**Sutton Benger NDP**

**Meeting Notes - 13 March 2017 (Draft)**

**Location: Maytree House**

**1. Review of Notes From Last Meeting (13 February 2017)**

All agreed.

Matters Arising:

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

All agreed that the exchange with HB was useful and constructive. HB to further amend the working paper, forward to the Core Team for final comments before dispatch to LT. (Action: HB)

* 1. Project Manager Job Description

HB circulated the Job Description. It was generally thought unlikely that a suitable and willing volunteer will be found. No further action for the time being.

* 1. Administrator Job Description

Matter outstanding but volunteers have not been forthcoming.

1.4 Claim for Postbox etc. (JW)

Matter outstanding - tbc

1.5 Capacity of Surgery & School

A consultative letter was drafted by BW and subsequently amended by JW. The letter will be dispatched within the next fourteen days to all Stakeholders. BW to assist JW in finding appropriate addresses etc. (Action: BW & JW)

1.6 Housing Numbers – Working Paper.

Matter as reported at item 1.1.

**2. Project Plan**

BW produced an initial Project Planning document that was subsequently amended by PC. It was agreed that HB would add detail to the plan that must contain details regarding task, responsibility and most importantly the deadline for completion. (Action: HB)

**3. NDP Format**

PC completed various analyses that were discussed at length. It was decided that the Christian Malford NDP format would be mostly followed but the Pewsey NDP also contained some excellent reference points. PC also produced a report to show what data was still required to enable the Sutton Benger NDP report to be completed. The collection of the missing data will be included into the Project Plan. (Action: HB)

**4. AOB**

The Strategic Environmental Assessment (SEA) was discussed at length and it was noted that Wiltshire Council would require the following information before they will be able to determine whether an SEA is required:

* Detailed analysis of potential housing sites;
* Evidence of consultation with the Parishioners;
* HB’s ‘Housing Working Paper’;
* Drawing showing potential housing sites, both SHLAA & others;
* Draft NDP Policies;
* Supporting narrative comments.

It was noted that the Landowners whose sites will be detailed must be notified in advance of details being dispatched to Wiltshire Council. It was also agreed that the process of gathering preferences from the Parish should be treated in the most delicate possible way to avoid potentially causing unnecessary concern.

**Action:**

* BW to provide list of the sites and owners as per the Developer/Landowner meetings.
* HB to amend the Housing Working Paper.
* PL to construct analytical grid.

**5. Date of Next Meeting: Monday 3rd April 2017 @ Hill View House**

Baz Worth

14 March 2017