**Draft Minutes of Neighbourhood Plan Meeting**

**Monday, 2 December 2019**

**Present:**,  Helen Wallace (chair), Ian Jordan (Vice Chair), Catherine Harrison, Andrew Hill, Nigel Finch, Nick Miller (part of meeting)

**Apologies**:, Stephen Lustig.

AGENDA ITEMS

1. **Minutes of 18 Nov meeting** – agreed as accurate account of meeting.
2. **Update on Draft NP Document** – more work has been done by AH & IJ on the draft.

Parish Council were updated on draft NP at last meeting and a date set to sign off draft version on 6 Jan 2020 following return from Babergh DC.

Discussed Traffic section and listed priorities to raise with Suffolk Highways at the walking the village meeting on 3 Dec.

**ACTION** – Please read latest draft version and send any comments to AH by Sun 8 Dec. Once comments incorporated AH to send draft to Babergh on 13/12.

1. **Action Plan Update** – updated with regard to preparing draft plan and meetings organised.

Discussed preparation for Consultation Event;

* Possible date of Sat 18 January 2020, 11.00 – 13.00
* Send out personal invite letter to every household
* Discussed ideas for layout of display.

**ACTION –** HW to e Ian Poole re his ideas for 6 week consultation, to book display boards, and any useful proforma letters.

1. **Date of next meeting –** Tuesday 17 December -5.30 Village Hall

**Date for 2020 – Tuesday 7 January.**