group members only; Contemporary Assington village culture in the South Suffolk context. **Action - send any comments back to PW**.

1. Fete preparation update –
* Character slide show shown and approved by group.
* PW & NM to meet to finalise content on static foam backed display boards.
* Principles - changed to concerns and emerging themes.
* Flyer and NP slide show – **Action - Flyer to Brin E for format & design in preparation to hand out at Fete.** Slide show – miscommunication has led to 2 versions existing and further discussion at meeting created further tensions and irretrievable differences between some members of the group with one member wishing to resign. **Action – a sub group formed to complete work streams for Fete in view of tight timescale.**
1. Draft questionnaire prepared by KW and sent to members just prior to meeting. Reported to be 8 pages and covers, Housing, Landscape, Road Safety, Services and Facilities & Lifestyle. DW also presented a document and questionnaire he had prepared about Safeguarding for Health, Safety and Wellbeing of the Community which was e mailed to some members of group a while ago. DW requested views on giving this out to residents at the Fete. KW believed her questions on Road Safety incorporated DW concerns. Discussion ensued and many in group concerned about road safety. NF gave expert advice on what traffic calming measures Highways might allow in the village. Discussion highlighted 2 different approaches to involving community; **A,** the need for a full information gathering questionnaire to be prepared collaboratively by the NP team and send out to all residents, **B**, the need for individual residents to continue their own community action and lobbying at present by whatever means they want to. In time further issues for community action may come from the consultations with residents which will be added into the NP.
2. BS reported she and KW had not managed to meet since last meeting but she had looked at the Draft Community Engagement Strategy and felt much work was needed and required a larger team to deal with it.
3. AH reported all members of team had now done the skills survey. **Action - AH to report back fully to next meeting.**
4. Lack of time in meeting to agree wording for Parish council update. **Action - HW to write short update and e mail out for all to comment on before PC meeting on 14 Aug.**

**Meeting closed 21.25.**

**Next meeting Mon 27 August 7.30 Village Hall.**