# Minutes of Neighbourhood Plan Meeting

# Tuesday 31st July 2018

**Present**

Helen Wallace (Chair), Bronwen Stacey PC, Nick Miller, Paul Willer, Zonia Gower, Karen Whymark, Andrew Hill, Catherine Harrison (Secretary), Mark Armitage, Stephen Lustig.

**Apologies**

Stephen King (PC), Nigel Finch, Karen & David Wiles

**Agenda Items**

1. HW noted that a letter of resignation had been received from Noreen Grant.
2. **Welcomes**: the group briefly introduced themselves and stated how long each had lived in Assington.
3. **Minutes of the last meeting:** were discussed and passed as accurate summary of the meeting with no amendments.
4. The draft **‘Terms of Reference’** was discussed, using Lawshall’s as a template. It was agreed that the term ‘Mission Statement’ would not be used as in Lawshall’s document. The TofR would be reviewed every six months allowing for modifications. BS queried the validity of including ‘employment’ and ‘transport’ for example and PW suggested that ‘landscape’ and ‘environment’ would be worthwhile additions. KW suggested ‘sustainability’ would also be an important addition. Three key points were discussed at the AM meeting with Babergh NP team: a) consistent with National Policy b) conformity with local plan and strategic policy c) compliant with European legislation and contributes to sustainable development. **Membership** – the prospect of operating as a ‘closed’ group was discussed and it was agreed that, in keeping with suggested practice from the AM meeting with Babergh NP team, an ‘open’ meetings policy should be adopted. Accountability – PW suggested that the Vice-Chair could be a PC member. HW expressed concern that Communications/Public Relations could be too big a job for one person and suggested KW joined BS in this task. AH volunteered as Treasurer which would also include funding applications. PW volunteered to be vice chair. Some wording and phraseology in the document was altered and will be shown in the final, amended version. A second draft was loosely agreed to be discussed again at next meeting.
5. **Draft Community Engagement Strategy –** PW to suggest and KW and BS to scrutinise and return with suggestions at next meeting. HW to circulate beforehand.
6. **Feedback, Skills & Experience Survey –** AH had received six positive responses and requested more responses from the team. AH stated he would help with compiling the Terms of Reference.
7. **Draft Principles –** PW has submitted a ‘source’ document to be used to devise the questionnaire. David Wiles (not present at meeting) has expressed specific concerns about traffic, road safety and speeding along the street which was echoed by several team members. The solar-powered, 30 mph sign was discussed and PW suggested the display, used to promote the NP at the village fete should be improved – PW & KW to develop.
8. **Feedback from Village Character Assessment Sub-group –** KW suggested the sub-group had clearer direction since the AM meeting with Babergh NP team. She understood that the housing survey could be completed along with questionnaire, as in Long Melford. **Action**: KW to prepare draft questionnaire for next meeting. CH to ask John Symonds if NP promotion can occupy the stage (or another prominent site) at the village fete.
9. **Plans for Village Fete (slideshow) –** PW – sub-group meeting suggested ‘zones’ and PW appealed to the team to fill in the gaps. CH suggested that as well as painting a ‘rosy’ picture of the village, images of houses under construction would be a good way of illustrating the purpose of the NP. HW suggested Barracks road be included and BS suggested including Dyers, Moors Farm, Tiger Hill, Assington House and Daddy Does Hill. HW suggested more ‘lifestyle’ images could be included with people/villagers in the shop, pub, garage, hairdresser, barn café etc. as well as village ‘personalities’: Dick Warner (logs), Louise Hartshorn (Assington dog-walker), Mike Townrow (Assington Fruits), allotments etc.NM requested input regarding peoples’ ‘special places’ in Assington, ie, photos and captions of a variety of locations around Assington. KW offered to assist NM with water testing and suggestion made that Environment agency should also be involved. NM also stressed that all projects should be child-friendly and the younger villagers must be included.

**Meeting closed 21:35 – dates of next meetings: 13th & 27th August, 19:30.**