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

**Meeting of the Core Working Group – Monday 16th November 2015**

**MINUTES**

**Present**

Jo Watchman (JW)

Kathy Smedley (KS)

Hugh Bellars (HB)

Paul Chartier (PC)

Baz Worth, Chairman (BW)

**1. Approval of Minutes from Core Working Group Meeting on 2nd November 2015**

The minutes of the 2nd November meeting were approved and will be posted onto the website (JW)

**2. Actions arising from Core Working Group Meeting on 2nd November 2015:**

* Post-its onto website – proof-reading then posting onto website (PC & JW)

Action completed.

* Post Box & Information Folder in Post Office (JW)

Action completed.

* Distribution of Information around Draycott Cerne (BW)

Action outstanding (BW)

**3. Public Open Meeting 23 November 2015**

* Agenda (BW)

After discussion it was agreed that the agenda will be as follows:

1. Welcome (BW)
2. Why we are here & brief recap (HB)
3. Themes emerging from 30th September meeting, numbers of responses etc. (BW)
4. Initial Scope of NDP (PC)
5. Call for volunteers (KS)
6. What next (JW)

* Invitations & Publicity etc. (JW)

e-Mails have been dispatched to all on the mailing list, notes appended to the website as well as entries made within both Facebook and Twitter. BW agreed to contact those individuals who had requested non-electronic communications. **(Action: BW)**

* Planning the Meeting – who does what (All)

JW agreed to establish what time we access is available into the Village Hall. Chairs only to be set-out and use of a projector and Powerpoint is being considered, subject to access to projector. **(Action KS (Projector) Setting up Hall All)**

**4. Planning for commencement of work by Volunteer Working Groups (All)**

It was agreed that those who had expressed an interest in volunteering to help should be contacted by e-mail prior to the meeting. The e-Mail will detail the initial areas that will require attention as well as an initial description of the likely work that is required. **(Action:KS to tidy-up BW’s ‘Volunteer’ working paper & JW to dispatch e-Mail)**

**5. Other Non-Agenda Items**

5.1 Data security was once again discussed and it was generally agreed to be a serious issue. HB to construct form of words to appear within all NDP related e-Mails. **(Action: HB)**

5.2 Land Owner Groups Volunteer Group. This matter was discussed at length given that the NDP is to be completely transparent throughout the whole process. Additionally, the NDP must not favor any one party over another. It was therefore decided that the individuals who make-up the land ownership group must comprise of individuals who are not in any way personally interested, or representing others with ownership or other interests, in any parcel of land within the Parish that is undeveloped. **(Action: All)**

**5. Date, time & location of next meeting (All)**

Monday 7th December, 20:00hrs, Location tbd

Baz Worth

Chairman

17 Nov 15