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

**Meeting of the Core Working Group – Monday 26th January 2016**

**Time & Location – May Tree House @ 20:00hrs**

**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 11th January 2016**

Minutes approved

**2. Actions arising from Core Working Group Meeting on 11th January 2016**

2.1 Review of Draft Vision

To be completed by PC following the 31st January 2016 deadline for comments. (**Action: PC**)

2.2 Signing-in Register

Matter outstanding. (**Action: JW & PC**)

2.3 Grant Application

An initial application has been submitted by KS. JW confirmed that Catherine A’Bear had offered to construct a detailed bid should that be necessary.

2.4 e-Mail query to Louise Tilsed

Matter outstanding. (**Action: PC**)

2.5 Project Briefing Documents – Volunteer Groups

HB has drafted the Project Briefing Documents and following a short discussion PC agreed to make minor amendments and post to Trello. The Documents are to be issued to the Volunteer Leaders at the briefing meetings that are being held on the 4th and 8th February. (**Action: PC**)

**3. Planning for the Volunteer Group Meeting/s**

3.1 Who should be invited?

It was decided that only the Leaders of the Sub-Groups should be invited.

3.2 What materials should be presented?

The Project Briefing Documents will be presented to the Sub-Group Leaders.

3.3 Production of meeting agenda

No agenda necessary.

3.4 Core Group participation within Volunteer Groups – who will be in which group?

As follows:

Youth Groups & Schools

* Leader – Joan Cocker
* Core Contact – Kathy Smedley

Land Owners

* Leader – Core Group

Parish Housing Requirements (in Accordance with Wilts Core Strategy)

* Leader – Paul Chartier
* Core Contact - All Core Group

Roads, Pavements, Street Lighting, Traffic Density, Maintenance & Tidiness

* Leader – Phil Jones
* Core Contact – Baz Worth

Parish Businesses & Surgery (Non-Farming or Significant Land Owners)

* Leader – Rob MacNevin
* Core Contact – Paul Chartier

Flooding & Drainage

* Leader – Neil Roynon
* Core Contact – Hugh Bellars

Infrastructure

* Volunteers awaited
* Core Contact – to be decided

Project Management & Support

* Volunteers awaited
* Core Contact – Hugh Bellars

Leisure & Recreation

* Volunteers awaited
* Core Contact – Jo Watchman

The Elderly & Retired

* Leader – Jan Worth
* Core Contact – Jo Watchman

Local Transport Links & Public Transport

* Volunteers awaited
* Core Contact – Baz Worth

3.5 Project Briefing Documents

Already detailed within Item 2.5. No further action required.

3.6 Dates and times of meetings & who is attending from the Core Group?

The briefing meetings will be held on Thursday the 4th and Monday the 8th February. All within the Core Group, other than KS, is available to attend.

**Common working practice, such as –**

The following issues will also be discussed during the briefing sessions:

* Meeting agenda & minutes
* Meeting attendance records
* Suggested timescales
* Questionnaires etc. – common approach and not duplication
* e-mails through the main NDP system?
* Storage of data collected etc.
* Other issues

**4. Use of Trello**

Hugh discussed and demonstrated the use of Trello that all agreed could be used as a common storage platform for all of the NDP documents. (**Action: All**)

**5. Date, time & location of next Core Group Meeting**

Meeting date to be decided. (**Action: All**)

Baz Worth

Chairman

8 Feb 16