**Sproughton Neighbourhood Plan Meeting Minutes: 18/05/21**

Meeting commenced at 17.35 at Barley Room, Tithe Barn.

Present – Rhona, Helen, Ken, Sharon, Ian and Abbe

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 and seconded by Helen.

Public Consultation:

* Date of 18th / 19th of June initially proposed, agreed in principle subject to the SPC Clerk confirming it adheres to Govt. Guidelines. Date for meeting subsequently pushed back to \*\*\* following advice from Ian that the draft plan with need to be completed first and submitted to SPC for consultation.
* Ian to produced boards for exhibition.

Update from Ian:

* He has very nearly finished the review of the initial draft with Infrastructure & Services and Highways outstanding.
* Sproughton Past and Present needs a little more work but Ian is willing to action this as well. There needs to be refence to the different zones that constitute Sproughton e.g. Hadleigh Road Community, Employment Area etc in the introduction and earlier on in the NP document.
* Ian’s proposal is for the NP to be ready as soon as the new JLP is published so that it is fully up to date.
* Ian advises there are too many objectives in the plan (25). These need to be slimmed down and aligned with the policies. The objectives should be “the top of the pyramid” with the polices flowing out from these, at the moment the pyramid is inverted. Ian suggested looking at where there is duplication in the objectives and what can be combined. Team Action review the polices and objectives in the current draft in conjunction with those in the Copdock plan.
* Suggestion for a table in the plan detailing each objective and what policies stem from it.
* Ian advised he has adjusted the housing section as he feels it flows better now and has updated it with the latest government advice.
* Section on area of local landscape sensitivity is to be review by Ian, suggestion for further piece of work to be completed by Alison Farmer, finance dependant, SPC maybe able to assist? Action approach SPC re funding for additional work.
* Special Character Area requires review and balancing with Built Environment Character Areas.
* Ian requested a narrative on the Wildman Public House – RJ to action.
* Highways and Movement – Ian has requested a wish list for this topic. Team action – brainstorm to provide a wish list to include locations of footpaths / cycle paths / crossings / improvement to pedestrian paths / speed limits / width restrictions etc.
* Transport diagram required in Highways section showing new Pigeon Road. IP action. Also consider footpaths on the Taylor Wimpy sites.
* Community actions from consultation need to be listed under relevant sections e.g. park bench for Millennium Green to be recorded under Green Spaces. Pedestrian crossing opposite shop to be listed Highways and Movement.

Next Steps:

* SPC needs to consult on plan before public consultation is proceeded with.
* Proposal for extraordinary meeting of SPC for such purpose.
* Next meeting of SPC 11th June 2021 – to be provided with a copy of the plan with the following caveats to meet expectations:
	+ Policies will not be subject to change.
	+ Community actions may change
	+ Supporting text is subject to amendment.
* Once in possession of plan SPC have three weeks to review then the formal public consultation can begin.
* Ian will provide a A3 / double sided leaflet ready for leaflet drop.
* Once SPC have approved (2nd of July?) three further weeks are required for consultation by parish council.
* Aim for 23rd of July plan printed and ready to go and start of 6 week consultation, actual start is the date of the drop in event.
* During this period external agencies will be consulted at the same time.
* Comments leaflet will need to be provided for the public as well as an online comment facility to be arranged by Ian.
* Library system for copy of the plan to be put in place – action to organise. RLJ
* Copy of the plan to BDC around the 3rd of September although an extra week maybe required due to school holidays.
* Once public consultation has been completed the plan will need to be amended and updated from the comments from the public and a consultation statement completed. The statement will need to contain details of all the methods used to consult the public – leaflet drop / drop in event / media used etc. All public comments need to be recorded in a word table with a corresponding comment as to what action has been taken in regard to the comment. 3 weeks is set aside for this process.
* Following this the plan goes back to the SPC for approval and then to BDC for examination and fact checking (further 6 week process.)
* Ian requested photos for the desktop publishing, different pictures for each topic. RJ to provide

Next meeting : Monday 07/06/21/ 17.30 / Barley Room.

Meeting concluded 19.05

# **Actions**

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| **Number** | **Action** | **Completion Date** | **Responsibility**  |  |
| 1 | Team Action review the policies and objectives in the current draft in conjunction with those in the Copdock plan.  |  | NP Team |  |
| 2 | Action approach SPC refunding for additional work.Update PC on the next 4 months.  | Wednesday Planning Meeting 19/05/2021 | RLJ |  |
| 3 | Ian requested a narrative on the Wildman Public House |  | RLJ |  |
| 4 | Team action – brainstorm to provide a wish list to include locations of footpaths / cycle paths / crossings / improvement to pedestrian paths / speed limits / width restrictions etc.  |  | NP Team |  |
| 5 | Transport diagram required in Highways section showing new Pigeon Road.  |  | IP |  |
| 6 | Library system for copy of the plan to be put in place – action to organise. RLJ |  | RLJ |  |
| 7 | Ian requested photos for the desktop publishing, different pictures for each topic.  |  | RLJ |  |
| 8 |  |  |  |  |