**Minutes of Neighbourhood Plan Meeting**

**Monday 19 November 2018**

**Present:** Helen Wallace (Chair), Ian Jordan (Vice Chair), Stephen Lustig, Catherine Harrison, Nigel Finch, Katerina Ivanova, Nick Miller, Andrew Hill

**Apologies**: David Wiles, Karen Wiles.

**Agenda items**:

**1 Questionnaire update from sub group**

 **General**

 The main purpose of this meeting was to agree Issue 9 of the draft questionnaire which included any amendments and re-drafts. This was examined section by section and approved with minor amendments. Meeting on 3 December will agree distribution plans for the questionnaire.

 **Action: CH to obtain raffle ticket distribution plan as a possible pattern for the questionnaire for next meeting.**

**Action: AH to email final version to HW as a final check then send to our consultant Ian Poole.**

 **Juniors**

Discussion of the young people’s debate unsure if this will happen on 20th. To discuss further at next meeting.

**Businesses and Landowners**

IJ to start compiling questions.

 **Questionnaire Printing**

Quote from Solopark for questionnaire printingwas agreed.

 **Action: HW and CH to order printing with Solopark**

**2 Appointment of consultant**

Meeting approved the appointment of Ian Poole (IP) of Places4People. Please note that IP’s office is in Ipswich and not as originally circulated by SL in March. IP has accepted invitation to attend the next meeting on 3 December.

**3 Meeting with Lawshall NP group.**

 HW, AH, NF and NM will meet with Lawshall NDP members Tom and Laura McClelland on 21 November for Q&A session on NP’s.

 **Action: AH will provide transport.**

**4 Draft Minutes of 6 November.**

 Draft minutes of 6 November meeting having been previously circulated were approved.

**5 Brief for APC meeting Monday 26 November**

 **Action: HW to email final version of questionnaire to APC prior to PC meeting.**

**6 Update for Assington News**

 **Action: CH to submit press release on questionnaire by 15 Dec for December issue of Assington News**

 Meeting finished 21:30.

**6 Date of next meeting Monday 3 December.**