**Minutes of Neighbourhood Plan Meeting**

**Tuesday 6 November 2018**

**Present:**Helen Wallace (Chair), Ian Jordan (Vice Chair), Stephen Lustig, Nigel Finch, Katerina Ivanova, Catherine Harrison, David Wiles, Karen Wiles, Nick Miller, Andrew Hill

**Apologies**: Mark Armitage.

**Agenda items**:

**1** **Development of Questionnaires**

 *General*

 The Road Safety section was presented by NF. HW made reference to information/facts from the APC/NP group meeting with Babergh District Council Traffic representative. Amendments to questions were discussed and accepted. **Action Questionnaire sub group (HW, IJ, CH, AH).to meet Wed 14 Nov to pull together amendments and reformat.**

 Amenities & Services section was presented by SL. Discussion on additional and re-phrased questions to find out more of what is important to the village. HW informed group that APC meeting on 26/11 will discuss the issues raised by residents about Assington Autos. A large attendance is requested so that village opinion is recognized. **Action: SL to re-draft this section and send to Questionnaire sub-group.**

 Local commerce section presented by SL and HW. Amendments were discussed any additions to me made by the Questionnaire sub-group. **Action: SL to re-draft this section and send to Questionnaire sub-group**

 *Juniors*

 DW will include an informal questionnaire which he will use with the young people’s debate that he is planning to host on 20/11. There is a poster at the bus stop.

 *Printing quotes.*

 SL and CH presented quotes for printing the questionnaire. Indigoross in Sudbury quoted £756.25 for a full-colour, 20 page questionnaire. CH advised of Solopark’s quote which is significantly cheaper. APC will cover the cost of printing the questionnaire. **Action: CH to check Solopark’s quote.**

**2** **Update on consultants**

 SL presented information on all consultants with costings. It was decided that Ian Poole of Places 4 People (who had worked successfully with Lawshall) would be best suited to ANPs requirements. **Action: SL to circulate details of People 4 Places and contact them to arrange a meeting.**

**3** **Invitation to meet Lawshall NP representatives.**

HW circulated offer from Tom McClelland and Laura from the Lawshall NP group to meet ANP members on Wed 21 Nov in Lawshall. Members who wish to go will be decided at the next meeting.

**4** **Draft minutes of NP meeting 22 October.**

Minutes agreed and accepted as accurate reflection of meeting.

**5** **Article for Assington News.**

Following the successful Assington Junior Challenge it was agreed an article should be submitted to Assington News on the challenge as NP group’s contribution this month. **Action: NM to compile article and submit to NP team and Assington News.**

**6 Short Term Action Plan**

HW circulated a revised short-term action plan. Only received by NF. **Action: HW to re-send action plan to all members.**

Meeting finished 21:20.

**Date of next meetings Monday 19 November and 3 December.**