

Minutes

Newton Neighbourhood Plan Team Meeting

Tuesday 24th July 2018

	Present: Jonathan Acton, Barry Coleman, John Hills, , Teresa Parry, Paul Presland, Sue Presland, Rita Schwenk, Laura Smith, Kate Waterworth, Melanie Yolland	Action assigned to:
	Apologies: Anthony Burdis, Kathryn Burdis, Sue Crawte, Dave Crimmin, Louise Evers, Graham Parry	
1.	Review of Previous Minutes:	
1i	Memorandum of Understanding – ongoing.	PP
1ii	<p>Newsletter: - Distribution – Team members thanked for delivery of newsletters. Extra copies of the newsletter left at Golf Club and Saracen’s Head for anyone who may not have received a copy due to access difficulties etc.</p> <p>For villagers who wish to email secretarynnp@gmail.com could ‘acknowledgement/reply to be within 14 working days’ be noted on the website.</p> <p>Invitation for villagers to attend NNP Meetings to be published in each newsletter.</p>	<p>AB/TP</p> <p>AB/BC</p>
1iii	Village Hall noticeboards are nearing completion. Another area which may benefit from new boards is Church Road, to be confirmed at next meeting.	
1iv	<p>Terms of Reference To be placed on website when all have been received.</p>	TP/AB
iv	Village boundary maps – a selection of A3 and A0 unlaminated and laminated maps have been obtained.	
2.	Community Engagement - Update:	
	<p>Minutes of previous meeting to be uploaded to the NNP sector in the Around Newton’s Green section on the One Suffolk website.</p> <p>The availability of the Village Hall to be ascertained so the Team can display/present their findings on the village plan to date. To date there would be information on the Newton Parish Boundary, history and environmental aspects of the village. It was thought that a date in October would be suitable for the first village update. This to be published in the</p>	AB

	<p>newsletter when date is finalized. It may be that we could 'share' a coffee morning if appropriate, alternatively we would have a 'stand alone' meeting.</p> <p>It was decided that portable display boards would need to be purchased for these presentations. Grant funding may be available. To be confirmed by Vice Chairman.</p> <p>KW has been in contact with Joanna Atkins, Woodland Education Ranger for Bradfield Woods and Aga Fen of the Wildlife Trust, who has offered to run a half day activity for children of the village. It is hoped that results of this activity can be used in the Neighbourhood Plan publication. The Wildlife Trust should have all the necessary legal requirements in place for this activity. It was felt that the date Joanana was available in August was too soon for this to be advertised within the village, therefore it is hoped she will be available in September or October. This is to be confirmed and then advertised in the next newsletter. If team helpers are required the Team can receive basic safeguarding training from MY.</p>	<p>TP/AB</p> <p>PP</p> <p>KW/AB</p>
<p>3.</p>	<p>Communication – Update Newton Trust meets quarterly and had not convned since the last NPP meeting in June.</p>	
<p>4.</p>	<p>Key Activities – Update Housing Needs Survey – minor amendments are required after which it will be forwarded to the secretary. Thanks expressed to MY for completing this task.</p> <p>Any one requiring assistance completing the survey would be asked in the first instance to contact RS, PP, SP as their contact details are already available in the Village Newsletter. Other Team members may then be approached to help with completion of the survey.</p> <p>It was decided that Haverhill Town Council would be asked to print copies as soon as possible. The survey would then be distributed week commencing 27th August with collection beginning week of 10th September, 2018. Surveys to be distributed in an unsealed A4 envelope [Treasurer to purchase 300] Labels would be produced for front of envelopes to allow individual deliverers to give collection dates for completed surveys. Alternatively completed questionnaires could be left at Golf Club, Village Hall, Saracens Head and Redwoods, Church Road. Permission to be asked for the first three locations to have a sealed postbox left on their premises for two weeks. These to be purchased as tamper proof with A4 envelope capacity .</p> <p>JA and KW attended a Community Energy and</p>	<p>GP</p> <p>GP</p>

	Neighbourhood Planning meeting in Claydon which highlighted themes which may be of interest to the village eg use and development of community spaces, and sustainability issues within a low carbon neighbourhood plan. Mike Oliver to be approached re the use of allotments as a community space. It was also noted that 50% of the churchyard is now a managed conservation area.	KW/PP
5.	Accounts – Update Grant funding – difficulties with the bank account have now been resolved and the grant is now ring fenced within the Parish Council account. The Parish Council are happy for the NNP Team to run this account as outlined in the official government guidelines.	
6.	Any Other Business Focus in forthcoming newsletters:- Wildlife, environmental/energy use in the village Date of Next Meeting: Tuesday 25 th September, 2018 7.30-9.30 p.m. Newton Village Hall	KW