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

**Monday 15th April 2019**

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

1. **Apologies:** Susan Hemmings.
2. **Minutes of last meeting.** Agreed.
3. **Planning for forthcoming events:**

Annual Parish Meeting: 18th April.

We have a table at this event and will have copies of the two Newsletters, the Housing Needs Survey (as an example) and leaflets about other events.

**Action 3.1** Mark will do a short presentation about the Parish Infrastructure Investment Plan (PIIP), inviting ideas. He will also ask if anyone has any relevant expertise to offer.

Supper event: 4th May

We agreed to cater for about 40.

**Action 3.2.** Carol will co-ordinate food + Jenny, Penny, Keith, and Fran will help.

We will set out small tables and will use the list of question headings and prompts that Jenny sent round (once it has been amended).

Penny will compose a poster about the event and Nick will laminate and distribute it.

Village organisations meeting: 21st May.

This will NOT include businesses, for whom we will organise a separate meeting.

Businesses and sole traders breakfast: 21st June

**Action 3.3** Ian and Nick will take an invitation around to businesses and aim to have a conversation with those who say they are unlikely to come to the meeting.

**Action 3.4** Mark will ask Sarah about having a meeting/coffee morning for sole traders

Tea parties

Most dates have been set:

18th May: 2 Local Focus Group Tea Parties (Crepping Hall)

June 1: Local Focus Group event The Close

June 23: Local Focus Group event Catts Field

June 29th: Local Focus Group event Holbrook Road

**Action 3.5** Jenny will contact Val and Ali about Larksfield. Penny, Nick and possibly Susan will assist.

Oak House

A coffee morning is being arranged for Monday 20th May, involving the school.

**Action 3.6** Jenny will sort out cakes (including cup cakes or similar suitable for children).

**4. Village Character Assessment**

Partially completed.

**Action 4.1**  Remaining sections of the village to be completed, using the format sent round by Ian, by the next meeting.

**5. Call for sites**

We have had no response to the call for sites.

**Action 5.1** Emma will write to the owner of the field behind the War Memorial.

**Action 5. 2.** Bill has agreed to call an initial meeting, with Kate Lowe and Emma, to discuss Community Land Trusts and other forms of community-led housing.

**6. Housing Needs Survey**

All envelopes have been stuffed etc and are being held at Susan and Carol’s house, to be collected on the morning of the 27th April, or earlier.

**Action 6.1** Mark will sort out how many each person needs for the patch they are delivering to.

We discussed the possibility of assessing how many parents there are at Stutton Primary school who would like to move into Stutton.

**Action 6.2** Penny will ask the school if they would be willing to send something home to parents and, if so,Jenny will draw up a short draft questionnaire.

**7. Funding**

Applications for this financial year (April 2019-March2020) have not yet opened but are expected to do so very soon. We agreed that we will need funding for:

* 6 Newsletters
* a number of consultation events
* production of a draft Neighbourhood Plan
* (possibly) a Landscape Assessment.

**Action 7.1** Mark will contact Paul Bryant about the need for a Landscape Assessment and seek costings from Alison Farmer

**Action 7.2** Mark will establish who we will be asking to print the Newsletters and price, and let Jenny know.

**Action 7.3** Penny will do a list of potential consultation events so Jenny can draw up an estimated budget.

**Action 7.4** Jenny will contact Suffolk Digital about costings for a draft Plan, draw up a budget and submit a grant application when applications are open.

**8. Any Other Business**

Mark reported back on the meeting of the Stour and Orwell Society and mentioned that they had invited funding applications relating to Neighbourhood Plans. He also drew our attention to the Planning Direct seminar but no-one was available to attend.

**9. Date of next meeting.**

Monday 20th May, 7-8.30pm at the Community Shop.