**Minutes of Neighbourhood Plan Working Group, 23rd October 2021**

1. We confirmed 8th November as the launch date.
2. **Finalising the Plan document:**
* Bill and Jenny will draft an Executive Summary: main points to emphasise are that we are not allocating any sites for development; and that the main emphasis of the Plan is protecting our landscape.
* Penny will take out the descriptions and photos of the Village Character Areas which were taken from the Design Guide
* She will also insert some photos which indicate the range of houses in the village, so that we don’t give the impression of a ‘chocolate box’ village
* Penny will send a pdf of the document to Bill, Jenny and Fran: Bill & Jenny will go through checking the content; Fran will check whether we have the right photos
* Once any changes have been made, Ian and Nick will copy edit the document.

**3. Banners**

* Nick will get costings
* Ian will email Nigel Watts
* Holly will message the Headteacher of the school.

**4. Poster**

Nick will draft.

**5. Events**

* We will hold a drop in at the Community Hall on Saturday 4th December 2-4pm.
* Bill will talk to Elaine at the Kings Head
* We will give out flyers at events such as Stutton Grows Walk, the Village Quiz.

**6. Flyer**

Holly will draft a flyer by the middle of the week and send it to us. We need it to be online as well as in a paper version. The purpose is primarily to establish the level of engagement, plus get feedback on headline issues (community actions as well as planning policies).

**7. Newsletter**

We will send comments to Penny by email. Jenny will arrange for Suffolk Digital to print them the week beginning 1st November.

**8. Dates of next meetings (on zoom)**

Thursday 28th October 5pm.

Thursday 4th November 6pm.