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

**Meeting of Core Working Group – Monday 2nd November 2015**

**Location – Long Ridge House @ 8pm**

**Minutes**

1. **Approval of Minutes from meeting of Core Group on 12th October 2015**

The Minutes from the 12th October meeting were amended and subsequently approved by BW.

**2. Actions arising from Core Working Group Meeting – 12th October 2015**

2.1 Involvement in the NDP discussions, others thought to be unavailable for the meeting that was held on the 30th September 2105: (All)

* School-aged children
* Young adults
* Those with young families
* Local Pubs, Restaurants & Hotels
* Others

Much of the discussion throughout the meeting concentrated on involving the wider Parish and particularly those sections that were not present on the 30th September. X-refer item 4.

**3. Introduction for Post-its & SWOT analysis, the way in which they were gathered and note onto the website (JW)**

3.1 Post-its typed into Word then appended onto the website. (KS, BW & JW)

Post-its notes have all been recorded onto MS Word Docs and those comments then copied into Excel to allow detailed analysis. Given that much of the transfer from the Post-its to electronic records was completed using voice recognition software, it was decided that the comments should be proof-read before being appended to the website. (Action: PC)

3.2 Distribution of Post-its to all those attending, plus other interested parties. (All)

The Post-its comments, as discussed in 3.1, above, will be posted onto the website as will an explanatory note as to how the information was gathered and subsequently recorded. (Action: JW)

3.3 Information folder in Post Office + NDP Post Box (JW)

Matter outstanding (Action: JW)

3.4 Distribution of information to Draycott Cerne (BW)

Matter outstanding (Action: BW)

**4. Volunteer Group Meeting 23 November 2015**

* Agenda
* Specific areas requiring assistance
* Invitations, perhaps open to all
* Other

BW agreed to draft the Agenda and an initial briefing document that will be put to the meeting suggesting an initial Scope for the NDP. The Parish must agree the Scope but it will be noted that the Scope can be enlarged as other matters come to the fore. (Action: BW)

It was agreed that all previous attendees should be invited and the meeting given a wide-range of publicity to ensure that word is spread throughout the Parish. The meeting is to be open to all. (Action: JW)

BW also agreed to detail the suggested Scope onto a working paper detailing suggestions as the small groups of volunteers that will hopefully commence working on specific areas. Not only that, but the working paper will also start to draw-together the initial responsibilities of each of the volunteer groups. In terms of wider community involvement, several of the volunteer groups will be tasked with bringing others, not previously involved, into the NDP process. (Action: BW)

**5. Analysis of Volunteers from Registration Sheets (PC)**

PC has fully compiled the information from the registration sheets and has also emailed blank forms to other individuals who have in anyway expressed an interest in the NDP process. There is now a significant ‘bank’ of volunteers with a wide-ranging skill-base. Not only that, but the Core Team have access to contact details for all of those attending the meetings that have been held so far. It was noted that the vast majority have chosen to be kept-in-touch via email. In cases of those without access to email, other means of communications will be brought into play such as a phone call or hard-copy information drop.

PC will pass the contact e-mail list to JW who will record all within the NDP e-mail system.

All future e-mails in respect of the NDP process are to be sent from the central system. (Action: All)

**6. Data Protection & Information Storage (HB)**

HB has completed research and reported that we will be OK using the current methods of data storage. Those at the meeting agreed that a ‘watching eye’ should be kept on developments to ensure that procedures used are compliant with the legislation.

**7. Scope of NDP & Themes Identified within Post-its (BW)**

Item already covered under Item 4., as above.

**8. Date & Location of Next Meeting**

Monday 16th November, 8pm, Long Ridge House, Sutton Benger

Baz Worth

Chairman

3 November 2015