**Draft Minutes of Neighbourhood Plan Meeting**

**Monday 2 September 2019**

**Present:**,  Helen Wallace (chair), Ian Jordan (Vice Chair), Nigel Finch, Nick Miller, Stephen Lustig, Ian Poole (IP) (Consultant).

**Apologies**:, ,.. Catherine Harrison, Andrew Hill.

**Agenda items**:

1. **Minutes of meeting 12 August - agreement and actions.**

The draft Minutes of the meeting on 12 August 2019 were agreed and adopted.

1. **Feedback individual work streams for Draft NP Document.**

It was agreed that we should use the **Elmsett** and **Drinkstone** Neighbourhood Plan as general models for our contributions .NM has circulated his drafts on Assington History and Environment. HW, CH, IJ and SL have made no progress on their contributions. NF has a short draft taken from questionnaire info and will build on this.

IP has written his sections and advised that we should consider content at this stage rather than worry too much about policy as these will naturally fall out of content

 **Action: IP will circulate his sections on spatial strategy., visions and objectives.**

 **Action: Group members are asked to e mail their drafts to each other by Sun 22 Sept ready for further discussion at 25 September meeting.**

1. **Display for Fete Saturday 7 September.**

Brief discussion on what we should be providing for the Assington Village Feteand NF agreed to put a display together**.**

 **Action: NF to compose a display board and fliers for the fete.**

1. **Plan content and display for Consultation Event Saturday 5 October.**

Discussion on format for October event. Similar in format to previous event with display boards, feedback forms and tea, biscuits and cake.

Content - In general need to convey, Where we are now, This is what we think and What do you think? Discussed allocation of a site and IP stated that in NPPF if a NP allocates a site it is beneficial and that a site allocations made in an agreed neighbourhood plan still have an affect even if Babergh DC has no 5 year land supply. IP gave positive examples where NP had had an impact eg Lawshall has won their appeal and Debenham have had an application for 200 houses refused because of having a NP in place.

Advertising – agreed on large banners like Fete, and posters and to get these out 10 days before event.

**Action – IJ to send out e mail with suggested content for discussion at next meeting.**

**Action: IJ to organize 2 banners and 3-4 posters as Event publicity.**

 **Action: NF agreed to print and prepare boards for October event based on results of members contributions on 16 September meeting.**

 **Action: IP will loan sufficient boards for Event displays.**

 **Action: IP to email copies of displays from other Neighbourhood Plans events as examples for us.**

1. **AOB**

IP advised that we will require a relatively short feedback/response form to give out at the event. In addition a questionnaire for businesses is still outstanding and we will need to do this around time of consultation for us to reflect in NP business opinions on the village . **Action: SL to draft for the 25 September meeting using emerging themes from 16 September meeting.**

 **Action: IP to email some examples of feedback forms.**

 Meeting finished @ 20.25.

 **Dates of next meetings: Monday 16 September 2019 in Village Hall**

 **Wednesday 25 September 2019 in Village Hall**