**Sutton Benger Neighbourhood Development Plan (NDP)**

**Meeting of the Core Working Group – Monday 11th January 2016**

**Time & Location – Long Ridge House @ 20:00hrs**

**MINUTES (DRAFT)**

**Present:**

Jo Watchman (JW)

Kathy Smedley (KS)

Hugh Bellars (HB)

Paul Chartier (PC)

Baz Worth (BW)

**Apologies for Absence:**

None

**1. Approval of Minutes from Core Working Group Meeting on 7th December 2015**

Minutes approved.

**2. Actions arising from Core Working Group Meeting on 7th December 2015**

1. Entry for Parish Magazine re Public Meeting (23 Nov 15) PC

Done

1. Access to a Projector & Screen (BW)

BW agreed to write to Parish Council to request funding, since done.

1. Review & Clarification of Draft Vision (All)

Comments are due by the 31st January 2016, PC to compile and amend draft vision document. **(Action: PC)**

1. e-Mail response to Resident (BW & JW)

Done

1. Framework for Consultative Material (All)

No further action required. The Volunteers will be briefed by the Team.

1. Signing-in Register for Public Meetings

Agreed that PC & JW will compile nominal roll and produce a ‘tick-sheet’ sign-in register that will allow all to register their attendance. **(Action: PC & JW)**

1. e-Mail to Volunteers (BW)

Sent in December 15.

h) e-Mail Addresses for Core Team etc. (All)

Item deferred subject to setting-up the Volunteer Sub Groups. **(Action: Core Team)**

1. Parishioners Mailing List – Extension (All)

Done.

1. Participation Leaflet (BW)

BW agreed to prepare and have the leaflet distributed by way of a loose A5 enclosure within the Parish Newsletter. **(Action: completed since meeting)**

1. Document Style & Format (PC)
2. Grant Applications (All)

KS agreed to research sources of funding, JW agreed to cajole a willing volunteer to produce the bid document. **(Action: KS & JW)**

1. Entry in Parish Magazine (Jan 16) (All)

Completed – refer j) as above.

1. Wilts Council Housing Strategy – Numbers (All, perhaps KS?)

BW agreed to write to Louise Tilsed (LT) at Wilts Council and obtain the relevant numbers. Action completed & reply received from LT. Numerous comments and queries have subsequently arisen from the members of the Core Team with PC subsequently agreeing to write to LT to query information. **(Action: PC)**

1. Arms Farm Update (HB)

HB briefed the Core Team with regards to the Arms Farm decision. The ruling is thought to be relevant to the Sutton Benger Parish and HB considers it likely that the Developer will re-apply but using a different access route.

3. **Working with Sub-Teams (All)**

It was agreed that the Sub Groups are to maintain:

* notes or minutes of all of their meetings;
* an evidence trail to support their findings;
* meeting attendance lists.

It was agreed that Sub-Teams are not to prepare and distribute questionnaires & surveys. Such action is to be coordinated via the Core Team. The Parishioners will therefore not be in receipt of numerous surveys etc. **(Action: All to Note)**

HB agreed to produce a ‘Project Briefing document relevant to each of the Volunteer Groups. BW agreed to amend the Volunteers List and send to HB along with the suggested questions put to the meeting that was held on the 23rd November. **(Action: BW & HB)**

KS agreed to draft and e-mail to Lisa Jones to establish the advice that she is aware of that will be of use during the compilation of the NDP. **(Action: KS)**

The Volunteers will be briefed by the Core Team. The likely date is the 1st February subject to availability of the Meeting Room within the Village Hall. (Action: JW to organise)

**4. Date, time & venue for next meeting (All)**

Tuesday 26th January 2016 @ 8pm, Location tbd. The principal agenda item will be briefing the sub-teams along with agreeing work protocols etc.

Baz Worth

19 January2016