# Minutes of Neighbourhood Plan Meeting

# Mon 2 July 2018

**Present**

Helen Wallace (Acting Chair), Katherine Aronova, Nigel finch, Nick Miller, Joan Peacock, Karen Wiles, David Wiles, Catherine Harrison, Paul Willer, Zonia Gower, Bronwen Stacey PC.

**Apologies**

Stephen King PC, Noreen Grant,

**Agenda Item**

1. Welcome and introductions - all attendees introduced themselves and gave some background and spoke about why they are interested in developing a NP for Assington. It was acknowledged that all the people who signed up to be volunteers at the consultation event had still not been able to attend a meeting so it was agreed to keep an open invitation.

Those present requested access to each other’s e mails and a list was started.

**Action – HW to send out e mails to group and keep other volunteers in the loop**

1. Amended notes of previous meeting 18 June agreed.
2. The Assington Parish Boundary area has now been designated a Neighbourhood Plan area by Babergh and is live on Babergh DC website.
3. Draft project plan based on Lawshall NP – an excellent draft plan was developed and displayed by PW and photocopy packs available to take away. He talked through the stages of the plan and discussions ensued re;

* proposed timescales,
* consultations
* the vision for the village and important issues
* proposed principles for the village
* Housing survey and village character assessment
* Communication and Engagement with the residents
* Short term action plan

Agreement by group to use **Assington annual village Fete on** **Sat 1 Sept** as a community consultation event and possible launch of our questionnaire. Timing for further consultation event possibly Nov/Dec.

**Action for next meeting**

* **NM, JP, KW, NG – to meet and start to look at How to do a village character assessment, looking at what is important in the village and what is missing. Send information to PW to incorporate in questionnaire.**
* **All to e mail ideas of areas/views to photograph to Steve Betts/CH.**
* **Principles proposed for village – further ideas from group to PW by 10 July, who will consolidate. HW to send copies of those issues/concerns collected from residents at consultation event. PW will then also incorporate in questionnaire**
* **Draft engagement and communication strategy – PW**
* **Draft questionnaire similar to Lawshall - PW**
* **Develop ideas for Fete – ZG inclusion of children.**

1. Areas of interest –

Traffic Calming interest group – ZG, DW

Environment /History sub group – NM, JP, NG, KW

1. **Action – HW to draft terms of reference for next meeting including process rules**
2. Nominations for NP group officers. - HW Chair, CH secretary/note taker.

**Action - HW to draft list of other officers needed for discussion at next meeting**

1. Dates of next meetings

Mon 16 July – 7.30 -9 Assington Village Hall

Mon 30 July - 7.30 -9 Assington Village Hall

Mon 13 Aug - 7.30 -9 Assington Village Hall

Mon 27 Aug – 7.30 -9 Assington Village Hall