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

**Minutes of Meeting of Core Working Group – Monday 12th October 2015**

**Location – Long Ridge House @ 8pm**

**Present:**

Kathy Smedley (KS)

Jo Watchman (JW)

Paul Chartier (PC)

Hugh Bellars (HB)

Baz Worth (BW) (Chairman)

1. Approval of Minutes from meeting of Core Group on 23rd September 2015

Minutes approved & signed by BW

1. Actions arising from 23rd September meeting:
	1. On-going website management & content (JW)

All matters now in-hand and website will be updated as and when new information arises.

1. Review of meeting held in Sutton Benger Village Hall on the 30th September 2015

During the discussion regarding the 30th September meeting the titles of the various groups to be involved within the NDP was discussed at length. In particular the title ‘Steering Group’ was generally thought to cause confusion and could, perhaps, dissuade individuals from participating within the process. It was therefore decided that there would be three groups/meeting types being:

The **Core Group** comprising:

Kathy Smedley (KS)

Jo Watchman (JW)

Paul Chartier (PC)

Hugh Bellars (HB)

Baz Worth (BW) (Chairman)

& other co-opted [probable short-term] volunteers whenever may be necessary

The **Volunteer Group** comprising:

Volunteers co-opted [probable short-term] to fulfill aspects of research and data-collection etc. that will contribute to specific elements within the Scope of the NDP, once agreed.

 The **Public Events Group** comprising:

Individuals representing themselves, community or business interests throughout the Parish. Those attending this group will likely differ each meeting and will comprise of those individuals attending public open meetings such as that held on the 30th September.

It was also agreed that all meetings should have their core structure based around:

i) What we have done so far

ii) What we want to achieve

iii) What next

* 1. What was good (about the 30th September meeting)

Excellent feedback has been received by most of the Core Group.

Having ‘rehearsed’ the meeting and presentations was thought to be a good and useful activity.

* 1. What was not so good (about the 30th September meeting)

The four sessions of the SWOT analysis were thought to be too long at 10 minutes each with a handful of those attending becoming bored and restless.

* 1. How do we improve (regarding meetings following that of 30th September meeting)

The Core Team must consider the likely negative questions and comments that are likely to be raised. Potential responses must be considered and practiced. Anticipate!

Future meetings must be kept as short and sharp as possible. The Core Team acknowledged that there is a significant challenge ahead to keep the whole Parish ‘on-side’ and fully engaged with the process.

* 1. Post-it Note comments & other subsequent action required

It was noted that only a small part of the Parish has been involved within the process to-date. Omissions would possibly include School-aged children, younger adults, Parish based businesses and many others. These individuals must be targeted and it is hoped that volunteers will be found to distribute information and ultimately include the whole Parish within the process. (*x-refer item 3.5 as follows*)

HB suggested that we could have an Information Stall within Sutton Benger School at one of their Parent events. It is possible that this will embrace a group who would not have been available for the 30th September event given their personal responsibilities. **(Action: All to consider further)**

The Post-it Notes comments are being recorded verbatim into ‘Word’ documents that will be placed onto the website and therefore be open for all to see. It was noted by KS and BW that some of the Post-its are difficult to read and may therefore be omitted.

I was agreed that the Post-its, when placed onto the website, will be ‘introduced’ by an explanation of how the Post-its and the information gathered thereon was collected i.e. a brief note regarding the 30th September meeting as well as an explanation of the SWOT analysis and how that was managed. **(Action: KS & BW to complete ‘Word’ docs, JW to write briefing note and make live onto the website)**

It was agreed that the Post-its’ information, once fully compiled, would be forwarded to all those attending the 15th July as well as the 30th September meeting plus any others who had expressed an interest in be in being kept informed. The information should be passed via e-mail wherever possible but discussion ensued as to how those without e-mail or Internet access could be kept abreast. It was decided that an Information Folder be kept in the Post Office and that all releases that are made via e-mail will be printed and kept within the folder. Furthermore, a NDP Post-box was thought to be useful to allow non-electronic based information to be passed back to the Core Team. **(Action: JW to request permission from Chris at the Post Office to keep the Post-box and Information Folder in his Post Office. JW also to ask her Father to construct the Post-box)**

It was noted that Draycott Cerne (DC) residents may have difficulty in accessing information and they must be included within the NDP. **(Action: BW to contact Phil Jones and ask him to survey the DC residents and establish how they would prefer to be informed of progress etc.)**

* 1. Analysis of volunteers, from registration sheets (PC)

Of those attending the meeting, most completed the registration form and have chosen to be kept in touch with the process with many of those volunteering to help with the process with a wide range of skills that will be invaluable. PC has compiled a comprehensive analysis that will be of use in identifying the skills and volunteers that will be used within the preparation of the NDP.

PC noted that there were individuals who had attended the initial meeting on the 15th July 2015 who had not attended the 30th September meeting. It was agreed that a skills and volunteer sheet should be e-mailed to this group for completion **(Action: PC)**

It was decided that a meeting should be held at 20:00hrs on the 23rd November, in the Village Hall, to which all those who have volunteered their services should be invited, The Core Team must identify specific areas where assistance is required before this meeting to enable a thorough briefing.

* 1. (Not on Agenda) Communications via E-Mail etc.

Detailed discussion was held with regard to communication via e-mail, where data is stored, and general data privacy issues. It was agreed that all e-mail communication is to be via the NDP web site i.e. SBbigplan@gmail.com. Furthermore, emails distributed within an e-mail list are to use ‘bcc’ to avoid all those within the distribution list having access to the other e-mail addresses.

Brief discussion was also held into whether Local Radio, particularly Internet Radio, could be used to communicate the NDP progress, meetings etc.

* 1. (Not on Agenda) Data Protection & Communications via E-Mail

HB has registered the NDP Core Group with the Information Commissioner’s Office and the Group is therefore able to store relevant data. Concern was raised with regard to where our data is to be stored in terms if the geographical location of the Computer Servers etc. **(Action: HB to investigate and report back)**

1. Scope of NDP

BW agreed to commence work on detailing the ‘themes’ that can be readily identified within the Post-it notes. It is thought that the ‘themes’ may be the starting point to identify the initial Scope of the NDP. **(Action: BW)**

5. Date, Venue and Time for the November 2015 Steering Group Meeting

20:00hrs on the 23rd November, in the Village Hall (to be confirmed) **(Action: JW)**

1. Date of Next Core Group Meeting

Monday 2nd November @ 20:00hrs, Long Ridge House

Baz Worth

Chairman

13 October 2015