**Stutton Neighbourhood Plan: Working Group Minutes of Meeting held 19th November 2018**

Present: Mark Nowers, Caroline Waller, Emma Woollard,, Jenny Morris, Keith Hoskings, Nick Pavitt, Susan Hemmings.

Apologies: Carol Tilbury, Fran Flower, Penny Greenland.

1. **Update on Actions and Matters Arising from meeting held on 15th October**

 **Action 5.2**. Not completed. We agreed to each look at a Neighbourhood Plan which we particularly liked and to list what it covered, including its policies. This will then be used to help us decide what we want ours to cover and what we will need to consult on.

 **Action 6.1 Community Infrastructure Levy**

Mark reported that the Parish Council is happy for us to develop a Parish Infrastructure Investment Plan. We need to start by listing all the existing infrastructure in the village (see <https://www.midsuffolk.gov.uk/assets/CIL-and-S106-Documents/DRAFT-Parish-Infrastructure-Investment-Plan-v5.docx> )

**Action 1.1** Mark will have a go at filling in the template.

**2. Correspondence re Designation.**

Anglian Water had responded drawing our attention to a guidance note relating to the preparation of NPs in their operational area which provides guidance relating to AW infrastructure. The Guidance Note is available to view at the following address: <http://www.anglianwater.co.uk/about-us/stakeholder-engagement.aspx>

Natural England had also responded drawing our attention to part of the National Planning Policy Guidance and various issues to consider (see attached).

**3. Housing Needs Survey**

The Housing Sub-Group had met with Sunila Osborne from Community Action Suffolk to discuss commissioning them to carry out a housing needs survey for us. We are worried that the questionnaire is long and some of the questions are off-putting. Funding from [locality.org](http://locality.org) applied for in this financial year has to be spent before the end of March 2019 and we do not want to carry out the survey until April. However, the balance of opinion was that we should go ahead and ask CAS to do a survey for us.

**Action 3.1** Jenny will ask CAS if they would agree to us paying in advance of the survey being completed.

**Action 3.2** Nick, Jane and Jenny will meet to discuss completing the funding application.

**Action 3.3** Mark will ask the Parish Council if they are willing to pay for/contribute towards the cost of carrying out a survey.

**Action 3.4** Keith will draft a Q and A for why people should complete the survey. This will be circulated by 3rd December and we will finalise it at the next meeting. It will form the basis of our covering letter.

**Action 3.5**  We will ask Penny and Fran to do a draft communications plan for the Housing Needs Survey to be discussed at our next meeting (December 17th).

**4. Any Other Business**

Mark reminded us of the event about Planning in a Designated Landscape on 25th January 2019. See <http://www.suffolkcoastandheaths.org/planning-and-undergrounding/planning-and-development/>

He also mentioned the relevance of the consultation expected on the next iteration of Babergh’s Local Plan. Update: this is now expected in Feb/March 2019.

**5. Date of next meeting**

Monday 17th December, 7pm in the Community Shop.