

Present: Barry Armstrong; John Davis; Peter Coleman; Brian Jones; Eve Poulter; Eileen Riden & Lorraine Cook

Apologies: Tabatha Harris-Mills

	Item	Decision	Action By
1.	Headcorn Situation re: Judicial Enquiry		
	Headcorn has made a 300 page submission to MBC and requested a Judicial Review; this has been accepted by MBC and the Review will take place; it is unclear as to why Headcorn NP Group has requested the Judicial Review		
2.	Matters Arising from Last Meeting held on 9 December 2015		
	i. Housing Questionnaire prepared by Tabatha was reviewed and minor amendments made; will be distributed to residents using the postal service		Eve Poulter
	ii. Questionnaire for Youngsters reviewed amended and agreed; need to add Facebook site name to questionnaire; to be distributed to Youngsters in Village using the postal service; intend to hold “free sausage/fish & chips evening at Village Hall on Monday 25 January commencing at 5.00pm; some copies of questionnaire to be dropped into Sutton Valence School.		Eve Poulter & Group
3.	Survey of Businesses in Village		
	Peter has drafted a set of questions for the business community; questions to be reviewed with the objective of seeing where business development is likely to take place and its likely volume; Business Development cannot form part of the NP but it can support the NP needs in terms of roads and planning required for them.		Peter Coleman & Group
	A list of all businesses based in Sutton Valence is required so they may be surveyed to provide supportive evidence for the NP; information required for next Group Meeting in February	Agreed	Brian Jones
4.	Plan for Local Roads & Transport		
	John has collected a large set of data which needs to be incorporated into the NP; this requires to be drafted in NP format and various policies should emerge from it, which in turn will be incorporated into the NP	Agreed	John Davis
5.	Noticeboards		
	Existing Noticeboards have been renovated and a new one has been sited outside the new Post Office; regular updates as to the state of the “in construction” NP need to be placed in all the noticeboards to keep all in the Village in the picture	Agreed	Eve Poulter
6.	Use of Parish On Line Software		
	This software is to be distributed to the NP Steering Group so it may be used	Agreed	Barry Armstrong
7.	Timescale for Preparation of the NP		
	In view of the Headcorn action vis a vis MBC (see item 1 above) the Sutton valence Steering Group should draft its NP as far as is possible so allowing for time to make any required changes post the decision arising from the Judicial Review (which could take some months); the time scale to prepare the Sutton Valence NP remains as “the end on 2016”	Agreed	All
	A Timeline is required to indicate what needs to be completed by when so the “end of 2016” date can be honoured; intend to construct a Timeline at next NP Group Meeting in February	Agreed	All
	Date of Next Meeting Tuesday 2 February at 7.00pm at Village Hall		