**Draft Minutes of Neighbourhood Plan Meeting**

**Monday 3 February 2020**

**Present:**  Helen Wallace (chair), Ian Jordan (Vice Chair), Andrew Hill, Nigel Finch, Nick Miller, Stephen Lustig,Catherine Harrison, Ian Poole (consultant, arrived 20.20).

**Agenda items**:

**1 Minutes of 3 last meetings.**

**Minutes 20 January:** Funding – The PC agreed at the last meeting that they would still had money available for NP should it be needed.

NF has not yet spoken to pub landlord re Village nights **Action: NF will see landlord.**

 **Minutes for 24 January were approved.**

**Minutes for 31 January meeting were approved following removal of IJ name against item 4, action point.**

**2 Update on areas of work in draft NP.**

 Actions from meeting on 31 Jan have been achieved.

**Photos** -HW updated that she and AH have added 10 more photos to the draft and this will be sufficient for an attractive draft document ready for the consultation. However more can be added at a later stage for final DTP. This latest draft has been sent out by AH but in view of the size it now has to be sent by We Transfer.

**Housing Figures** - IP has re looked at housing figures and sent an updated e mail to the group. The numbers were quite different. Following discussion the group feel we need to ensure full transparency about the figures and have full reconciliation of residential planning permissions. This was further discussed when IP arrived at the meeting and he guided that there were discrepancies and that the source of the figures is Babergh Strategic Housing. **Action: IP - to provide a clear table of housing allocations that will be included as an appendix in the draft NP.**

AH continues to amend document as changes happen.

**3 Agree Green Spaces.**

NM reported back on the further work he has done regarding Green Spaces as requested by IP and SL had clarifying for the group what the NPPF Sec 100 states. The areas that the draft NP puts forward as Local Green Spaces has been much debated between NM (who has prepared the maps and data for the Plan) and IP and Paul Bryant of Babergh. Further debate continued within the group. IP reiterated what a green space should be – a really important space to the community and needs to adhere to NPPF Sec 100. Also the landowners need to be asked if they consent to their land being included. The group therefore re looked at the areas proposed to see if any should be taken out. All areas proposed had some merit and a solid rational for inclusion. In view of our timescale to begin consultation on 15 February it was therefore decided to moved forward with the suggestion from IP; to reword the section on green spaces in the draft NP and show all the sites as potential green spaces and to explain why these sites have been identified and we would like to include them all but acknowledge that Babergh may have some concerns about some of the sites. So during the 6 week consultation and further discussions with the landowners any comments and objections will be noted and fully reviewed at the end of the period. IP reiterated that the LGS and SLA will be presented as separate supporting documents.

**Actions: NM - to draft a letter to landowners and start to talk to landowners; NM - to continue to work on the LGS & SLA supporting documents and amend the descriptions of the NGS and SLA details for the assessor. To ask for help from group if he needs to.**

**AH - to add the reworded paragraph on green spaces to the draft NP document to get ready for printing**

 **IP - to amend the protected views map.**

**NB – all changes to the draft plan need to be made by THURSDAY 6 FEB to go to print.**

**4 Publicity and preparation for Consultation Event Saturday 15 February**

IP advised that we need a written minute from the PC approving the status of the draft NP.

 **Action: HW - to obtain this from the parish clerk.**

CH has produced a mock up of the post card. Relooked at the GT Barton one sent through by IP and to make our similar. CH has obtained a quote from printers to produce:

250 colour postcards to announce the 15 February consultation to every household (£53.00)

 Four 6 x 2 banners (£120.00), 10 colour posters (free) and 20 copies of the draft NP (£140.00)

All group agreed this was good and for her to to go ahead and use this company.

A distribution schedule was agreed for all team members to cover all households in the parish.

It was discussed and agreed that NP copies for inspection would be held (apart from the consultation event) in the Village Hall Foyer, the pub and Assington Barn Café.

Ideas for layout on display boards. – To keep our displays much the same as for previous consultations as they were clear and worked. Housing sites 2-3 per board, Policies can double up.

Layout of maps important and should be a double page spread at the start with Village centre map on Right as this sets the scene for the rest of the display and also in the document.

Will need 2 copies of all the appendices

**Action: CH to send out draft post card to group for comment and send to printers on Tuesday 4 Feb.**

**IP – to order display boards and have them delivered to HW on Thurs 6 Feb.**

**AH – to design display boards and work with NF to get content and maps printed.**

**SL - to amend the consultation feedback form supplied by IP to reflect Assington. When approved this should be sent back to IP as he will host the Smart Survey.**

**IP - to send power point presentation boards to NF to be printed for the event.**

**CH and IJ - will hold loan copies of the NP for loan.**

 **For next meeting** – to finalise all details for consultation event. To include where paper copies of the feedback form are to be kept and where completed paper copies are to be received.

**By SATURDAY all supporting documents - NGS, SLA and AECOM reports need to go on website**

Meeting finished @ 22.00.

**Date of next meeting: Monday 10 February in Village Hall @ 8.00pm**