**Minutes of Neighbourhood Plan Working Group Meeting 28.10.21**

1. **Finalising the document**

Penny has made the changes.

Fran will contact Ann Lusher about including the photo of Paul.

Nick will send the Foreword to Darren for his approval.

Outstanding issues:

* Jenny will send Map 4 to Penny
* the photos and wording re the Key Views need to be the same as in Lucy’s Key Views Assessment. Jenny will send this document to Penny.
* Penny needs two other photos - Bill will take these.

Penny will get the document to Nick on Sunday for proof reading. He will then pass it on to Ian

on Monday, who will get it back to Penny for Tuesday.

Jenny will send it to Suffolk Digital on Wednesday (or Thursday).

Fran and Penny are sorting out an audio version.

**2. Newsletter**

Bill will collect the Newsletter from the printers.

Ian will get the list of distributors and sort out who will do what. The Newsletter will be distributed on Sunday 7th.

**3. Banners**

Ian had spoken to Jan Brown who said we could put the banner against the hedge outside the churchyard. Jan offered to make announcement about the Neighbourhood Plan when he does the notices before the service.

Costings: Nick shared information about costings. We agreed to ask Ipswich Embroidery to do three banners for us. Nick will send wording to Penny.

**4. Posters**

Nick will do these once we’ve agreed some wording. To be discussed at our next meeting.

**5. Flyer**

Jenny will draft a flyer. Penny sent three examples and we agreed we liked that from Worlaby.

**6. Date of next meeting**

Thursday 4th November, 6pm.