**Minutes of Neighbourhood Plan Meeting**

**Tuesday 7 May 2019**

**Present:**, Ian Jordan (Vice Chair), Nigel Finch, Stephen Lustig, Catherine Harrison, Andrew Hill, Nick Miller.

**Apologies**:, ,. Helen Wallace (chair)

 Katerina Hronova has resigned from the NP Group.

 **Action: SL to contact KH to thank her for her contribution to the NP Group.**

**Agenda items**:

**1 Minutes of meeting 8 April 2019**

 The draft Minutes of the meeting on 8 April 2019 were agreed and adopted.

**2 Correspondence with a resident – issues and actions**

Following the NP Presentation Event, a series of emails from a resident raising issues about NP procedures and objectivity on the issue of site allocation have been received. Some of the emails have been copied by the resident to the PC and our MP. The critical nature of the communications were discussed with a view to answering any complaints. Although this is an isolated complaint, IJ recommended that Declaration of interest forms be renewed to remind everyone of member’s objectivity.

 **Action: IJ and AH to arrange a meeting with the resident to discuss the issues raised in the communications and to answer any outstanding questions.**

 **Action: IJ to request being able to attend the next PC meeting to keep them informed of developments.**

**Action: SL to circulate blank Declaration of interest forms for completion and re-submission.**

**3 Preparation for Children and Young Peoples Event 28 May.**

General discussion of event structure which will include Stephen King bringing details of play equipment for a new playground. It was felt that the event should include as many children and young people as possible, and should be fun but also yield a real reflection of their opinions about Assington. There will be a sub-group meeting to finalise the event final details involving CH, NM, NF. Steph from the Ryes school, Sally Connolly from Boxford school, and David and Karen Wiles will also be invited to contribute.

**4 AECOM site and character assessment visit.**

Visit confirmed for 17 May 10.00 – 14.00. AH has circulated an appointment request for attendees.

**Action: AH to contact Ian Poole about how best to communicate results of the AECOM exercise.**

**5 Draft Communications Strategy**

 **Action: SL to re-circulate his draft so that group members can inspect and amend/approve ready for next meeting.**

**6 Support & Funding update.**

AH advised that the government had still not opened funding for this year but this should happen soon.

 **Action: AH to update next meeting.**

**7 Email received from Sally Connolly, Chair of Governors of Boxford Primary School.**

An email was sent to our Facebook page by Sally Connolly offering assistance. As many village children attend Boxford Primary, this was very much appreciated and she will be invited to contribute to the Children’s event.

 **Action: Ch to contact.**

**8 AOB**

The team noted the current workload and team membership following KH resignation and a brief discussion followed. For further discussion at next meeting.

 Meeting finished @ 20.45.

 **Date of next meetings: Monday 3 June 2019**