

Present:

David Cornish

Graham Jukes

Roger Marshallsay

Allan Gibson

Pauline Grainger

Andy Pearce

Apologies:

Roland Cundy

1 Minutes of meeting

Minutes of meeting 28/05/19 accepted and signed as a true record of meeting. A signed copy to be given to Parish Clerk for filing.

2 Actions from Meeting 28/05/19

- DC to speak to Katy re putting all minutes on parish website. Action now with Katy who will put them on Parish pages or NDP pages in due course - closed
- AG amended vision statement for agreement at Comms meeting tonight - agreed. PG put on cloud - closed
- PG to confirm that Jim Amos will be responsible for maintaining FNDP Project plan. JA agreed to take on - closed
- All to comment on draft FNDP Project Plan - closed

Other actions are agenda items:

- ALL to comment on draft Risk Register (item 1)
- DC/AP Bell-Cornwell contract. AP to discuss with DC (item 2)
- RM Grant application process – who completing- when – expression of interest (item 3)
- AP to discuss with KD finance process and amendments (item 4)

3 Agenda items 04/06/19

1. Risk register

AG advised he had amended the risk register to include the risk of adverse media comment. It was agreed that the group should not engage with opinion on social media sites but incorrect facts should not be ignored. A statement of fact should go out on the NDP media site and AG will issue if necessary. RM will monitor social media and pass on to SG any adverse/false comments.

The comms team will be sending an update on NDP to local free newspaper

2. Bell-Cornwell

Bell-Cornwell was asking for some sort of commitment from us ahead of attending tonight's meeting. DC had hoped to agree a contract after this evening's meeting but meanwhile, while awaiting a copy of a draft contract, has committed to using them with payment in line with their terms and conditions. Hourly rate £100, with a maximum daily rate £550 being 5 ½ hours work.

3. Grant Application

It was felt as Locality was now open for applications we should proceed asap. A decision should be made as to how much of the grant should be set aside for the consultants and as a start we should ask B-C to put together some wording for our application specifically in terms of our contract with them. As we meet the Locality criteria for an "Expression of Interest" it was thought this should be submitted to start the ball rolling for the basic grant and we then have 15 days to send in a more detailed application. However we need defined pricing ahead of an application. There were various thoughts on achieving this:

- Ask groups if they have any ideas on their group's expenditure, however they would need to know what the budget is for the project and that it is to be spread over the 2/3 year term

- Ask Process & Admin to set up a suggested breakdown for the various groups
- Ask B-C what is a realistic budget in their experience

AG felt that it was essential that the groups know what is available to spend and once they have put forward their suggestions it is up to us to manage the expectations.

The additional grant from Locality is determined by various factors and the housing team will be responsible for deciding which criteria (if any) they follow for these additional funds.

It was decided to spend the next steering group meeting (11th June) on outlining a budget to enable the application and RM agreed to manage the Grant application if it could be done before 23rd June. It was envisaged the 1st application would cover B-C consultations and the Comms expenditure and further applications would cover later expenditure. It is understood multiple applications can be made each year.

4. Budget

The parish clerk (Katy) had sent an expenditure flow chart to some members of the steering group and commented that she has to comply with restrictions placed on her by the parish council in relation to the processes involved for spending. PG was asked to circulate.

DC agreed to ask Katy if small amounts could be paid out of petty cash to individuals, where an order had had to be placed online.

5. 1st Phase Consultation

AG and David Feldman had attended the last Comms group meeting and DF is now moving into the group to take the lead on the questionnaire. He asked AG to make a start and he would then run with it.

AG has produced a limited ambition questionnaire, to test the objectives and vision statement and he is now going to hand over to DF with the intention of a paper copy and online version becoming available (possibly using survey monkey). The timing will be critical so the FNDP survey does not get mixed up with WBC surveys.

AG suggested a pilot test with a few people and the groups suggested were parish councillors and volunteers.

6. Full Group meeting 4th June

AG outlined the agenda for the meeting:

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| 1. Welcome & Introduction | Chair |
| 2. Minutes of last meetings | Chair |
| 3. Outstanding actions | Chair |
| 4. Project update | Chair/ David Cornish |
| a. Project plan | |
| b. Grant application | |
| c. Risk register | |
| d. Budget | |
| 5. Appointment of consultants | Chair |
| a. Q & A | |
| 6. Reports from Working Groups | Chairs of WGs |
| 7. AOB | |
| 8. Date of next meeting | |
| a. Tuesday September 10 th 7.30pm, Library, FBC | |

In his introduction he will stress the rapid progress being made – risk register, project plan, appointment of consultants, draft questionnaire and expenditure process all in place.

In the absence of any questions for the consultant from the volunteers the SG would ask her to define what is meant by “policies” for clarification. It was felt that some policies would be a statement of intent based on evidence (housing needs) but some policies would be a wish based on results of questionnaire (eg retaining settlement spaces)

7. Work Groups and Remits

It was felt there is still need for more volunteers as there could be a need for more work groups specifically

- Walking, riding and cycling
- Business, commercial, shopping, roads and transport

but that

- nature & conservation could fall within the remit of the Green spaces group
- historical legacy within the remit of the Introduction group
- production and publication within the remit of the process management and admin group

AP felt it was not necessary at this stage to seek out volunteers for these specific roles but this should be an exercise in forward thinking, possibly for the autumn after the 1st phase consultancy had happened. He also advised that Legal and General had put aside some land to expand Hogwood Park Industrial estate. GJ thought it would be useful to revisit the original list of local organisations to seek out volunteers with specific interests.

RM thought the flyer being prepared for the fete would also include a call for more volunteers.

AG will ask full group tonight if they have any contacts who might be interested in joining.

8. AOB

- i. Communications team are looking for additional help to man the NDP area of the Parish stand at the Finchampstead Fete on 29th June (11am – 3pm). The flyers for this event are almost ready and printing can be done quickly.
- ii. AG cancelled the Project Management Team meeting on July 9th and asked PG to advise team
- iii. AP suggested that at the last SG meeting in June we review the necessity for weekly SG meetings

Actions

- RM monitor social media sites (ongoing)
- DC pass Project Plan to Jim Amos (Process Management & Admin)
- PG circulate Expenditure flow chart to group via cloud
- DC ask Katy if small amounts of personal expenditure (eg online orders) could be paid out of petty cash
- RM manage grant application (before 23rd June)
- PG notify project management team of cancelled meeting 9th July

Date of next meeting: Tuesday 11th June 2019 at 9.30am FBC

Meeting closed 10.40 am

Signed as a true record of the meeting: Date:.....