**Draft Minutes of Neighbourhood Plan Meeting**

**Monday 18 November 2019**

**Present:** Helen Wallace (chair), Ian Jordan (Vice chair), Andrew Hill. Nigel Finch, Nick Miller.

**Apologies**: Stephen Lustig, Catherine Harrison

1. **Minute of 7 Nov meeting**

Agreed following the addition of - detailed notes of discussion of draft document to be compiled by HW.

1. **Update on Draft NP**

Decision made to work on draft plan outside of this meeting.

Ian P has checked with AECOM and e mailed saying that we will need to provide additional evidence to justify the SLA in the form of an appendix

Nick M has redone section on Local Green Spaces and will work on Special Landscape area appendix.

Andrew H and Ian J to meet to re edit draft. Decision made to get draft complete by end of year and so as they work through it, they will request info and work from other members of the group.

Andrew H requested someone to take on job of collating all the comments recorded at our consultation events. Group wondered if SL would do this.

Highway action points can be taken and addressed through PC as there is a rep from Highways department coming to walk the village with a group of PC on Tues 3 Dec.

**Action:**

* **HW to e mail Ian P requesting his input of changes by 22 Nov and also of work done on the chapters he has committed to by next meeting 2 Dec. Also to clarify the purpose of sending the draft NP to BDC before we send it to the PC.**
* **NM to get his re working of special landscape areas to AH by 25 Nov**
* **HW to e mail SL for him to send details of changes recorded.**
* **AH & IJ to meet later this week to re edit draft.**
* **IJ to take request to PC meeting on Mon 25 to ask PC to set up special meeting in early Jan to discuss key issues of NP and then to sign off what will be submitted.**
* **HW to ask if SL would be happy to take on collation of consultation comments**.

1. **Update on Action Plan**

Team looked at plan briefly and reiterated the aim of completing the NP towards the end of 2020.

**Action: AH to update plan for next meeting 2 Dec**

1. **Dates of next meeting**

**Monday 2 December – 7.30pm**

**Tuesday 17 December – idea of an early meeting - 5pm and then go to Pub.**