**Sutton Benger NDP**

**Notes of Meeting – 16 January 2017 (DRAFT)**

**Present:**

**Hugh Bellars (HB)**

**Kathy Smedley (KS)**

**Jo Watchman (JW)**

**Paul Chartier (PC)**

**Baz Worth, Chairman (BW)**

**1. Review of Notes From Last Meeting (28 November 2016)**

The notes from the 28th November meeting were amended and agreed.

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

The exchange of e-mails with LT was reviewed and it was noted that further information was required. BW therefore e-mailed LT after the meeting as follows:

*Sutton Benger NDP*

*We have this evening had our first meeting of 2017 and the following issues have arisen.  I believe that you are already researching some of these issues on our behalf so sorry to nag!!*

*You intended to put us in touch with individuals who could help and advise with regards to Highways issues and a Parish Design Statement, have you made any progress please?*

*When we met in December we asked what information, and in what format, should be passed to your colleagues to enable them to assess whether a SA report would be required.  You responded to this question but without, we feel, absolute clarity.  Are you able to provide a simple checklist that we can follow?*

*We also recall that you could give us access to NDP's that concluded in a Policy to state that the ideal would be no further development.  Have you been able to find these documents please?*

*We look forward to hearing from you.*

*With kind regards*

*Baz*

*(01249) 721133*

**3. Planning re Completion of NDP, Tasks Responsibilities & Timeframes**

It was agreed that the NDP Core Group should be enlarged to include both a Project Manager and an Administrator. BW agreed write a brief volunteers Job Description for the Administrator and HB agreed write a brief volunteers Job Description for the Project Manager. **(Action: BW & HB)**

BW also agreed to write the News Update for the Parish Newsletter and include within that article the requirement for additional volunteers. **(Action: BW – done 17 Jan 17)**

**4. AOB**

4.1 Persimmon Drawing – BW agreed to send the drawing to the Core Team. **(Done 16 Jan 17)**

4.2 JW mentioned that a claim will be submitted to the Parish Council for expenses incurred in preparing the NDP Post Box as well as the cost for access to on-line mapping. **(Action: JW)**

4.3 It was agreed that capacity data is required from both the Village Surgery and School. BW agreed to make enquiries. **(Action: BW)**

4.4 It was agreed that a draft paper should be prepared that reflects housing numbers as follows:

* Starting Point – Number of houses pre The Park
* Recent Build – The Park & other ‘infill’ houses
* Currently Proposals – Arms Farm & Stonewater

The foregoing analysis will be put together with a summary of comments & statistics from the Parish Survey. **(Action: HB)**

4.5 Report Style – JW reminded those present that Louise Tilsead encourages brevity!

**5. Next Meetings**

Monday 13th February 17 - NDP Core Group @ 20:00hrs, Shearwater House

Baz Worth

17 January 2017