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

**Meeting of the Core Working Group – Thursday 9th June 2016**

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

**MINUTES**

Present:

Jo Watchman (JW)

Hugh Bellars (HB)

Paul Chartier (PC)

Baz Worth, Chairman ((BW)

**1. Approval of Minutes from Core Working Group Meeting on 9 May 2016**

Matter outstanding - to be approved at next meeting. (**Action: BW**)

**2. Actions arising from Core Working Group Meetings 11th April 2016**

2.1 Review of Draft Vision (PC)

The Vision & Objectives document has been finalised.

2.2 Creation of Sub Working Group for Sustainability & Equality (Core Group)

Matter outstanding. (**Action: Core Group**)

2.3 Making contact with Helen Stevens (HS) with regard to leading the Leisure Group (JW)

Action complete, HS has agreed to lead the Leisure Group with JW agreeing to brief HS accordingly. (**Action: JW**)

**3. Actions arising from Core Working Group Meetings 20th April 2016**

3.1 Agreed Vision & Objectives to be ‘tidied’ and then published on Trello & NDP website (PC)

PC agreed to publish the Vision & Objectives on both the website and Trello. (**Action: PC**)

3.2 Sourcing information regarding Draycot Cerne (HB)

Action outstanding. Information is required such as the SHLAA, as it relates to Draycot Cerne, etc. (**Action: BW**)

3.3 Survey of Parish to identify undeveloped areas (Core Group)

Matter outstanding but it was noted that Louise Tilsed (Wilts Council) is currently assisting the Core Group in acquiring a detailed map of the Parish. Identifying specific areas will be far simpler once the detailed map is available. (**Action: Core Group**)

3.4 Numbers of Houses required – certainty needed before meetings with the Landowners (PC)

Action complete, PC has the information that is required.

3.5 Name & contact details of Wiltshire Flooding Engineer (KS)

KS to report. (**Action: KS**)

3.6 Contacting Phil Jones re Highways Sub Group (BW)

Action complete. Phil Jones is unable to help at this time. BW agreed to lead the Highways Sub Group. (**Action: BW**)

**4. Actions arising from Core Working Group Meetings 20th April 2016**

4.1 Affordable Housing Policy (KS)

KS to report. (**Action: KS**)

4.2 Questionnaire input from Joan Cocker (KS)

KS to report. (**Action: KS**)

4.3 Informal discussion with Cotswold Archeology (JW)

Action completed with JW making an initial contact with Cotswold Archeology. Matter on-hold for the time being. JW also agreed to e-mail Wilts Council to obtain the Historical Environment Records. It may be possible for these to be analysed by a lay-person, subject to a minor training requirement. (**Action: JW**)

**5. Draft Questionnaire (JW to provided, Core Team to Discuss)**

5.1 Content

* The Questionnaire has been drafted by JW and sent to PC for further comment. BW subsequently issued the schedule, that appears at the foot of these minutes – this **must** be adhered to. Distribution to be achieved, both in hard and electronic format, by the 30th June 2106.
* The questions will be changed to accommodate a ‘Likert’ scale i.e. 1-7 etc.
* There will be one Questionnaire per household.
* A Data-Protection Clause is to be added.

The content has been agreed to include:

* Housing
* The 60 Plus

It was further agreed that the Business questions should be distributed within a subsequent questionnaire that will include Employment too. (**Action: BW to inform Rob MacNevin**)

The Core Group noted that the Parish Council have asked that the Questionnaire be independently validated by Karen Wigley who is a professional Market Researcher. JW agreed to forward the document to Karen. (**Action: JW**)

5.2 Distribution

BW agreed to create a distribution list and seek volunteers to help. (**Action: BW**)

5.3 Analysis

To be discussed at the next meeting of the Core Group.

**6. Identifying the Landowners – Update (BW)**

BW has been in contact with Louise Tilsed at Wilts Council. Louise has arranged for letters to be forwarded to all Land Owners as identified within the SHLAA. These letters request returns by the 31st July 2016.

**7. Provision of Parish Plans & Drawings – Update (JW)**

BW has been in contact with Louise Tilsed at Wilts Council. Louise has responded to say that Plans can be provided on request but has queried whether the Parish Council has an OS Maps License. That query has been put to the PC by KS. (**Action: KS**)

Additionally, JW has made contact with William McElliney. Both JW and BW met with William who has agreed to prepare plans and drawings as required. However, we await the base plans from Wiltshire Council. (**Action: BW**)

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

Monday the 4th July, 8pm, @ Hill View House

Baz Worth

10 June 16

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| **Completion & Distribution of Questionnaire by 30th June 2016** |
| **Action** | **by** | **Target Date** | **Date Completed** |
| JW to pass Q to PC | JW | 10-Jun-16 | 09-Jun-16 |
| PC to agree & pass Q to JW | PC | 12-Jun-16 |  |
| JW to pass Q to KW | KW | 13-Jun-16 |  |
| KW to pass Q to JW | KW | 17-Jun-16 |  |
| JW to action 'KW amendments' | JW | 19-Jun-16 |  |
| JW to e-mail Q to Core Gp | JW | 19-Jun-16 |  |
| Q to Printers | JW | 20-Jun-16 |  |
| Collect Q from Printers | BW | 23-Jun-16 |  |
| Distribution of Q | All | 30-Jun-16 |  |
|  |  |  |  |
| ***Note: KW = Karen Wigley*** |  |  |  |