

Minutes
Newton Neighbourhood Plan Team Meeting
19th June 2018

	<p>Present: Jonathan Acton, Anthony Burdis, Kathryn Burdis, Barry Coleman, Dave Crimmin, Louise Evers, John Hills, Graham Parry, Teresa Parry, Paul Presland, Sue Presland, Rita Schwenk, Laura Smith, Melanie Yolland</p>	<p>Action assigned to:</p>
	<p>Apologies: Sue Crawte, Kate Waterworth</p>	
<p>1.</p>	<p>Review of Previous Minutes: Agreed. Following updates shared:</p> <p>1i Newton Parish Council wished to express their thanks to the NNP Team for their sterling efforts in beginning the journey to make a Neighbourhood Plan for Newton.</p> <p>1ii Alan Vince has agreed to talk to the Team about the history of the village – date to be arranged.</p> <p>1iii Strapline competition for the Plan – to be recorded on the Agenda each month until publication of the Plan.</p> <p>1iv Memorandum of Understanding, with assistance from Paul Bryant from Babergh Council, to be drafted.</p>	<p>JA</p> <p>PP</p>
<p>2.</p>	<p>Community Engagement - Update: 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>AB/TP/SC</p>
<p>3.</p>	<p>Communication – Update</p> <p>3i Parish Councillors PP and RS reported positive feedback from the Parish Council to the NNP Team. As Parish Council meetings are not likely to prove an area where villagers can learn about the planning journey, it was suggested that the first 15 minutes of the NNP Team meetings be given to an open forum where any concerned villager can submit their opinions in person.</p> <p>Newton Trust meets quarterly and had not convened since the last NPP meeting in May.</p> <p>A newsletter drafted by AB/BC has been produced and will be</p>	<p>PP/BC</p>

3ii	<p>delivered to all households within the village during June. A newsletter will be produced each month and will inform villagers of the progress of the neighbourhood plan, have a monthly focus on an aspect of the plan and inform of progress made. The format of the newsletter to be agreed at each Team meeting. Newsletters will be delivered by members of the NNP Team to each household in the village and a copy to be placed on the website.</p> <p>Noticeboards within the village hall was not well received by the village hall committee so it was agreed that two exterior boards would be purchased jointly [NNP paying 50% of costs] and put in position on the outside of the village hall within the next few weeks.</p>	GP/PP
4.	<p>Key Activities – Update</p> <p>History – Significant progress had been made in this section of the draft plan and Alan Vince would speak to the team and interested villagers within a clearly defined framework at the beginning of a NNP meeting - date to be agreed.</p> <p>Draft Housing Survey – feedback from the completed draft surveys were given. Amendments to the final format will be made and sent out for feedback by 29th June.</p> <p>It is then hoped that surveys could be distributed after the July meeting. The following areas of distribution were agreed [newsletter delivery to be undertaken in same manner]:-</p> <p>From Hills Barn to Fairways Development/Jordans to Saracens Head – BC From Cotswold to Little Green and Pond Cottage – LE Church Road, Alston Close, Pamplin and Nicholsons Court – PP/SP Links View – MY Airey Close – LS Trotts Road/Siam Hall - TP Assington Road – Homefield to The Gavel – RS Rectory Road down to Goldings Farm – JA Rotton Row/Houses on the Green - TP Joes Road – JH Rotten Row, behind Saracens Head/Green - TP Valley Road and Garden Centre – PP</p> <p>Post boxes need to be purchased so villagers have the option of posting their surveys anonymously. Sites to be decided upon</p> <p>BUAB – the Team were shown a large map of the village showing existing buildings, areas where planning had been</p>	<p>JA/BC</p> <p>MY</p> <p>ALL</p>

	<p>granted and areas where planning for development had been applied for. It was felt this map was an important part of communication with the village and villagers need to be aware of the BUAB. As a tool for communicating other aspects of the NNP the map was a strong visual aid and more copies to be obtained to enable demonstration of other aspects of the plan.</p>	GP/PP
5.	<p>Accounts – Update</p> <p>The Parish Council had agreed the document of due diligence for financial grant for the NPP Team, however, the initial application was refused but granted on re-submission. The inclusion of buying a printer was problematic in that no legacy should be left on completion of the Plan. However, the cost of printing commercially can be claimed. Councilor Poole confirmed that Haverhill Council was able to print high numbers of documents such as the housing survey at an advantageous rate.</p> <p>NNP Treasurer to process records for costs below £1000, above that the Parish Council Clerk will authorize purchases. Funds are still not available but it is hoped that in a few days the account will be up and running.</p>	
6.	<p>Policies – Update</p> <p>Operational Processes – The Complaints Procedure is agreed and will be uploaded on the NNP website. Document Control is agreed with secretarynnp@gmail.com being the central email address for communication with villagers. Terms of Reference to be put on the website. All these documents require standardization.</p>	AB/DC/TP
7.	<p>Any Other Business</p> <p>Outstanding Register of Interest Forms to be sent to Secretary.</p> <p>Community Energy and Neighbourhood Planning Workshop to be held on 4th July. JA/KW to attend.</p> <p>Planning guide using sustainable energy which links to the environmental aspect of the plan are giving free advice.</p> <p>Possibility of wind turbine erection within the boundary and their impact on the village to be examined.</p> <p>Date of Next Meeting: Tuesday 24 July, 2018. Diary Dates for meetings: 25.9.18. 23.10.18. 27.11.18.</p>	<p>JA/SC/JH/KW</p> <p>JA/KW</p> <p>LS</p> <p>BC</p>

