# Minutes of Neighbourhood Plan Meeting – 27 Aug ‘18

**Present:** Helen Wallace (Chair), Stephen Lustig, Nick Miller, Stephen King (PC) & Catherine Harrison (Secretary).

**Apologies**: Bronwen Stacey, Paul Willer, Ian Jordan.

**Agenda items**:

1. Only three apologies were received so it was assumed that several members had forgotten the meeting as it was Bank Holiday. Discussed whether group was quorate but in view of Fete preparation those present decided to go ahead.
2. **Minutes of 31/7** were agreed as accurate and will be recirculated to all NP team by HW. AH’s point (item 8) will be moved to the next meeting’s agenda.
3. **Update of the Fete sub-group**: HW circulated the Action Plan. A simplified version of the flyer was distributed by HW and further amendments offered by the group – CH suggested changing wording to ‘village’ instead of parish. SK queried the CIL wording. CH suggested using Solopress in Southend for printing which is affordable. SK suggested 100 copies for the village fete. HW will print flyers on this occasion. SL suggested distributing these flyers to every house in the village. A revised version to be sent to Stephen King for formatting on Publisher. **Action: HW**. The stage will be used at village fete for display boards. It was agreed that although there will be nothing structured for children at the fete, they will be engaged in the process if they come to look at display. Many ideas coming forward of how to involve children for future consultation events.
4. **Draft Terms of Reference** – Further to the miscommunication in the previous meeting HW sent out an e mail suggesting we need to look at Ground rules for the group ie how the group will work together, and add these to Terms of Reference. PW did not attend the meeting this evening and requested the group discuss his ongoing involvement and it was agreed that PW should remain an integral part of the NP team. **Action HW to inform PW**. Those present offered their ideas of what to include in the Ground Rules. SK suggested everyone has a say – allow people to speak for no more than 3 minutes uninterrupted (if necessary); politeness, consideration and respect for other team members and their views; points to be directed through the chair, if necessary; **Action: HW to publish GRs** to be added to by full group members and then adopted.
5. **Next Steps** – after the fete? HW expressed concern that we may all have different ideas about what we want in own Neighbourhood Plan and so need time to revisit this. Has everyone read Lawshalls Plan or have we departed from this? How often do we meet? NM asked, ‘what is required of us now?’. NM suggested we have departed from Lawshall’s plan already although it’s a good source of information/advice. HW suggested we revisit our core objectives and plan and give people a chance to commit to the NP core team. CH suggested village fete could yield some more interest and team members. Future meetings discussed – SL suggested through Sept and perhaps until the questionnaire is published we should have fortnightly meetings. HW wants agenda items to set fortnightly meetings and wants to establish a committed core team and finalise Terms of Reference and Action Plan. HW suggested the questionnaire will probably be compiled early 2019 as much work to do. NM offered idea of publishing photos of the NP team in Assington News**.**
6. **Dates of next meetings: Mon 10th & Tues 25th Sept.**