**Sutton Benger NDP**

**Meeting Notes – 13 February 2017 (Draft)**

**Location: Shearwater House**

**1. Review of Notes From Last Meeting (16 January 2017)**

**Matters Arising:**

* 1. Review of Information Received from Louise Tilsead (LT)

All noted, BW to check that all information requested had been provided. **(Action: BW)**

SEA – BW to review the Christian Malford submission and ‘translate’ into a document relevant the Parish of Sutton Benger. **(Action: BW)**

Christian Malford SEA to be converted from PDF to MS Word and sent to BW for further action. **(Action: PC)**

* 1. Project Manager Job Description (HB)

Matter not completed. **(Action: HB)**

* 1. Administrator Job Description (BW)

Matter not completed. **(Action: BW)**

* 1. Claim for Postbox etc. (JW)

Matter not completed. **(Action: JW)**

1.5 Capacity of Surgery & School (BW)

Matter not completed. Additionally, BW to seek information regarding the impact of recent housing developments on both the Sutton Benger School as well as the GP’s Surgery. **(Action: BW)**

* 1. Housing Numbers – Working Paper (HB)

The Team congratulated Hugh on making a great start but amendments were agreed before the paper is finalised and passed to LT (County Link Officer) for comment. It was also agreed that the paper would include an analysis of completed housing builds across the Parish since April 2014. **(Action: HB)**

**2. Country Land Owners Association (CLOA)**

2.1 Review of e-mail from JW dated 10 Feb 17 @ 5:49pm

It was agreed that the CLOA is a good source of information and the Team noted that it is from the perspective of Landowners. JW agreed to keep a watching brief and report to future meetings as required. **(Action: JW)**

**3. Planning Aid England**

3.1 Review of e-mail from Planning Aid England dated 1 Feb 17 @ 5:08pm (HB)

Reviewed and HB agreed to keep a watch on this source of information to ensure that the Team are as fully briefed as they can be. **(Action: HB)**

**4. Parish Boundary & Mapping (JW)**

4.1 Update re Mapping & William McElhinney (JW)

William is making excellent progress and JW will keep the Team appraised as matters develop. **(Action: JW)**

4.2 With regard to the Parish Boundary, HB agreed to e-mail LT and request up-to-date information. **(Action HB)**

**5. Project Plan & Other Teams**

To be reviewed at the next meeting.

**6. Date of Next Meeting: Monday 13th March 2017 @ May Tree House**

**Baz Worth**

**17 February 2017**