

Minutes

Newton Neighbourhood Plan Team Meeting

Tuesday 24th April, 2018

	<p>Present: Jonathan Acton, Barry Coleman, Louise Evers, Graham Parry, Teresa Parry, Paul Presland, Rita Schwenk, Laura Smith, Melanie Yoland, Kate Waterworth</p>	<p>Action assigned to:</p>
	<p>Apologies: Anthony Burdis, Kathryn Burdis, Sue Crawte, Dave Crimmin, John Hills, Sue Presland</p>	
1.	<p>Review of Previous Minutes: Agreed With the following Key objectives being shared.</p>	
2iii	<p>As yet a convenient date to liaise with Assington Parish Council has not been agreed. It was suggested that Lee Parker in his role as District Councillor also be present at this meeting. To be confirmed with Mr. Parker.</p>	PP
2iv	<p>A large village map showing developments to 2011 has been obtained. It was confirmed there are no overlapping boundaries with neighbouring parishes.</p>	
2v	<p>Village History – ongoing talks.</p>	
3ii	<p>Terms of Reference have been shared with Newton Parish Council.</p>	
3iii	<p>Babergh Council has confirmed the Newton Neighbourhood Plan area.</p>	
3iv	<p>it was suggested a web link rather than insert in the village newsletter may be more appropriate to introduce the NNP Team, however, this may exclude some parishioners. An A4 insert within the newsletter of the NNP minutes etc. could also be used as a means of engaging local people. Communication with the villagers is to be reviewed at each meeting.</p>	
3v	<p>A draft village survey has been prepared following the Lawshall template. There are a number of businesses in the village and it is hoped these can be identified through the survey.</p>	
4ii	<p>Marketing and Communication – sub groups will evolve as the Neighbourhood Plan develops. IT solutions for communicating with all parishioners to be led by Sue Crawte, Editor of the Newsletter.</p>	SC

5	'Champions' for roads not represented by NNP team members still required.	PP
6	An initial budget of approximately £4,300 is in its final draft and is to be submitted within one month.	GP
	Risk Plan to be managed by the Chairman.	BC
7	Future meetings to be held in the Village Hall.	
2.	Community Engagement - Update:	
2i	The neighbourhood plan, including the village boundary, to be introduced at the Parish Assembly with Louise and Barry encouraging attendees to identify positive aspects of living in Newton. This information can then be collated and noted in the NNP.	BC/LE
2ii	Categories within the plan have been defined and committee members identified to complete relevant objectives:-	BC
2iii	History of the Village <ul style="list-style-type: none"> - To develop the key aspects of the history of the village that creates the perspective of our Hinterland Village and provides where consideration for development and growth forecasts should take into direct consideration - Identify all Listed Buildings. 	JA/SC
2iv	Marketing Village interaction is key to the success of the plan, allowing all villagers including children to have their say on the Neighbourhood plan Develop a draft survey identifying key points as a minimum <ul style="list-style-type: none"> • Transport • Traffic • Amenities • Footpaths • Village Hall • Church • Playing Field 	LE/PP/MY
2v	Committee Operational Processes <ul style="list-style-type: none"> • Complaints Process • Data Protection Process <ul style="list-style-type: none"> • Document Control (Links to Communication Protocol) 	DC/MY
2vi	Communications To develop and implement our communication strategy ensuring the whole village is incorporated into the plan	AB/SC/SP

	<p>Environmental Aspects of the Village To identify and collate all places of interest, footpaths & community activities / locations</p> <p>Village environmental and sustainability aspects to be identified along with areas of protection.</p>	JA/AB/ LS/KW
2vii	<p>Built Up Area Boundaries [BUAB] Develop an overview of the Village, population, houses, acres and location Examine types of houses and why and where housing developments have occurred over an 18 year period. The impact of development on local businesses. Identify areas for development/infill and check for suitability.</p>	JH/PP/RS
2viii	Draft Policies – Proof reading and liaison with the Consultant.	DC/LE/MY
2viii	<p>Community Actions Management and coordination of defined actions identified, to create a village action plan to record and deliver via supporting Parish Council & Newton Trust organisations</p>	GP/PP/KB
2ix	<p>Financial Management and coordination of the Grant funding to ensure the plan is developed and delivered within budget</p>	BC/PP/SP
2x	The drafting of the plan will be the responsibility of all Team Members.	ALL
2xi	Feedback by team members to review all aspects of the Neighbourhood Plan will be held at least quarterly to comply with European Law and Babergh Joint Strategic Plan.	
3.	Communication – Update	
	Terms of Reference have been circulated, amended and agreed and presented to the Parish Council.	PP
4.	Key Activities – Update	
4i	Historic and Natural England have replied to Paul Bryant, Babergh Council and we have received a copy of that letter . It informs that there are 37 listed buildings within the Neighbourhood Plan Area – Rogers Farm House and All Saints Church are both Grade II and of very high significance. Historic England is willing to provide a full list of heritage assets within the parish. The letter states that the plan should provide information of sites of archaeological interest, locally listed buildings and areas of historic landscape character.	LS

4ii	<p>Draft Housing Needs Survey – a trial survey is to be completed to obtain feedback on the form. The trial survey may be able to utilize information received from the Parish Assembly meeting on 25th April. It was agreed that the form should be de-personalised as much as possible and that financial information regarding the households may not be necessary.</p> <p>A letter is to accompany the survey explaining why the survey is being sent out and the relevance of the Data Protection Act to the survey.</p> <p>It is hoped that the draft survey will be able to be finalized before the next NNP Team Meeting.</p>	MY
5.	<p>Accounts – Update An initial draft budget will be circulated to Team members for feedback and to be submitted as soon as possible.</p>	GP
6.	<p>Policies – Update</p>	
6i	Complaints Procedure – to be drafted, amended and brought to the next meeting. Reference to local councils ‘Quality of Guidance’ to be used to follow due process.	ALL
6ii	Asset Register to manage personal data etc.	PP/MY
7.	<p>Any Other Business</p>	
7i	A paper copy of attachments sent to NNP Team members to be held by the Secretary.	TP
7ii	A competition for the strapline for the cover of the Newton Neighbourhood Plan when it is published was discussed.	
7iii	The ‘dropbox’ idea to obtain feedback, information etc. to be developed further.	AB/SC/GP
7iv	<p>Dates of Next Meetings:-</p> <p>Tuesday 29th May 7.30-9.30 p.m. Newton Village Hall Tuesday 19th June 7.30-9.30 p.m. Newton Village Hall</p>	