

EARLS COLNE NEIGHBOURHOOD PLAN PROJECT

Steering Group Virtual Meeting

Tuesday 15th September 2020

MINUTES

Item		Action By:
1.	Minutes of meeting held on 21st July 2020	
	Draft minutes approved	
2.	NP Document Framework - Version 2	
	Any comments or suggestions to be sent to Tony	ALL
3.	Combining Environmental and Infrastructure Task Groups	
	Summary of initial discussions held between Hugh and Catherine to be forwarded to Tony	Catherine
	Jan Stobart to be consulted regarding selection of consultant for Environmental Assessment	Catherine
4.	Objective Setting	
	Any comments on initial draft objectives for Community Facilities Group to be forwarded to Nikki	ALL
	Draft Objectives for Housing Group to be developed and circulated	Bob
5.	Housing Needs	ALL
	Typical example of HNS Questionnaire to be circulated to all	Tony
	Draft letter to notify all residents of the upcoming Housing Needs Survey to be prepared and circulated for comment.	Tony
6.	NP Project Human Resources	
	It was agreed that we would wait to recruit further NP volunteers until after we have identified specific activities we wish to carry out	ALL
7.	Date of Next Meeting	
	Proposed date for next meeting to be circulated. It was agreed that we would try to arrange for Jan Stobart to attend the meeting to provide us with further guidance on suggested next steps.	Tony