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

**Meeting of the Core Working Group – Monday 7th December 2015**

**Time & Location – Hill View House @ 20:00hrs**

**MINUTES**

**Present:**

Jo Watchman (JW)

Hugh Bellars (HB)

Paul Chartier (PC)

Baz Worth (BW)

**Apologies for Absence:**

Kathy Smedley (KS)

**1. Approval of Minutes from Core Working Group Meeting on 16th November 2015**

Minutes approved.

**2. Actions arising from Core Working Group Meeting on 16th November 2015**

* Distribution of Information around Draycot Cerne (BW)

Phil Jones has been contacted by BW and has agreed to act as the Draycot Cerne representative i.e. he will distribute news regarding the NDP.

**3. Public Open Meeting – 23 November 2015 (All)**

3.1 Meeting Report

The meeting report has been drafted and posted onto the NDP web site. Entries have also been made regarding the meeting on both Facebook and Twitter.

An entry for the Parish Magazine will be drafted (**Action: PC**)

3.2 Review of Meeting & how do we improve?

***Improvements required:***

* Projector and screen must be used in future to provide visual clues as to assist in explaining complex issues. BW agreed to ask the PC to purchase a projector & BW may have a screen that is available for use. (**Action: BW**)
* It is thought that the ‘Draft Vision’ caused a little confusion. This will be addressed during January. (**Action: Core Team**)
* An e-mail has been received from one resident who attended the meeting commenting on the documents issued. BW agreed to draft a response, to be proofread by JW, before dispatch. (**Action: BW & JW**)
* The Core Team should design a framework for the delivery of the consultative material. (**Action: HB**)
* A signing-in register must be used at future open meetings as there is no record maintained of who has been in attendance. (**Action: Core Team**)

***Meeting Successes:***

* The meeting was well attended.
* Several participants congratulated the Core Team with regard to their achievements, so far.
* The Question & Answer (Q&A) session was thought to be a success given that a good range of questions were asked and thorough answers provided. The Q&A is on the website within the meeting report.
* The layout of the furniture was thought to be effective.

**4. Communication Protocols – Amongst the Core Group (JW)**

4.1 Reducing the ‘traffic’.

The Core Team agreed that the number of e-mails that are being exchanged at present are unmanageable. Following a lengthy discussion it was agreed that the Core Team should very carefully consider distribution of e-mails before release. Only those who must have sight of e-mails are to be copied-in. (**Action: Core Team**)

**5. Review of Volunteers & List of Sub-Groups (PC)**

It was agreed that BW would draft a letter to all of the Volunteers who are likely to be leading the Sub-Groups, thank them for volunteering, ask them to promote participation in the NDP and detail what is to happen next and when. **(Action: BW)**

**6. Data Security (HB)**

* Form of words to appear within all NDP related e-Mails.

Actioned by HB as required. Agenda item closed.

**7. Application for Grants (KS?)**

7.1 When?

7.2 Apply to where?

7.3 Application by?

Discussion postponed until next meeting. (**Action: Core Team**)

**8. E-Mail Addresses for Core Team etc. (JW & KS)**

KS has confirmed that e-mails can be set-up from the NDP website and the Core Team will decide on the addresses required and KS can then set-up as necessary. Initial suggestions included:

Chair@

Hello@

Housing@

Businesses@

PM@

All to be confirmed during the next meeting. (**Action: Core Team**)

**9. Mailing List (All)**

The Core Team acknowledged that a high level of participation within the NDP process was vital in preparation for the eventual referendum. Residents, businesses and all others should be brought into the process without delay.

The issue was discussed at length with the following action agreed:

* The mailing list is to be extended by all means possible. (**Action: Core Team**)
* A leaflet-drop will be completed, across the whole Parish, to request participation by way of joining the e-mail distribution list. BW agreed to suggest the design and content for the Flyer. (**Action: BW**)
* Members of the Core Team agreed to email their contacts asking whether they are prepared to register for updates. (**Action: Core Team**)

**10. Document Style (JW)**

It was noted that documents being posted onto the NDP website were inconsistent in appearance and text content ‘disappears’ off the screen. It is thought that much of the problem rests with the way in which the documents are initially formatted. PC agreed to advise the Team as necessary and the Team will then format documents in a consistent manner. (**Action: PC**)

**11. Questions for Louise Tilsed (BW)**

What questions remain outstanding & when should the Core Team meet with Louise?

BW to action and forward outstanding issues to LT. **(Action: BW)**

**12. Items for Future Agenda:**

* Questionnaires & Electronic Surveys
* Housing Surveys & Electoral Registration

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

Monday 11th January 2016 @ 8pm, Location tbd. The principal agenda item will be starting work with the sub-teams along with agreeing work protocols etc.

Baz Worth

10 December 2015