**Draft Minutes of Neighbourhood Plan Meeting**

**Friday 31 January 2020**

**Present:** Helen Wallace (chair), Andrew Hill, Nigel Finch, Catherine Harrison, Nick Miller, Ian Jordan (Vice chair), Stephen Lustig,

**Apologies**: Ian Poole (Consultant

**Agenda items**:

1. **Minutes of meeting 20 January 2020**

The minutes of this meeting were not discussed. Minutes for the 20 Jan and 31 Jan will be discussed at the 3 Feb meeting.

1. **Feedback from Parish Council meeting.**

The draft Neighbourhood Plan was discussed at the PC meeting and approved for the NP Group to take it forward for the Consultation process.

1. **Working through points in e mail correspondence from Paul Bryant (Babergh NP Team) and Ian Poole.**

Main areas requiring further clarity are Areas of Landscape Sensitivity and allocation of Green Spaces and to recheck and confirm housing numbers.

We will need to submit supporting documents for these areas and so we need to recheck to see what is missing and can we evidence everything we say.

**Action, IP to recheck housing figures and send to us.**

**NM to relook at our work on Green Spaces and answer PB/IP queries. NM to resent supporting documents for ALS and GS to IP and all the group.**

**SL to look at NPPF Sec 100 and remind us all what it says at next meeting.**

**AH to amend document as guided.**

**HW &CH to look through photos for inclusion in draft NP.**

1. **Publicity and Preparation for Consultation Event Saturday 15 February**

It was agreed that we needed banners/posters and a publicity postcard for every house in the parish. Agreed 250 postcards & 3 or 4 banners Details to be discussed further at 3 Feb meeting.

 **Action: HW and CH to review photos for inclusion in the draft NP.**

 **Action: IJ and CH to arrange banner/poster production.**

1. **Current Draft Document**

Not all group had current working draft document.

**Action: HW to circulate draft NP version sent to Babergh.**

**Dates of next meeting; Monday 3 February in Village Hall 7.30 – 9.00**