**Draft Minutes of Neighbourhood Plan Meeting**

**Monday 3 December 2018**

**Present:** Helen Wallace (Chair), Ian Jordan (Vice Chair), Stephen Lustig, Catherine Harrison, Nigel Finch, Andrew Hill, David Wiles, Ian Poole of Places4People

**Apologies**:, Karen Wiles,  Katerina Ivanova, Nick Miller.

**Agenda items**:

**1 Welcome to Ian Poole (People4Places)**

 The meeting was opened for our newly appointed consultant Ian Poole of People4Places to talk about his background and experience and the ways in which he could help the ANP group achieve a working neighbourhood plan. He provided the meeting with copies of his brochure “Neighbourhood Planning Support” which outlines a lot of the dos and don’ts of preparing a neighbourhood plan. While IP talked in general terms about his support for the ANP group he did emphasise the importance of:

 Close liaison with Babergh District Council

 Keeping the parish fully informed

 Landscape character analysis

 Aspects of the locality which must be safeguarded from development.

 IP outlined financial support that was available from the Government - £9000 to start with a possible additional £8000 for site assessments and design designations.

 IP estimated that his contribution would be likely in the form of 6-8 face-to-face meetings, probably with a sub-group and telephone consultations amounting to about 20 working days.

 IP left and meeting continued the agenda.

**2 Questionnaire distribution and collection.**

Meeting decided that questionnaires would be hand delivered with 2 copies for each household. Distributors would insert their name and collection date on each one. Envelopes were provided and labels prepared indicating completed questionnaires could also be returned to the Village Shop.

Members agreed the parish areas into which they would distribute and collect the questionnaires. Distribution would take place this week with collection around 20 December.

AH has worked on a ANP website and facebook page and had prepared a slip to go in with the questionnaires .

 **Questionnaire analysis**

The questionnaire sub-group (AH, CH, IJ, HW) will collate the questionnaire information and carry out the data input.

 **Action: Sub-group will meet 31 December.**

 **Action: CH and NF will do the initial data input.**

 **Action: AH to set up an analysis tool to analyse questionnaires.**

**3 Business and Landowner Survey**

IJ is responsible for this but asked for assistance in carrying out visits and interviews. It was agreed that this would be explored at the next meeting when the initial analysis would be available. **Action – Ian requires contact details of businesses and landowners from us all.**

**4 Young People’s debate and feedback session**

 DW has organised this for 20 December and distributed the feedback sheet that he would be using to capture the debate outcomes.

**5 Funding Update**

This will be held over to the next meeting.

**6 Communications update**

 This will be held over to the next meeting.

**7 Draft Minutes of 19 November.**

 Draft minutes of 19 November meeting having been previously circulated were approved.

 Meeting finished 21:30.

 **Date of next meeting Monday 14 January 2019.**