**FRIDAY 26TH FEBRUARY 2021**

**ZOOM MEETING – 2PM**

**1 Welcome**

**2 Present**

Sue Piggott- Chair

Jill Temperton

Ian Poole

**Apologies**

Brian Boon

**3 Declaration of Interest** – None

**4 The Minutes** of meeting held on 18th September 2020 - agreed and signed

**5 Status of Draft NP**

Following receiving the 1st Draft NP from I P, the Steering Group were concerned that that 2 policies they had agreed to form part of the NP were not within the document and requested that this was corrected ie Bio-Diversity/Habitats policy, and Historic policy.

The 2nd Draft had been received by the SG with these 2 policies included and IP confirmed that he had sent Draft NP over to East Suffolk – Ben Wright (NP assigned officer). BW will return comments by 12th March. The comments will be assessed and responded to, an assessment by E.Suffolk will also be made for possible need of SEA report.

It was agreed for SP to contact Locality to lodge an expression of interest for the SEA technical package. **SP**

Once the E.Suffolk comments have been received and responded too, the Draft can be distributed to Parish Council members and a PC extra-ordinary meeting will be set to adopt the plan**.** I.Poole agreed to try to attend to help with any questions. SP will then send the compilation of questions within one document to IP.

If E.Suffolk indicates that an SEA report is required, Locality will be instructed - this exercise can take a minimum of 3 months.

Once the NP is agreed by the Parish Council the formal consultation can start.

A print run of 170 plans together with a mono print response sheet booklet will need to be mailed to each household.

When the next phase for Locality funding ie financial year commencing 1st April’21 is secured the mail-out of the NP with Response sheet, can be organised.

All the relevant documents for the NP need to be accessible on the PC website. IP will reduce the size of those too large to upload onto the website at present. **IP**

The Character Assessment document needs to be taken from Draft status to Complete,

IPwill action this. **IP**

IP will have a look at the comments following the review of the Draft NP from JT and SP**. IP**

**6 FINANCE**

The funding held for the 2nd Phase comes to an end on 31.3.21.

IP will ensure his invoices are presented so payment can be made within this window. **IP**

IP agreed to submit a schedule of works required for the next financial year, SP will then submit the Locality funding application to cover costs to conclude the NP and to cover PR to and beyond the referendum- ie Banners – To Vote for the NP – Venue & Date. **IP/SP**

**7 AECOM Masterplan**

The AECOM Masterplan is now signed off as a completed document and has been sent to the SG and received 3rd September.

**8 Local Plan Review**

The Local Plan was formally adopted on 23rd September 2020. The SG now hopes that the process for reaching the Draft NP submission point will be progressed. ESC will need to conduct SEA and HRA screening to establish the need for a formal SEA.

**7 Date of Next Meeting -** TBC

**Implications of the Pandemic and lockdowns and difficulties in meeting has presented a challenge, especially as several members are unable to take up Zoom technology**

**Meeting closed 3.30pm**

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**Chair**  **Date**