**Draft Minutes of Neighbourhood Plan Meeting**

**Monday 3 June 2019**

**Present:**  Helen Wallace (chair), Stephen Lustig, Catherine Harrison, Andrew Hill, Nick Miller.

**Apologies**: Ian Jordan (Vice Chair), Nigel Finch.

**Agenda items**:

**1 Minutes of meeting 7 May 2019 – agreement and actions.**

The draft Minutes of the meeting on 7 May 2019 were agreed with minor amendments adopted.

**2 Feedback from Children and Young Peoples Event 28 May.**

A very successful event was held to elicit the views of the children and young people of Assington in general, and any features of the village they think important. About 25 children and 60 people in total attended. Stephen King‘s playground consultation was popular with the children drawing pictures of the equipment they would like to have in the new playground. Sally Connolly from Boxford Primary School was unable to attend but sent an e mail to CH offering wider support to the NP. **Action; CH to follow up her e mail.**

**Action: CH to submit an article for Assington News by 15 June and also for inclusion on our Facebook page. HW to supply photos.**

**3 Feedback from AECOM site visit.**

On 17 May a team from consultants AECOM visited Assington to report on site allocation options and character assessment within the village. IJ, AH, NM & SL from the NP group showed the team around the village answering questions and highlighting village features of significance. AECOM are expected to report back in early July and the development of the plan is highly dependent on receipt of these reports.

**Action: NM to contact AECOM team and emphasise the importance of the character assessment report.**

**Action: Workshop with Ian Poole to be arranged to coincide with the receipt of the AECOM reports and to analyse next steps.**

**4 Funding update**

AH confirmed he had applied for and been successful in this funding round, receiving £8,982 for ANP. The funds will be held in the PC bank account and access to these will be by the usual PC procedure. This will allow payments to be made to our consultant for services to date. **Action: Please send any invoices to AH for recording and forwarding to Jane Hatton PC clerk**.

**5 Draft Communications Strategy**

SL had circulateda draft communications strategy for consideration. Final version approved and signed off**. Action: HW to produce final document**

**6 Declaration of interest forms.**

SL circulated the declaration of interest form which could be submitted electronically to HW as well as some being brought to the meeting. **Action: HW to keep undated forms.**

**7 Date for team workshop with Ian Poole**

**I**P suggest in his proposal the need for a longer workshop to enable the NP team to prioritise issues, consider the AECOM report and prepare for options consultation and writing draft document. **Action: HW to contact IP and offer 16 & 24 July with workshop lasting either from 3pm to 7pm or 5pm to 9pm.**

**8 AOB**

HW requested we look at the action plan and look at progress to date. In view of the AECOM reporting timescale we may have to include slippage time. Those present felt we should involve IP to review our best use of time. **Action: HW to contact IP for an early meeting date.**

It was agreed that our next team meeting would be held at the Shoulder of Mutton.

Meeting finished @ 21.30.

**Dates of next meetings: Tuesday 2 July 2019**

**Monday 5 August 2019**

**Monday 2 September 2019**