**Draft Minutes of Neighbourhood Plan Meeting**

**Monday 16 September 2019**

**Present:**,  Helen Wallace (chair), Catherine Harrison, Andrew Hill. Nigel Finch, Nick Miller, StephenLustig. **Note:** the following minutes refer to IP (Ian Poole our consultant) who was not present, in a number of sections.

**Apologies**:, Ian Jordan (Vice Chair),

**Agenda items**:

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

 The draft Minutes of the meeting on 2 September 2019 were agreed and adopted with the following notes:

* **Work streams:**

IP has prepared but not yet circulated his contributions on spatial strategy, visions and objectives. **Action: AH to remind IP when next in contact.**

Group members were to email their work stream drafts by Sun 22 September. Only NM has completed this, SL & IJ have emailed drafts, contributions from other members are WIP. NM is happy to assist this process where he can.

* **Event preparation:**

IJ was to organize 2 banners and 4 posters for event publicity, see Action in section 4. **.**

**2 Update on AECOM report.**

Final report on site allocations has been sent to AH & IJ but not yet seen by rest of group. Village design report has come through to all but to Nicks old e mail so he has not yet seen it.

**Action – AH to e mail site report to all group**

 **HW to e mail design report to NM new e mail.**

**3 Update on writing Draft Neighbourhood Plan.**

Of necessity this process must wait until the content for the 5 October event has been decided and work stream contributions completed and collated. Some members of team have sent drafts in. Others will try and make 22 Sept deadline.

 **Action: add to agenda for subsequent meetings after consultation event.**

**4 Progress for Consultation Event Saturday 5 October.**

General format of meeting, timings etc were agreed. Text agreed for banners. Suggestion that we use the flyer prepared to advertise the consultation event at the Fete and hand deliver to all houses.

**Action: AH to draft text for boards dealing with site allocation and call on any of us to assist if he needs.**

 **Action: NM to draft text for boards dealing with Green Sites and.**

 **Action: AH & NF to check with Duncan (banner provider) to see what is needed in terms of files / drawings.**

 **Action: NF to ask Katarzina Hvanova to help with teas & coffees etc.**

**Action: NF to work with AH & NM and print display for boards following final check of content.**

 **Action: HW to ask IP how many display boards he can loan.**

**Action: SL to look at example event feedback forms sent by IP and modify to suit content for our event.**

**5 AOB**

Issue of affordable/social housing discussed again as was raised in consultation by residents. It was agreed to stick with content from AECOM reports for this consultation event and to look at and take guidance on this for another meeting.

**Action: HW to ask IP and also contact Hastoe Housing for advice on how to develop this subject in the Neighbourhood Plan possibly including a rep from Hastoe speaking at a future meeting.**

Meeting finished @ 21.20.

 **Dates of next meetings: Wednesday 25 September 7.30 in Village Hall**