**Stutton Neighbourhood Plan: Working Group Minutes of Meeting held 15th October 2018**

Present: Mark Nowers, Caroline Waller, Emma Woollard, Penny Greenland, Jenny Morris, Keith Hoskings, Ian Flower, Nick Pavitt, Susan Hemmings [and a Western conifer seed bug, who was late].

Apologies: Carol Tilbury, Fran Flower.

1. **Feedback from The Big Conversation**

Seventy-nine people attended and were all fully engaged in writing comments and giving their views. It went very well and we had all had very positive feedback from people who attended. Nick and Emma have written up the responses. Penny has done a Wordle.

**Action 1.1** Penny will put information about the responses on the new Village website.

**Action 1.2** Mark will write something for the next Roundabout and for the Facebook page.

**Action 1.3** Jenny will let other Shop Committee members know that we would like to put Penny’s ‘tree’ and comments book in the Shop, and will liaise with Penny about doing this.

**Action 1.4** Nick will email Jayne Jones a summary of the responses asking her to forward them to the Parish Councillors.

**2. Designation**

We are now designated. There are 6 weeks for any responses to the proposed boundary.

**3. Housing Needs Survey**

Caroline, Ian, Nick, Catherine and Jenny agreed to be involved in a sub-group to take forward a Housing Needs Survey. Carol may also be interested and Jenny will also contact Catherine Kent.

**Action 3.1** Jenny will organise a meeting to discuss what kind of information we want to get as a way of helping us decide whether to go ahead with a Survey done on our behalf by Community Action Suffolk.

**4. Funding**

Jenny shared information about grants and technical support available.

**Action 4.1** Jenny will find out what kind of technical support is available in respect of doing a housing needs assessment.

**Action 4.2** Everyone will familiarise themselves with the application form for grant funding so that we are aware of what information we need in order to complete an application.

**5. Communication Strategy**

We agreed that we need something which is a combination of the draft Strategy Mark had circulated and the initial Strategy for a Village Conversation written by Fran and Penny.

**Action 5.1** Fran and Penny will update and develop their Strategy for a Village Conversation, suggesting further communication and consultation methods.

**Action 5.2** Everyone will think about what else/what detail we need to communicate and consult about. We will email our ideas to each other over the next two weeks and Jenny will compile a list.

**6. Community Infrastructure Levy**

Mark had circulated information from Alistair McGraw prior to the meeting, including information about the funding which is held centrally by Babergh and which can be bid for by Parish Councils. We agreed that we need to take what’s agreed in the Neighbourhood Plan and develop a Parish Infrastructure Investment Plan.

**Action 6.1** We will seek to work with the Parish Council to develop a Parish Infrastructure Investment Plan and apply for funding to deliver it.

**7. Date of Next Meeting: Monday 19th November 7pm in the Community Shop.**