**Draft Minutes of Neighbourhood Plan Meeting**

**Wednesday, 25 September 2019**

**Present:**,  Catherine Harrison, Andrew Hill (Acting Chair), Nigel Finch, Nick Miller, Stephen Lustig.

 **Note:** the following minutes refer to IP (Ian Poole our consultant) who was not present, in a number of sections.

**Apologies**:, Helen Wallace (Chair, Ian Jordan (Vice Chair),

**Agenda items**:

**1 Minutes of meeting 16 September - agreement and actions.**

 The draft Minutes of the meeting on 16 September 2019 were agreed and adopted with the following notes:

* **Work streams:**

IP has prepared but not yet circulated has contributions on spatial strategy, visions and objectives. **Action: AH to remind IP to supply his notes on spatial strategy, visions & objectives.**

Group members have circulated their drafts of material for the consultation event.

**Consultation Event:**

* Text for banners and posters was agreed but the printer, Duncan, has not yet been contacted. **Action: AH to liaise with IJ on progress.**
* Cakes etc **Action: NF still to ask Katarzina’s help.**
* Feedback form to be composed using IP’s examples to help. **Action: SL to compose and circulate draft feedback form for approval**

**2 Preparations for Consultation Event Saturday 5 October.**

 **F**ormat of meeting, timings etc were agreed. Text agreed for banners. We have sufficient boards available for all our subject areas. It was agreed that a question on social/affordable housing should be included in the feedback form.  **Action: SL to ensure this is covered.**

 **Action: AH to prepare texts for display boards and supply to NF for printing.**

 **Action: All members will bring cake / biscuits to the event, CH will purchase tea/coffee/milk etc**

**3 Advertising Consultation Event**

See Section 1 above for ongoing actions.

**4 AOB**

It was thought desirable that the final Neighbourhood Plan should include some detail on affordable and/or social housing which is a subject that residents had noted in the questionnaire responses. It was agreed that this would not be covered in any detail at the consultation event. **Action: HW to contact Hasto Housing for advice on how to develop this subject in the Neighbourhood Plan possibly including a rep from Hasto speaking at a future meeting. This is ongoing.**

Meeting finished @ 21.00.

 **Dates of next meetings: Wednesday 2 October 2019 in Village Hall**

 **Monday 14 October 2019 in Village Hall**