# Minutes of Neighbourhood Plan Meeting

# Mon 16 July 2018

**Present**

Helen Wallace (Chair), Bronwen Stacey PC, Noreen Grant, Nick Miller, Paul Willer, Zonia Gower, Karen Whymark, Andrew Hill, Stephen King PC,

**Apologies**

Nigel Finch, Catherine Harrison (Secretary), Karen & David Wiles, Stephen Lustig, Ian Jordan, Joan Peacock (Stepped down for the group) ,

**Agenda Items**

1. Minutes of last meeting. BS was missed of the circulation list. **Action** - **HW to rectify this.** Minutes then agreed as accurate summary of the meeting. Action Points to be discussed under appropriate agenda items.
2. Welcome and introductions – attendees introduced themselves and spoke about why they are interested in developing a NP for Assington.
3. Draft Terms of Reference – No time to discuss in detail. Brief look at membership of group and when to settle on numbers and make it a closed group. **Action – HW to circulate to all for comment and include on next meeting agenda.**
4. Draft Principles - PW has received and included comments into the proposals. Need to firm up these proposals by next meeting before populating questionnaire**. Action – all to study these and send any further ideas to PW by 25 July – see attached short term action plan.**
5. Draft Questionnaire Part 1- Decision made to launch questionnaire at village fete Sat 1 Sept. Short term action plan needed to achieve this and group agreed what we needed to achieve by each meeting leading up to this. **- See attached short term action plan.** KW offered her experience of writing questionnaire. **Action KW to meet with PW.**
* Feedback from Village Character Assessment working group – NM updated on work of sub group so far (NM, NG, KW, PW). Areas covered include Ecology, Environment, Wildlife, History and Culture. Decision made to have a display /virtual tour of the village at the Fete to remind/educate villagers of what Assington has to offer across the whole parish area. This is a key piece of work and a 2nd tier support group is forming to help with this, including Steve Betts, David Willer, Isaac Sterling and Brin Edwards. Nick further extended a welcome for any others of the group to join. **Action – NM to write a draft storyline of village character for next meeting 31 July. See attached short term action plan.**
* Housing Needs Survey – HW brought hard copy of a questionnaire produced by Community Action Suffolk, used by several villages in their NP. Cost attached to this but can be offset by BDCouncil. Would provide an independent anonimised tool but is a very long and detailed questionnaire. **Action – HW to find out more and ask Paul Bryant from BDC Neighbourhood Planning team when we meet with them Tues 31 July.**
1. Draft Engagement & Communication Strategy – discuss fully at next meeting. Did not want to miss opportunity to add article about NP in August edition of Assington News so decision made for village photos with strap line Come and find out more about NP at the village fete to be included. **Action for all to prepare for discussion of strategy by reviewing draft circulated by PW on 3 July**
2. Plans for village fete – Sat 1 Sept. After further discussion 2 priority areas agreed, to launch questionnaire and to create interest and involvement with the village character assessment. May be virtual tour, or display showing healthy walks on map etc. **Action – Sub group to work on this and update group at next meeting.**

ZG and DW had met to look at how to involve children in NP activity at the fete. **Action - For further discussion and to update group at a later date.**

1. Group is learning a little at each meeting about knowledge, skills and areas of interest of each member. However need to have a way of recording and developing this. KW on joining the group this week had written a short biography for HW which was very helpful. **Action - AH to develop a template for all members to complete. To bring to next meeting.**
2. Meeting with BDC NP team – Paul Bryant & Paul Munson. Tues 31 July 10.30 – 12.30 , Village Hall. All welcome.
3. **Date of next meetings**

**Tues 31 July 7.30 -9.00 in Village Hall**. (Changed from 30th due to clash with existing PC meeting)

