

## **Stutton Neighbourhood Plan: Working Group Minutes of Meeting held Monday 21st October 2019**

**Present:** Jenny Morris, Caroline Waller, Carol Tilbury, Ian Flower, Fran Flower, Susan Hemmings

1. **Apologies:** Mark Nowers, Nick Pavitt, Penny Greenland, Keith Hoskings, Emma Woollard.
2. **Minutes of last meeting:** Agreed with addition of Fran Flower in attendance.
3. **Matters arising:**
  - a. **Village Character Assessment:** Ian will look at what needs doing and email us all, asking for volunteers to complete what's missing, by next Monday 28th October. We will endeavour to complete the Village Character Assessment by the next meeting on 18th November.
  - b. **Greenway:** Henry Strutt has been away and has not yet had a chance to respond to the suggestion of a Greenway. Jenny will ask Mark to check with Henry in a fortnight.
  - c. **Technical Support:** Bill has applied to Locality for technical support for help with site assessments and allocations. If we want to put Design Standards in the Plan we will need to apply for more technical support.
4. **Housing Needs Survey.** We have received a draft report from Community Action Suffolk which had been circulated to members of the Working Group. Bill has provided some comments on it and also met with Sunila from CAS to discuss these. Jenny will follow up the response.
5. **Draft Plan.** We discussed progress on the different sections. Completed first drafts will be sent to Jenny by the end of October and she will then put them into one document for discussion at our next meeting. Jenny will email Ian a copy of the map used for our designation.
6. **Newsletter.** Comments should be emailed to Penny by Wednesday. Jenny will sort out printing and Carol will pick them up from the printers. Delivery will be on the weekend of 2/3rd November. Jenny will ask Mark to send the distribution list to everyone and we will need volunteers to cover Nick's round. Susan and Carol will bundle up the leaflets and leave them in the shop as before.
7. **Any Other Business.**
  - a. Jenny reported on the approach from BBC Radio Suffolk for participation in a 'Take Over Tuesday' programme, which will probably go out in January. We agreed this would be a good opportunity to publicise the draft Plan. Fran, Susan and Jenny (together with Ian Heywood and Penny) are meeting with the producer on 29th October.
  - b. Jenny will email Mark about whether a response went in from the Parish Council to Babergh's Access Strategy.
  - c. We agreed that we would put as a Community Action point in the Plan that we will endeavour to inspect developments as they are being built in order to check that they are fulfilling the requirements of their planning consent.
8. **Date of next meeting**  
Monday 18th November in the Community Shop.