

Minutes
Newton Neighbourhood Plan Team Meeting
15th January 2019

	Present: Jonathan Acton, Anthony Burdis, Kathryn Burdis, Barry Coleman, Louise Evers, Graham Parry, Teresa Parry, Paul Presland, Sue Presland, Rita Schwenk, Laura Smith, Kate Waterworth.	Action assigned to:
	Apologies: John Hills.	
1.	<p>Review of Previous Minutes: Business Survey – as Melanie Yolland has resigned from the Team, Paul Presland, assisted by John Hills, will undertake completing business survey.</p> <p>Hedgerow Survey – unfortunately Guy Akers the author of the Suffolk hedgerow survey passed away in December but it is hoped that the Suffolk guide will form the template for the Newton survey. The survey will be of benefit to Newton even if the Neighbourhood Planning Consultant deems it unnecessary for inclusion in the Neighbourhood Plan so it will hopefully go ahead in April.</p>	<p>PP</p> <p>Note</p>
2.	<p>Community Engagement - Update: Strapline Competition - examples to be given on the display boards at the Roadshow on 26.1.19. Ides may be linked to history, environment, communications etc. Villagers will be invited to think of their own relevant straplines, one of which will be selected for publication. Suitable prize to be awarded to the winner.</p> <p>Newsletter – to be distributed early as possible after weekend of 19th January as this is only means of advertising NNP roadshow as there is no village newsletter this month.</p> <p>Roadshow - to include: Analysis of key points of the Housing Survey results</p> <p>Pilot questions and feedback from Draft Amenities Survey</p> <p>Timeline of progress of plan to expected completion of the published plan to demonstrate to villagers the work being undertaken by the NNP Team. It is hoped the draft plan will be ready for submission to Babergh Council by the end of June 2019 who will then evaluate it and on return to the Team it will be put out for referendum to the village.</p>	<p>JA</p> <p>ALL</p> <p>AB/LE</p> <p>LE</p> <p>BC</p>

	Invite villagers to participate in up-coming projects if they feel unable to commit to joining the Team.	BC
3.	<p>Communication – Update</p> <p>Newton Parish Council – BC attended the last meeting of the NPC and assured them the Team, despite resignations, was focused and committed to completing the Plan, although new volunteers to the team would be welcomed.</p> <p>Councillors Parker and Bower advised that funding for the Community Garden could be sought from the Parish Council who are willing to fund two allotments for two years and to help with extras such as tools and equipment.</p> <p>Newton Trust – nothing to report from their meeting in December.</p>	<p>Note</p> <p>KW</p> <p>Note</p>
4.	<p>Key Activities – Update</p> <p>Plan Update – Chairman gave update of progress of plan and future timeline reminding Team members of the revised guidance document ‘Keeping it Simple’ which was sent out on 6 January 2019.</p> <p>A meeting has been arranged with a Planning Consultant from Navigus Planning on 1st February. Material used at the roadshow will form part of the meeting. The Consultant will give input on national and local government policies , which the plan will need to adhere to, however, the Team is responsible for completing the remainder of the Report. He will be able to analyse findings, examine future plans and direct the team accordingly. The Consultant will also assess the report before submission to Babergh, which should result in it being passed as fit to go out to the villagers without further changes.</p> <p>As the report is prepared it will be placed in either Google.docs or Dropbox for easy access by Team members. AB will examine suitability and report back.</p> <p>History – Alan Vince has completed a mammoth task of 15000 words on the History of Newton. The Chairman to formally thank Alan for all his work. As this is obviously too much for the Neighbourhood Plan it was agreed that this should be a stand-alone publication and this will be looked into accordingly.</p> <p>From this report it has come to light that several buildings that are of interest are not listed. To help with how to maintain and protect these buildings and land JA has obtained a ‘Local Heritage Listing’ publication which may be used for guidance.</p>	<p>BC/??</p> <p>AB</p> <p>JA</p>

	Business Survey – initial draft as in PP’s email of 10.1.19. which will be used as basis questionnaire when PP visits the businesses in Newton which are detailed on the Babergh website.	PP/JH
5.	<p>Accounts – Update</p> <p>GP presented accounts as 15.1.19. It was agreed to transfer expenditure shown in section 2.1 to the NPC section in accordance with Neighbourhood Plan Policy.</p> <p>The Team was reminded that funding up to 31.3.19. would come from the current budget thereafter any remaining monies would be returned and a new application for funding would need to be submitted.</p>	Note
6.	<p>Any Other Business</p> <p>Hastoe Housing Association has a meeting for villagers on 16.1.19. The houses they intend to build can be included in the Plan despite being outside the BUAB.</p> <p>Resignations: Dave Crimmin resigned on 15.12.18. due to work commitments. Melanie Yolland resigned on 24.12.18. as she has moved out of Newton. The Chairman thanked them for their input into the Plan.</p> <p>NPC notice board in Church Road is large enough to share with NNP Team anyone wishing to display information can obtain the key from Margaret Lowe. RS will ascertain where the key to the village hall noticeboard is kept. It may be that copies of keys could be made and held by a member of the team until the Plan is published.</p> <p>Dates of Upcoming Meetings:</p> <p>Tuesday 5th February, 2019 Tuesday 19th March, 2019 Tuesday 16th April, 2019 Tuesday 28th May, 2019</p> <p>All 7.30 p.m.-9.30 p.m. Newton Village Hall</p>	<p>PP/JH</p> <p>Note</p> <p>ALL</p>