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

**Monday 18th February 2019**

Present: Mark Nowers, Keith Hosking, Fran Flower, Nick Pavitt, Jenny Morris, Caroline Waller, Carol Tilbury, Susan Hemmings, Ian Flower, Emma Woollard.

1. Apologies: Penny Greenland
2. Minutes of last meeting.

Emma’s name needs to be recorded as present.

3. Community Infrastructure Levy.

Mark is still waiting to hear from Alistair McGraw as to whether there is a better template for doing a Parish Infrastructure Investment Plan.

**Action 3.1 Mark** will contact the Parish Clerk at Cockfield to ask for a copy of their PIIP

4. Village Character Assessment.

We agreed that we can probably do a Village Character Assessment ourselves rather than pay a consultant. Mark mentioned that the AONB website has some documents that we can use and there is also Alison Farmer’s guidance. East Bergholt’s Village Character Assessment is also worth looking at.

**Action 4.1 Ian and Nick** will make a start and circulate a draft.

5. Sustainability Assessment.

Mark will be doing this. We will keep this item on the agenda.

6. Call for Sites

This has been included in the Newsletter.

**Action 6.1 Emma**  will contact Paul Bryant at Babergh DC to try and find out who to talk to about why the land behind the Memorial wasn’t included in Babergh’s Development Plan.

**Action 6.2 Mark** will email Alistair McGraw to find out if he knows anything about this.

7. Housing Needs Survey

Carol had circulated a new draft of the covering letter. We agreed to add the Working Group’s email address and Jenny’s phone number as contact for any queries when the questionnaire goes out. We also need to add a letterhead.

**Action 7.1 Jenny** will talk to Penny about a letterhead and will then finalise the covering letter and send to CAS.

8. Structure of the Neighbourhood Plan

Draft consultation questions for some of the sections had been circulated. We agreed this needed further thought and a common style and structure for the questions.

**Action 8.1 Jenny and Penny** will meet to draft a suggested format for the questions.

9. Communication Strategy.

We all agreed that the Newsletter looks fantastic.

We agreed that the meeting for village organisations will be put off until May. We had a discussion about the practicalities of the proposed tea parties and agreed that some will need to be held in the Community Hall rather than in people’s homes. Others may be held, e.g. on the green in Stutton Close or in people’s homes or gardens.

**Action 9.1 Susan** will distribute copies to Oak House flats.

10. Any Other Business.

Holbrook have invited us to their consultation event on Saturday 23rd February. Emma will go.

**Date of next meeting: Monday 18th March 7-8.30pm in the Community Shop**