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

**Minutes of Meeting of Core Working Group - Monday 10th August 2015**

**Location – Long Ridge House**

**Present:**

Jo Watchman (JW)

Paul Chartier (PC)

Baz Worth (BW)

Hugh Bellars (HB)

1. **Approval of Minutes from meeting of Core Group on 27 July 2015**

Minutes approved as issued, dated and signed by BW.

1. **Introduction of Hugh Bellars**

Hugh introduced himself to the Core Group as did the other members to Hugh.

1. **Actions arising from 27th July Core Group meeting:**
	1. Other potential members of the Core Group – Hugh Bellars (JW) & Kathy Smedley (PC)

Hugh Bellars present, Kathy Smedley had been contacted by PC but was unable to attend. Kathy is however likely to be available for future meetings.

* 1. Agreement of date for the General Meeting (27th August 2015?) (***Agenda item 4***) (All)

Refer Item 4, as follows

* 1. Potential funding & meeting with Louise Tilsed (***Agenda item 5***) (BW)

Refer Item 5, as follows

* 1. Action Plan Scope of NDP (***Agenda item 6***) (BW)

Refer Item 6, as follows

* 1. Sustainability Report (JW)

JW has made an initial enquiry to potentially employ a firm of professionals to complete the Sustainability Report. Further discussion required at the next meeting of the Core Group.  **Action: All**

1. **General Meeting**

It was agreed that the General Meeting should be postponed until the Core Group had met with the Wiltshire Council Link Officer, Louise Tilsed. In terms of keeping the residents and others within the Parish informed of NDP progress, JW agreed to draft an *Information Note* for consideration at the next Core Group Meeting. It was generally agreed that it is vital to keep the Community regularly informed of progress throughout the development of the NDP. **Action: JW**

1. **Meeting with Louise Tilsed**

JW, PC, RBW, and possibly Kathy Smedley, will be meeting with Luise Tilsed, the Wiltshire Council Link Officer on Wednesday the 19th August at 09:00hrs. It is expected that Louise will be able to help and advise the Core and other Groups within the development of the NDP from the current starting point through to the formal approval and adoption of the Plan.

All present agreed to draft questions to be put to Louise by Friday 14th August and BW will co-ordinate the questions and forward them to Louise before the meeting on the 19th. **Action: All**

1. **Action Plan & Scope**

To be prepared following advice by Louise Tilsed.

1. **AOB**

Other matters discussed during the meeting included:

7.1 Copy of NDP Application is required from the Parish Council records. **Action: BW**

7.2 Data Protection Registration. It is inevitable that personal data will be collected as a part of the process of developing the NDP. Registration with the relevant authorities will be necessary. **Action: HB**

7.3 It was agreed that it may be possible to re-use sections of NDPs from adjoining Parishes, such as Christian Malford, for example the Flooding Analyses etc. **Action: BW to obtain copy of the CM NDP**

7.4 It is hoped that Louise Tilsed will have information available to inform the Core Group which adjoining Parishes had completed their NDP, or are working towards completion. **Action: BW, PC & JW**

1. **Date of Next Meeting**

Monday 24th August, Shearwater House @ 20:00hrs

Baz Worth

12 August 2015

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