**Stutton Neighbourhood Plan: Working Group Minutes of Meeting held**

**17th September 2018**

1. **Update on Actions from meeting held on 20th August.**

Mind map/timeline: Keith has done a chart version of the timeline.

**Action 1.1** Keith will do 3 A3 and 12 A4 copies for Saturday. Mark will laminate them.

**Action 1.2** Mark will get 3 A3 and 12 A4 OS maps copied and laminated for Saturday.

School: Penny has received ideas from the children. They are writing something about their favourite place in the village and hat they would like in the village. This work will be displayed on Saturday.

Housing Needs Survey: Hastoe are not doing a Housing Needs Survey.

**Action 1.3** Jenny will follow up with Hastoe about what help they might be able to give us and will also investigate funding.

**2. Big Conversation**

Penny explained what will happen on the day and what everyone’s role is (see Notes from Subgroup previously circulated). Setting up will start at 10am. Further tasks:

**Actions 2.1**

* Nick to sort out where the paper for the ‘rants’ can go
* we need cake stands and teapots and cafetieres (Caroline has a large thermos).
* round tables to be provided by Carol and Jenny (and from Fran’s house?)
* soft play area: cushions, paper and crayons etc to be provided by Penny.

**3. Any other business**

After Saturday, Mark will fill in the form to ask the Parish Council to approve designation at their October meeting.

4. Date of next meeting

Monday 15th October 7-8.30pm in the Community Hall.