**Neighbourhood Plan Sub-Committee**

**Tuesday 17th January 2020 at 6:30pm**

**Attendees:** Rhona Jermyn, Richard Pinkney, Helen Davies, Simon Curl, Sharon Maxwell

**AGENDA**

1. **Opening including Public Forum**
	1. Due to the Covid-19 issue the meeting was moved so as to hold the meeting via conference call. The signal at the Barley Room is weak
2. **Apologies**
	1. Ken Seager & Anne Mayton
3. **Terms of Reference**
	1. HD gave an overview of the ToR. It was agreed that a quorum consist of 4 members. ***Action:*** *HD to update and recirculate (email to contain voting buttons for SPC given directions to avoid face to face meetings)*
4. **Election of Chair**
	1. HD proposed RJ for Chair, SC seconded, all in favour
5. **Election of Vice Chair**
	1. RJ proposed HD for Vice Chair, SC seconded all in favour
6. **Overview of Draft Plan**
	1. HD gave overview of plan which was derived from a standard list of tasks contained in the official NP pack previously circulated and commented that the plan will grow and change as we move forward.
7. **Review/Agreement of First Steps**
	1. It was agreed that we will need the assistant of a NP consultant. Ian Poole was recommended by Elmsett. ***Action****: RJ to contact Ian Poole (NP consultant)*
	2. It was noted that neighbourhood plans varied in scope and that we needed to consider the scope. SC commented that it should align with the JLP. ***Action:*** *All to review other local plans and revert with thoughts as to topic coverage.*
	3. SM had previously agreed to handle marketing/comms/community engagement. All agreed that an initial mail drop would be needed to publicise the NP and ask parishioners to consider volunteering. ***Action****: All to send ideas to SM*
	4. We will need funding to complete the plan –there are grants available. ***Action****: RJ to investigate grants*
8. **Agreement on Neighbourhood Plan Boundary**
	1. All agreed to have whole of parish as neighbourhood area ***Action****: Clerk(via HD) to contact Babergh to inform them of 1) that we are doing a plan, 2) confirm NP area & 3) contact CAS to inform them of NP*
9. **To Agree Date & Time of Next Meeting and on-going Frequency of Meetings**
	1. Monday was proposed for monthly meetings. Next meeting 15Apr20 (to accommodate Easter)
10. **Items for Next Meeting**
	1. All actions to be included as items for next meeting
11. **AOB**
	1. It was agreed that a website be created for the NP. ***Action:*** *HD to create page on existing SPC site, RJ to add info to Oakdene website.*
	2. It was agreed that we can communicate via WhatApp. ***Action:*** *HD to setup WhatsApp group*
	3. After some debate as to whether or not we should do an Allocated or Unallocated NP it was agreed to investigate this further. ***Action:*** *Clerk(HD) to contact BMSDC*
	4. RJ suggested that we have an NP noticeboard in the village, SC suggested positioning it by the Tithe Barn recycling bin as this is visible from the road. ***Action****: Add to SPC Apr agenda*
12. **Close of Meeting**
	1. Meeting closed 19:35

H Davies

Helen Davies, Vice-Chair, Sproughton Neighbourhood Plan Sub-Committee