

11.30am

Present:

Roger Marshallsay  
Graham Jukes  
Roland Cundy  
Andrew Pearce

Pauline Grainger  
Allan Gibson

Apologies:

David Cornish

**1 Minutes of meeting**

Minutes of meeting 08/07/19 accepted and signed as a true record of meeting. A signed copy to be given to Parish Clerk for filing.

**2 Actions from Meeting 08/07/19**

- AP will try to contact someone in comms team to see if they have the folder containing email addresses and completed mini questionnaires - Passed to RM to follow up,
- DC to chase up getting a post code line on the questionnaire - AG feels sure this can be achieved
- DC to pass latest plans to the PM group for comment - Done, being discussed at PMG mtg 25<sup>th</sup> July
- DC to request AG to chase the PM's for their budgets - AG has asked several times and nothing forthcoming. GJ/RC suggests a "float" is put in the budget of say £1k for sundry expenses which crop up. RM is still waiting for quotes for the questionnaire etc from the parish office.
- 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. AG will follow this up asking team leaders to encourage participation, but it was felt the best time to approach this was at the full group meeting in September, when people are back from holidays and we can make a big effort to push the project forward.

**3 Agenda items****1. Village Fete**

AG has been unable to make contact with the new recruit who made enquiries at the fete. PG commented there were very few people paying any real interest in the "NDP " and those who were tended to be the older members of the community as opposed to the youngsters. RC thought numbers probably were down on previous years but was pleased to see the Parish Stall was well attended.

**2. Communications**

RM had not yet been brought up to date by the comms team who met whilst he was away. PG advised that she had not received minutes and that work groups felt as the minutes were not going on the website there was no need to do them. The SG feel notes need to be taken with decisions and actions recorded. AP is presenting the questionnaire to the Parish Council tonight (although it was circulated ahead of the meeting for comments) and there have been some suggested amendments. AG said we were not looking for editorial comment but was happy to correct anything that was wrong; the team will consider the comments but reserve the right to keep it as presented. The time frame is tight and it needs to go to the PMG meeting on Tuesday.

AG is concerned about the Communications strategy as he's not sure where it's going and how it fits with an engagement strategy, as engagement is critical. If comms team believe this one document cover both he would like clarity. RM will ask NW about this. RC might move from SG to comms group in October to help out.

### 3. Plans

AG felt DC had done a lot of work on the project plan and was on top of it and it was going well.

### 4. Green Spaces

GJ advised there was a meeting next week and the parish Rights of Way committee had agreed to meet with them in due course.

### 5. AOB

- i. Budget - advised £970 had currently been spent out of the £5k parish fund
- ii. AG is intending to run questionnaire past Bell-Cornwell before going to print
- iii. RM will be make the pre-application for the grant this weekend which will give him 2 weeks to prepare the full application. It was suggested he should request £500 per month (Oct-Mar) to cover B-C expenses eg professional advice, reviews, calculating the housing needs figure. GJ will help in process if required. RM doesn't believe he needs advice from B-C.
- iv. WBC refused a planning application for a block of 4, 1 bed flats in the village despite the parish supporting the application. It was refused on environmental grounds and that it contravened most of the planning rules. AP was asked to send AG the decision letter for circulation. There was a lot of info in this letter which could be useful to the housing and green spaces groups.
- v. RC felt it was vital to hammer down the structure of the process and hand it over to the volunteers who should be encouraged to participate fully and keep to the schedules.
- vi. GJ and PG sent their apologies for the next SG meeting on Wednesday 24<sup>th</sup> July.
- vii. RC and AP sent their apologies for Full Group meeting on 10<sup>th</sup> September.

### Actions

- RM try and locate folder of flyers from fete
- PG advise work groups at next PMG meeting that any decisions made or actions taken at the group meetings should be recorded in meeting notes
- PG remind work group leaders to ask a member of their group to stand in for them if they are unable to make a PMG meeting
- RM ask NW for clarity on communication strategy
- AP send AG the WBC decision letter for circulation
- RM monitor social media – on going

Date of next meeting: Wednesday 24<sup>th</sup> July 10.30am FBC

Meeting closed 12.35 am

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

Date:.....