**Sproughton Neighbourhood Plan Meeting Minutes: 28/09/20**

Meeting commenced at 19.07

Apologies – Simon Curl

Declaration of interest for any item on the agenda – none raised

Declaration of any pecuniary interest – none raised

Previous weeks minutes proposed by Helen and agreed by Sharon.

Overview of plan provided by Helen:

* Behind schedule for community update
	+ Need to contact them for their views (action Kirsty)
	+ Need to update public on exhibition, Hopkins Homes and Pigeon (action Rhona)
* Need to start actual writing of plan
	+ Plan to be divided into sections and reviewed against Elmsett and Bentley NPs. **Important NP is concise, succinct and compact.**
	+ Plan to be divided up into sections and sent out with copies of corresponding sections from other NPs, for review (action Rhona)
	+ Introduction to be about Sproughton – local history and issues – an overview only /not too bogged down.
	+ Need to consider vision for the plan (action Rhona and Helen) and then breakdown into objectives. Objectives to be relevant / specific to Sproughton. **What do we want Sproughton to be in 2036?**
	+ Team action – all parties to email Rhona 5 words or phrases as for what they wish for Sproughton to be / encapsulate in 2036 – responses by Sunday (action Anne – to send out message to all members of the group.)
	+ Need still to ID listed buildings (action Simon) list to include “important buildings” as well not just those listed e.g. Red House farm and The Reading Room**. Need to ID criteria as to why important and recorded in the plan – criteria to be documented in the plan otherwise could be rejected and not included in the final document.** Possible consideration : buildings of cultural / historical interest or of integral interest to the identity Sproughton to be preserved to maintain the identity of the village. Consider approaching Doreen Bradbury for input on this area as well – unallocated action.

Strategic Environmental Assessment and Habitats Regulation Assessment – decision for requirement will be made once draft plan completed and screened by BDC. Likelihood is both assessments will be needed due to proximity of the Stour. Date for assessment to be rest on plan.

Leaflet Drop – needs to be completed in next 14 days. (action Rhona – produce leaflet)

Grant and Finance – so far £2,500 spent from £9,000. Bill for Alison Farmer to be in the region of £7,000 to £8,000. Second grant to be applied for to pay for Ian Poole.

Assessments Update :

* Housing Need Assessment complete – comments and amendments have been sent back to Paul. New version should be available in the next 10 days.
* Green Spaces Assessment – Rhona currently completing and will send to Ian Poole when complete.
* Landscape Assessments - to be completed by Alison Farmer. Evidence based document / landscape character assessment. Alison completed same assessment for Bentley NP. Fee proposal by this Friday, draft plan by Christmas.

Exceptional Sites:

* Area not specifically allocated in NP.
* Policy to be put into NP to allow for “Exceptional Sites.”
* Allows development for small sites used for affordable housing in sites that would not normally be used for housing. Rural exception sites seek to address the needs of the local community by accommodating households who are either current residents or have an existing family or employment connection. Not available to someone simply due to the fact they are on the housing register.

Next meeting : 12/10/20 at 18.30

Items for next meeting:

Overview

Update from Ian.

Grant update.

Draft of Vision and Objectives.

Concluded 20.08.