**Draft Minutes of Neighbourhood Plan Meeting**

**Friday 24 January 2020**

**Present:** Helen Wallace (chair), Andrew Hill, Nigel Finch, Catherine Harrison, Nick Miller, Ian Poole (Consultant), Ian Jordan (Vice chair),

**Apologies**: Stephen Lustig,

1. **Working through the draft NP document.**

The group concentrated on going through the document page by page and amending as necessary to utilise Ian P’s time and input effectively.

IP aware that Babergh NP team are busy at present however will ask them to informally look through polcies and maps once approved by Assington PC on Mon 27 January.

At PC meeting the councillors will need to agree the policies and community actions and be informed the content and substance will not change however there may be some revision of wording and amendments. **Action HW to discuss at PC meeting** **AH to continue to reformat document, Ian P to sort out maps, Ian P to contact Babergh NP Team.**

1. **Publicity and Preparation for Consultation Event**

We need to do a wide consultation, commencing on 15 Feb and for 6 weeks to 30 March and so publicity is crucial. Use, mail drop, facebook, parish council, banners, posters etc.

In preparation for event IP will supply the display boards. We require hard copies for the Parish Councillors, 4 copies for the working group and a hard copies to leave in key places in village ie Pub, Farm shop, Tea rooms, village hall, church. Also develop a loan scheme for people to have a copy for a few days and return it.

Need to publish all supporting documents and make these available also and to include AECOM documents.

Looked at postcard used by Thorndon NP group to publicising their event, advertising drop in and how to view the plan. **Action, CH to design a similar one.**

Also need consultation Feedback document to go with final submission. **Action**, **IP to send a word document response form and we can amend that with our information.**

An additional meeting date was agreed to ensure we keep to our timeline for consultation.

**Dates of next meetings: Friday 31 January, Helens House 10 - 12**

**Monday 3 February in Village Hall 7.30 – 9.00**