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

**Monday 18th March 2019**

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

1. Apologies: Nick Pavitt, Bill Hewlett, Fran Flower.
2. Minutes of last meeting. Agreed.
3. Community Infrastructure Levy.

Mark had spoken to the Parish Clerk at Cockfield. They do not have a Parish Infrastructure Investment Plan but have obtained CIL funding from Babergh DC for a variety of projects. We agreed that we would seek views from village organisations and businesses to a) identify potential infrastructure projects and b) prioritise them for applications to Babergh, aiming to make a bid for the Autumn round of funding.

**Action 3.1 Mark** will do a short presentation at the Annual Parish Meeting.

**Action 3.2 Emma and Penny** will do some communications materials to be used at that meeting and which might also be used for further consultations with village organisations and businesses.

4. Village Character Assessment.

We discussed the draft circulated by Ian and Nick.

**Action 4.1 Ian** will send an email to the Working Group allocating areas which still need to be done, together with a deadline for completion. This first draft will then need to be further refined.

5. Call for sites

We haven’t received any response to the call for sites in the Newsletter. We discussed the land behind the War Memorial which Babergh had apparently not been aware of when they allocated sites for potential development. We also briefly discussed the idea of a Community Land Trust.

**Action 5.1 Emma** will write to the owners of the field behind the War Memorial asking if they would be interested in putting it forward for potential development.

**Action 5.2 Emma** is interested in having an initial discussion with Bill and Kate about the possibility of a CLT or similar. **Jenny** will email to set up a meeting.

Mark confirmed that the existing planning permission for the Strutt site is only outline so there will be another planning application. We agreed that we would try and engage the developers prior to this planning application going in.

**Action 5.3** Mark will contact Hopkins Homes about the Strutt site.

6. Housing Needs Survey

The questionnaires and covering letter will be printed and ready to be picked up on April 1st. We will need to stuff the envelopes.

Concern was expressed at the timetable sent by CAS for the data inputting and writing up of the report.

**Action 6.1 Mark and Jenny** will ask CAS if we can have summaries of the data prior to September 7th.

7. Communications

7.1 Annual Parish Meeting: Thursday 18th April.

**Actions 7.1:** We will need copies of the Newsletter for the meeting. **Mark** will draw attention to the Housing Needs Survey. **Those of us** who go to the meeting representing other organisations will also talk to people about the Housing Needs Survey.

7.2 Village organisations.

The Community Hall has been booked for May 21st at 7pm.

**Action 7.2 Penny** will draft an email to be sent to village organisations.

7.3 The next Newsletter will go out on the weekend of 13/14th April and will highlight the Housing Needs Survey.

**Action 7.3 Mark** will organise distribution of the Newsletter.

7.4 ‘Tea parties’ and other events

Penny would like to put details re dates in the Newsletter.

**Action 7.4 Penny** will send round the draft Newsletter and request for dates re the tea party consultations by the end of the week.

Penny will involve Year 6 from the school in the Oak House tea party.

We discussed what food should be provided for the May 4th ‘Village supper’. One possibility is to do quiches/salads or possibly a barbecue + cakes. We also discussed funding.

**Action 7.5** We will discuss the details of the May 4th event at our meeting on April 15th.

**Date of next meeting: Monday 15th April 7-8.30pm.**