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

**Monday 20th May 2019**

**Present:** Mark Nowers, Keith Hosking, Jenny Morris, Caroline Waller, Carol Tilbury, Ian Flower, Emma Woollard, Penny Greenland, Nick Pavitt.

1. **Apologies:** Susan Hemmings, Fran Flower.
2. **Minutes of last meeting.** Agreed.
3. **Matters arising:**

Businesses and sole traders breakfast (21st June): Sarah Cooper is willing to be involved.

**Action 3.1** Nick and Ian will contact businesses and sole traders. Mark and Penny will help on the day.

Call for sites: Emma has received information about a suggested site.

**Action 3.2** Mark to contact Babergh to find out what criteria we should use against which to assess the site.

**Action 3.3** Emma will write to the owner of the field behind the War Memorial.

**Action 3.4** Mark will talk to Henry Strutt.

Housing Needs Survey:

**Action 3.4** Mark will write to CAS on behalf of the Parish Council asking if we can have a summary of the data analysis by the beginning of September.

Penny reported that the School was willing to send a letter and questionnaire home to parents to identify people wanting to move into Stutton.

**Action 3.5** Jenny will draft a questionnaire.

Landscape Assessment

Mark reported that the AONB have produced a Landscape Assessment and policies against which any applications have to be measured. There are also other policy documents which are relevant to planning in an AONB and other designated landscapes.

**Action 3.6** Nick will do an internet search of relevant documents and compile a list of policies and guidance notes which will have to be taken into account.

**4. Site Allocation**

We need to look at the sites allocated in the last Local Plan, and have a further discussion about the suitability of the sites.

**Action 4.1** Mark will draw up a list of these sites.

**5. Newsletter**

Deadline for contributions is this coming weekend. Delivery will be the weekend of the 8/9th June.

**Action 5.1** Mark will email a distribution list to everyone. The Newsletters will be left in the Shop on the Saturday morning for people to collect.

**6. Funding**

We agreed to explore the possibility of getting technical support for coming up with proposals for traffic calming, and a greenway/cycle route.

**Action 6.1** Jenny will discuss technical support possibilities with Groundworks/Locality. Mark will find out if there’s anyone who could do an air quality assessment and how much it would cost.

**Action 6.2** Jenny will apply for grant funding for:

6 x Newsletters @ £56.00 each

2 main consultation meetings (September 2019 and March 2020)

Printing of draft NP (20 pages) x 20 copies.

**7. Strategic Environmental Assessment/Habitats Regulations Assessment**

Mark has been informed that if the NP conforms with Babergh's Recreational Avoidance and Mitigation Strategy (RAMS) it will be screened out of their HRA/SEA process.

**8. Date of next meeting**

Monday 17th June, 7pm.