**DRAFT**

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

**Meeting of Core Working Group - Monday 24th August 2015**

**Location – Shearwater House @ 8pm**

**Present:**

Jo Watchman (JW)

Paul Chartier (PC)

Kathy Smedley (KS)

Baz Worth (BW)

**Apologies:**

Hugh Bellars (HB)

**1. Approval of Minutes from meeting of Core Group on 10 August 2015**

The minutes from the meeting on the 10th August were approved and signed.

**2. Actions arising from 10th August Core Group meeting:**

2.1 Potential funding & meeting with Louise Tilsed (***Agenda items 3 & 4***)

2.2 Action Plan Scope of NDP (***Agenda item 5***)

**3. Review of Meeting with Louise Tilsed (LT)**

The most urgent matters identified following the meeting with Louise Tilsed were to both identify the Scope of the NDP and acquire funding to satisfy the basic initial requirements within the process.

It was agreed that the Scope of the NDP should be discussed and subsequently agreed by the General and not the Core Group. To enable discussion and agreement it was decided that a meeting of the General Group and other interested Parishioners should be held. That meeting is scheduled for Thursday the 24th September (19:00 – 21:00hrs) with an alternate reserve date being Wednesday the 30th September (19:00 – 21:00hrs).

The following actions were agreed:

* Preparation of ‘Flyer’ (*NDP Update & Meeting Invitation*) (JW)
* Creation of Facebook Group (JW)
* General Group to be requested to ‘spread the word’ amongst their friends/neighbours etc. (JW)

It was also generally agreed that:

Attendance should be notified in advance and that a ‘Signing-In Book/Sheet’ must be available as attendees arrive at the meeting.

**4. Potential Funding**

4.1 Application for Grant Funding

BW agreed to investigate the Funding Grants available and also acknowledged receipt, from PC, of the web links to the sites that administer the funding. BW also commented that the application for funding would need to be made by the Parish Council (PC) and agreed to prepare a brief report for the next PC Meeting that is scheduled for the 9th September 2015. KS agreed to put the matter to the PC in addition to helping with the preparation of the application.

4.2 Application for Short-term Funding from the Parish Council

All present noted that minor expenses were already or about to be incurred such as printing, registration with Data Protection etc. KS mentioned that funds were available within the PC accounts. A proposed budget will be compiled and passed to KS for submission to the PC. All agreed to put suggestions, for inclusion within this budget, to BW by Friday 28th and BW will co-ordinate submission, via KS, to the PC.

**5. Scope & Action Plan**

Although it was agreed that the Scope of the NDP should be agreed by the General Group at the meeting to be held in September, BW agreed to commence analysis of the housing stock within the Parish. Sources of information will include:

* 2015 Electoral Roll (KS to investigate)
* 2011 Census Data (BW to contact LT)
* The Rural Needs Housing Survey
* General Walk-about

**6. Date of Next Meetings**

* 7th September, 20:00 to 21:30hrs, Longridge House
* 21st September, 20:00 to 21:30hrs, venue tbd