**Sproughton Neighbourhood Plan Meeting Minutes: 10/12/20**

Meeting commenced at 18.36

Present – Rhona / Helen / Ken / Sharon / Ian and Anne

Apologies – Simon Curl

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

Declaration of any pecuniary interest – none raised

Previous meetings minutes proposed by Ken, confirmed by Helen.

Update from SPC:

* Jo HOBBS (BDC) is pushing for SPC to agree the 106 for Pigeon.
* SPC are requesting the handover of the woodland / allotments and communal space to the SPC.
* Concerns raised as to the impression of collusion between Jo and Robert HOBBS given that Robert has proposed the HH site in the JLP.

General Updates:

* Update re school engagement for In Touch Magazine has been completed.
* Ken has obtained photos from Doreen (village recorder) folders to be shared with Abbe for review and photo’s to be identified for publication. Relevant information on history of Sproughton to be added into the NP document. (action Ken and Anne)

Update on Plan from Helen:

* Currently unable to complete public update due to COVID – draft plan to be drawn up for exhibition in January .
* All site assessments will be completed by the end of December however Design Codes won’t be prepared until the end of January. Noted the importance of accuracy with the Design Codes.
* All draft sections of the plan to be completed by next Thursday. (action Ken, Rhona, Helen and Sharon)
* Thank you from Ken to Ian for his assistance in the matter.
* Ian raised concerns that he had not seen any of the drafts so far reiterating the importance of his reviewing of the work completed to avoid rewriting. Rhona to email first draft to Ian ASAP. (action Rhona)

Grant Update:

* Query if there was still an o/s action for the 1st grant to be closed due to a VAT issue – this has been completed and Ian has been paid an initial amount by Kirsty (SPC Clerk.)

Ian:

* Request for update when group thinks they are ready to consult on the plan.
* Plan will need to be consulted with SPC before submission to BDC.
* Stages as follows:
	+ Word version to SPC
	+ Week to read and review
	+ When approved for publishing Ian will put through desk top publishing
	+ Ian will require all photos and information on mapping areas so to do all the graphics. He will produce a feedback graph and policies map.
* Time from approval by SPC to formal consultation = 3 weeks.
* Will obtain details of external agencies with who there is the requirement for formal consultation.
* Will provide letter structure for consultation.
* Will produce a comment form for each policy, online. Paper responses will need to be added to the online responses. Standard response rate is 5-10% of the population.
* Need to consult with every resident and business in the parish.
* Considering the possibility of submission of the NP before the new “White Paper.”
* Time frame for consultation 1st of March to Mid April?
* 1 month to 6 weeks to review comments and make changes.
* Ideally submit NP by end of May to BDC.

Next meeting : Monday 04/01/21 at 18.30

Items for next meeting:

Review of COVID restrictions on public consultation.

Plan review from Helen

Grant Review

Media

Sites Review

Landbridge

Assessments Review

Concluded 19.40