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

**Minutes of Meeting of Core Working Group - Monday 7 Sept 2015**

**Location – Long Ridge House**

**Present:**

Jo Watchman (JW)

Paul Chartier (PC)

Hugh Bellars (HB) (Chaired meeting)

Kathy Smedley (KS)

1. **Approval of Minutes from meeting of Core Group on 24 Aug 2015**

Minutes approved as issued.

1. **Presentation and explanation of Project Plan:**

Hugh Bellars presented a full ‘project map / plan’ which identified each critical element and stage of the NPD process. All agreed it was a very clear, helpful and detailed ‘road map’.

1. **General Communications**

General discussion re: requirements for early stage communication (for first General / Steering meeting) and throughout the process.

* Website – Domain name / hosting needed (KS)
* Ongoing website management and written content (JW)
* Twitter – Account to be opened (JW)
* Facebook Group – Account is already active and managed (JW)
* Wilts Gazette / Parish News (JW)
* Emails to various stakeholder groups to publicise Steering Meeting (JW)
* Posters / Flyers for Steering Meeting (JW)
1. **Steering Meeting**

Discussion took place regarding the objectives and format of the Steering Meeting (also called ‘SWOT’ meeting to be held on 30th September).

* 1. Meeting format will work best as four separate parts. (The meeting is to last no longer than 2 hours).
	2. Group structure format was suggested (each Core Team member acting as a facilitator of 8-10 people.
	3. Suggested format follows:
1. Opening / Welcome / Explain the purpose of the meeting (HB)
2. Set expectations / explanation of NDP process (HB)
3. Explanation of how this meeting will work (JW)
4. Explanation of the need for ‘support and skills’ and volunteer registration (against specific skills requirements (KS)

**4.2 Pre-meeting publicity**

Refer item 3:

**4.3 Meeting materials**

* PowerPoint presentation (HB)
* Flipchart / large flip pads / pens / paper etc (JW)
* Q&A documents (hard copy and web / online) ‘What is an NDP’ to be available for distribution (JW)

**4.4. Pre-meeting preparation**

**Draft question preparation:**  Open-ended questions (to ease and facilitate the SWOT analysis will be required. These should be drafted and agreed in advance of the 30th.

Draft questions to be submitted by all core team members to JW by 20th Sept (ALL)

**Demographics:** PC suggested that we source and review key demographic info in advance of the Steering Meeting. For example:

* Total no. of households.
* Electoral role info
* Census 2011
* Parish Rural Housing Needs Survey Jan 2015 (this had about 44.9% replies)

**5. Budget**

Next PC meeting is on 9th Sept. There is a requirement to schedule a discussion re: contingency budget. (KC)

1. **Date of Next Meeting**

23rd September at Long Ridge House. 20.00hrs

Joanna Watchman

14 Sept 2015