**Stutton Neighbourhood Plan: Working Group Minutes of Meeting held 17th December 2018**

Present: Mark Nowers, Caroline Waller, Emma Woollard, Jenny Morris, Susan Hemmings Carol Tilbury, Penny Greenland

Apologies: Nick Pavitt, Ian Flower, Keith Hoskings.

1. **Update on Actions and Matters Arising from meeting held on 19th November**

**1.1 Structure of Neighbourhood Plan** The following Neighbourhood Plans were mentioned: Blewberry, Thame, Lavenham and Bembridge. Caroline alerted us to Suffolk County Council’s guide to neighbourhood planning <https://www.suffolk.gov.uk/assets/planning-waste-and-environment/planning-and-development-advice/Neighbourhood-A4booklet.v4.pdf>

**Action 1.1** Jenny will draft a suggested structure for our Neighbourhood Plan and circulate before the next meeting for comments and additions.

**1.2 Community Infrastructure Levy** - the template for a Parish Infrastructure Plan which Mark had intended to use is rather complicated.

**Action 1.2** Mark will ask Alistair McGraw whether there is a better template to use.

**2. Housing Needs Survey**

The Parish Council had refused our request to pay the cost of carrying out a Housing Needs Assessment. However, Locality have now informed us that we can submit a funding bid, to this financial year’s budget, for a survey to be carried out in the second half of April. This will be to cover the costs of distributing the survey and the upfront cost of writing the report. The costs of data inputting and postage incurred by CAS will have to be the subject of a separate funding bid which we will present when these costs are known.

We agreed the following timetable:

Saturday 27th April 2019: Distribution of questionnaires

Weekend of 4/5 May: Event in the Village Hall linked to filling in of questionnaires/answering questions about it etc.

We discussed the idea of having a prize draw for people who had completed their questionnaires.

**Action 2.1** Jenny will complete the application form for funding and submit in January. She will also ask CAS about whether it would be possible to administer a prize draw.

**Action 2.2** Penny will check availability of the Hall on 4 or 5th May and circulate a draft communications plan before the next meeting.

**Action 2.3** Carol will draft a covering letter for the questionnaire to be circulated before the next meeting.

**3. Other parts of the Neighbourhood Plan**

We agreed that we need to also focus on other aspects of what will be in the Neighbourhood Plan as housing need is only one part of it.

**Action 3.1** Penny will find out about Village Character assessments.

**Action 3.2** Mark will contact Babergh to find out about doing a sustainability assessment.

**Action 3.3** Emma and Penny will find out how we go about issuing a call for sites.

**4. Date of next meeting: Monday 21st January 7pm at the Community Shop**