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

**20th August 2018**

Present: Mark Nowers, Keith Hosking, Emma Woollard, Ian Flower, Penny Greenland, Caroline Waller, Jenny Morris

Apologies: Carol Tilbury, Susan Hemming, Fran Flower, Nick Pavitt.

1. **Update on Actions from meeting held on 16th July**

**Action 2.1** Mind Map: Penny and Mark will take responsibility for doing this to be ready for the September 22nd event. Keith will try and find a chart version of the timeline and send to Jenny who will talk to Ray about whether he might be able to illustrate it.

**Action 2.2** Communications Strategy. Mark circulated a draft prior to the meeting. We agreed that we will have this as an agenda item at our October meeting.

**Action 2.3** Emma has joined ‘Next Door’ for Stutton. There are 66 people registered on the site but not all live in Stutton as it includes surrounding villages. She will post the leaflet about the 22nd September event on the site. Mark will send a pdf of the leaflet to Working Group members.

**Action 3.3** Keith had copied a map but the roads don’t all show up adequately. Mark will get a copy of the OS map.

**Action 4.1** Caroline had compiled a list of businesses in the village which she will circulate for people to add to.

**2. The Big Conversation**

Penny has talked to the School. The children will do a project about what they want from a Neighbourhood Plan, the results of which they will contribute to the 22nd September event.

Penny suggested that:

a.Members of the Working Group should take it in turns to be in the shop, engaging people in conversation. We could possibly also have a book or a ‘tree’ for people to write their suggestions.

b. We should hold ‘winter tea parties’ - divide the village up into ‘patches’ (Stutton Close, Cattsfield, Larksfield, etc, including one for ‘outliers’).

c. Ian confirmed that Oak House are happy for us to display materials and come to talk to people in the dining room/lounge about the Neighbourhood Plan.

d. we should plan other events for next Spring.

September 22nd: We agreed -

* the Hall needs to be decorated: bunting, balloons etc
* it should be divided into two: one space which people would be guided to as they enter with lots of display boards with sheets of paper on them; the other space laid out with tables and chairs for a tea party
* each display board would have a heading relating to an organisation or facility with a question such as, ‘What do you want from the Village Hall’? ‘What kind of housing do you want in the Village?’ Should also be a board asking ‘What is missing from our Village?’.
* people should be greeted by ‘ushers’ who will tell them about the display boards and encourage them to engage with the questions by writing on the sheets of paper and/or post-it notes. We will need some display boards at child height/on the floor, and also ensure that people can sit down to write if need be.
* this activity will last for a maximum of 45 minutes.
* we will also have a powerpoint of photos/questions projected on a loop
* Tea will then be served - with lots of cake.
* Brief introduction from NP Working Group about why we might want a NP and what its role would be in the planning system

**Actions agreed:**

**2.1** Everyone send Penny any photos of the village that they think should be included on the powerpoint. Emma and Penny will assemble the powerpoint.

**2.2** Penny, Emma, Fran (if she can make it), Mark and Caroline will meet at 8pm on 24th August to further discuss details of the event, which will then be finalised at our next Working Group meeting on 17th September.

**3. Any other business**

Jenny will try and find out what Hastoe’s plans are regarding a Housing Needs Survey.

We will revisit the timeline after the September 22nd event.

**4. Date of next meeting**

Monday 17th September, 7.00pm in the Village Hall.