Draft Notes of a Meeting held by Zoom on Tuesday 20th July6th July 2021

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

**Attending**:, Nicola Hayward, Peter Oldale, David Thomson, Mike Hogben, Ruth Gaunt, and Martin Verspeak

Apologies:- Neil Roynan

**Minutes** – Minutes from 22nd June 2021 and 30th June 2021 (incl Bluestone Planning) were approved.

**Zoom Licence** – We agreed to request Zoom facilities for the rest of the year, bearing in mind some of the topics of debate and the need to jointly consider documents and plans. But in the meantime, it would be nice to meet socially in person. Dates to be considered at a future meeting.

**Bluestone** – The next task for Bluestone is to consider our discussion from last week and the current bundle of documents. They would then carry out a brief gap analysis of the information missing and submit a revised quote. Nicola has re-aligned the folders to try and make more sense of the information flow and document structure. So that they could be more usefully shared with Bluestone. The Group were extremely grateful for all the time and effort that this, only one of many tasks fulfilled, must have taken. Thank you, Nicola. **Nicola** was hopeful that Bluestone might have sent us a revised quote by next week.

**Communications** – in looking through the documents and records available, it becomes apparent that we have no complete documentation detailing the interaction with the public. **Nicola** and **Martin** would put their collective heads together and see if the evidence can be brought together. Martin’s view, supported by others is that a postal drop is the best way to get responses. Those responses then come with contact details which need to be compiled and stored and used in accordance with the GDPR (General Data Protection Regulations), and Data Subject Access Requests, if submitted. **Martin** would check with Linda at the Parish Council (on her return from leave) to make sure that we can utilise the permissions and privacy statements that we think she already has in place for the Parish Council.

**Housing** – no update. **David** to check progress with Wiltshire. Item to be kept on Agenda.

**Green Space** – we concentrated on some of the details regarding the descriptions of the proposed Green Spaces to ensure that they were correct and a good indication of what we knew. This took some time and **Martin** agreed to spend a little more time checking the syntax and layout.

**AOB** – None except that Martin asked **David** to send through approved minutes.

**Next Meeting**

This meeting ended at 7.50pm and we agreed to meet again at 6pm on Tuesday 20th July 2021

David Thomson

7th July 2021

(Note:- An **emboldened name** implies there is an action for you)