**Draft Minutes of Neighbourhood Plan Meeting**

**Tuesday 25 September 2018**

**Present:**Helen Wallace (Chair), Paul Willer (Vice Chair), Stephen Lustig, Nigel Finch, Katerina Ivanova, Ian Jordan, David Wiles, Karen Wiles, Nick Miller, Bronwen Stacey.

**Apologies**:Stephen King, Mark Armitage, Catherine Harrison, Andrew Hill.

**Agenda items**:

1. Minutes of meeting 10 September agreed as accurate.  **Action -AH still to contact IJ & NF regarding skills survey**
2. Draft Terms of Reference – HWs draft circulated and approved following an amendment to Complaints proceedure. Register of interest form approved. **Action - NP members to complete form and return to HW.**  Need for restriction of sharing communications to just core group of NP members but also need to ensure all members are included emphasised by PW and IJ**.**

3 NM emphasised importance of including young people’s views in Questionnaire and NP. Half-Term event “Assington Challenge” to be held on Sunday 4 Nov which would end with display of Challenge results presented by participants. DW suggested finishing the Event with refreshments (barbecue?) **Action -NM to circulate draft to sub-group. Volunteers needed for Event day**. DW suggested a questionnaire aimed at young people to inform the wider questionnaire and NP. Production of this to follow same time scales as larger questionnaire. Copies will then be available for collection in the shop. He also presented a poster to be shown in the shop and bus shelter and will be e mailed to all the group. **Action - NM / DW to prepare details for Assington News**. **Action - NM has paid £70.00 for DBS registration and should be reimbursed when funds available.**

4 Draft questions and policies received on all sections except Amenities & Services. CH delayed in completing this section and has offered to catch up. **SL to contact CH to offer assistance.**  Need for a two-tier approach to includes landowners and business people with interests in the village but not necessarily residents so that this area of interest will be represented in the final NP. **Action - IJ to draft mini questionnaire to guide face to face meetings**.  **Action - PW requested all present to comment directly to members who had prepared the sections that have been circulated by next meeting.**

5 Communications – Lack of time and focus on Questionnaire prevented discussion. **Issue held over until meeting 22 October.**

**6 Date of next meeting Monday 8 October** solely on issues relating to the Questionnaire

**Further dates agreed – Monday 22 Oct, Tuesday 6 Nov.**