

9.30am

Present
David Cornish
Graham Jukes
Roland Cundy
Andrew Pearce

Apologies:
Pauline Grainger
Roger Marshallsay
Allan Gibson

1 Minutes of meeting

Minutes of meeting 25/06/19 accepted and signed as a true record of meeting. A signed copy to be given to Parish Clerk for filing.

2 Actions from Meeting 11/06/19

- RM monitor social media sites. (ongoing)
- DC chased Bell-Cornwell re contract; awaiting response from B-C (Done)
- RM initiate Locality application as soon after 19th July as possible (on going)
- DC amend Stage and Gate Policy (Done)
- AP present Stage and Gate Policy and FNDP Questionnaire to Parish Council on 18th July. (on going)
- DC/AP populate steering group tab of master Project Plan (on going)
- DC arrange for project management team minutes to go on NDP web page (on going?)

3 Agenda items 08/07/19

1. Village Fete

We are not sure where the file went that had the contact numbers and completed mini questionnaires went. AP will try to contact some in comms team to see if they have it.

There was a new recruit signed up, lady, lives local and has been involved with other NDP.

2. Communications

It appears that the questionnaire its self does not have a place where the responder can put their post code on . DC to chase this up.

3. Plans

DC has issued an updated set of plans and requests that all the SG and the PM's go through them. DC to pass to the PM group for comment.

There was a discussion on does the SG steer or oversee? This was prompted by several lines on the plans where the SG has a sign off. In the main we agreed that the SG steers but where the Housing plan and policies were concerned we wanted to have a larger say in it, still recognising that the NDP is a community based document and that the FPC should not be dictating what goes in the NDP.

Discussion on “who sorts out any gaps in the overall document”. The PM team has to own the document and they should ensure there are no gaps.

4. AOB

- i. The Arborfield and Barkham NDP has been agreed and we are urged to read it.
- ii. Other than the Admin group we have no other groups submit any budget requests and therefore we do not have an understanding on what we may have to spend money on this year. DC to request AG to chase this up.
- iii. It is recognised that there will be new teams to be formed covering other subjects like commercial and business etc. This will need a reshuffling of the current teams and their team leaders. There is also some concern that some of the volunteers have not been seen for awhile. DC to ask AG to chase all the team leaders to check if some of the “non attenders” are still willing to participate in the project and if they want to get involved in another element of the work that interests them more.

Actions

- AP will try to contact some in comms team to see if they have the folder containing email addresses and completed mini questionnaires.
- DC to chase up getting a post code line on the questionnaire.
- DC to pass latest plans to the PM group for comment.
- DC to request AG to chase the PM’s for their budgets.
- DC to ask AG to chase all the team leaders to check if some of the “non attenders” are still willing to participate in the project and if they want to get involved in another element of the work that interests them more.

Date of next meeting: This is to be decided

Meeting closed 10.25 am

Signed as a true record of the meeting:

Date:.....