**Badwell Ash & Long Thurlow Neighbourhood Plan(NP) Zoom Steering Group Meeting Minutes Monday 8 January 2024**

|  |  |
| --- | --- |
| **Attendees** | **Organisation** |
| Rachel Leggett (RL)  Peter Dixon (PD)  Katy Haylock (KH)  Steve Russell (SR)  Mark Tomkins (MT) | Rachel Legget & Associates  BA&LT Working Group  BA & LT Working Group  Badwell Ash & Long Thurlow Parish Council  BA & LT Working Group |
| **Agenda Item** | **Actions & Outcomes** |
| **1. November 2023 Minutes**- SR opened the meeting with an update on the completed Actions from the last meeting in November 2023. | Character Appraisal work for BA & LT is 98% complete with a small piece of work for Broadway and Wilding Rd. **PD to complete** |
| **2. AECOM Technical Support –** The two strands of Technical support accessible under the Locality Grant through AECOM are for Housing Needs Analysis (HNA) and Design Codes have been booked and Teams Meetings arranged.  **3. Placecheck Progress –** RL updated the group on the Placecheck map and comments made and set out how it would support the two open sessions. There was a cursory discussion by all present on the NP Vision Statement with some minor amendments to be considered along with the outcomes of the two open sessions on the 20/22 Jan 24.  4. **Arrangements for Consultation** – RL provided a briefing note for all Steering Group members which set out the arrangements for the two open days and support materials required action under Agenda item 5 .  SR set out the NP Steering Group set up and take down arrangements which are covered in an email to RL/MT/KH/JM/PD. Access to the Village Hall will be from Friday evening 19 Jan to move in the display boards in place.  Flyers advertising the two events have been ordered and will be delivered through leaflet drops this week to be completed by 14th Jan 24. A frame and poster have been ordered and will delivered in time for Friday 19 Jan 24.  5. **Finalise Display Material** - RL set out how the two open events would run, the display material required.  6. **Publicity Arrangements** – Covered in detail in Agenda items 4 & 5  7. **Date of Next Meeting (DoNM**) – Tuesday 13 February 2024 via Zoom start time 1200 hours – All to note. | **Action 1**: Teams Meeting for Housing Needs Analysis(HNA) arranged for Thursday 11 January 2024 at 1500 hours.  **Note for Action 1**: Teams Meeting Held with Mathew Kearney from Housing Research Team, AECOM. Full discussion with Andrea Long/MT/PD/SR on data analysis carried out and the process for the HNA will take 12-14 weeks to complete. Draft HNA to the NP Steering Group for comment and final sign off by AECOM.  **Action 2**: Teams Meeting for Design Codes arranged for Tuesday 23 January 2024 between 1430 and 1515 hours.  **Action 3**: KH to do social media, design and order flyers, A -Frame and Poster.  **Action 4:** PD to pick up printing orders and A -Frame and Poster at Action 6 from Gipping Press and organise delivery dates.  **Action 5:** JM to pick up VH keys on Friday 19 Jan 24 and move display boards to VH with help from PD/MT and other volunteers.  **Action 6**: PD to pick up A-Frame and Poster for 19 Jan 24  **Action 7**: RL to complete |