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

**Monday 18th November 2019**

**Present:** Mark Nowers, Jenny Morris, Ian Flower, Carol Tilbury, Nick Pavitt, Penny Greenland. Bill Hewlett

1. **Apologies:** Susan Hemmings, Caroline Waller, Fran Flower.
2. **Minutes of last meeting**: Agreed.
3. **Matters arising:**
4. **Village Character Assessment**: The following areas are still to be described - Queech Lane, Bentley Lane, Church Road/Crow Hall Lane and Findlay Close. Nick will do these.

We agreed that the Village Character Assessment is a supporting document and doesn’t go in the main Plan.

1. **Greenway**:
2. **Technical Support:** Bill reported that this has been approved. We agreed that we need site assessments of the following identified sites:

 Alton Hall Lane

 Bentley Lane

 The Grange

 Field behind the War Memorial

 Site put forward by Cavan Browne

 Corner of Crepping Hall Drive.

4. **Housing Needs Survey.** Bill reported that Sunila Osborne from Community Action Suffolk has now sent an updated draft. Bill asked for any further comments by Wednesday when he is meeting with her to discuss it.

**5. Draft Plan**. We agreed:

* that we need to have evidence for each policy
* that we need a summary of the Plan setting out, in three columns, Objectives, Policies and Community Action.

We started to go through the sections of the Plan but agreed to finish this at another meeting on Friday 22nd November (see below).

**6. Parish Infrastructure Investment Plan (PIIP)**

It was clarified that the focus of the PIIP had to be infrastructure-related. More aspirational proposals could still be captured but would need to be categorised separately. We agreed:

* Nick will revise the draft PIIP and circulate with a prioritised Section 7 by 22 November
* Mark to forward CIL guidance and Acton PIIP.
* Mark will ask the Parish Council that the PIIP, once endorsed, is consulted upon under the banner of the 'Big Conversation' to ensure consultation is consistent.

7**. Date of next meeting**

Monday 16th December in the Community Shop.

**Note of meeting held on Friday 22nd November**

1. **Parish Infrastructure Investment Plan**

Nick’s updated draft was agreed with the addition in Section 7 of the sentence: “The following list of priorities have been ordered according to the views expressed in the Big Conversation”.

**2. Draft Plan**

We went through amending and agreeing the policies for each section. Jenny will email this amended version to Penny and then it will be circulated to everyone.

We agreed we need Objectives and Evidence identified for each section, and that each community action needs a lead organisation and partner organisations to be identified.