

10.30am

Present:

Roger Marshallsay David Cornish
Allan Gibson
Roland Cundy
Andrew Pearce

Apologies:

Pauline Grainger
Graham Jukes

1 Minutes of meeting

Minutes of meeting 18/07/19 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

- RM try and locate folder of flyers from fete, completed.
- 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. On going
- 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. Completed
- RM ask NW for clarity on communication strategy. On going
- AP send AG the WBC decision letter for circulation. Completed
- RM monitor social media – on going

3 Agenda items

1. Communications

There are some issues with certain members of the comms group not replying to email requests for updates and comment. There is a concern that things in this group are not moving forward at the pace needed. An Engagement Plan has been created by Sue and David Cornish and AG is asked to review it.

There was a lot of discussion regarding the second Questionnaire and when it should go out. There was a feeling that it should go out in April/May 2020. If this is the case then we need to start working on it in parallel with the October one being analysed and the results being circulated, so we should start on it in Nov/Dec 2019. It is recognised that the second Questionnaire would be a level of detail lower than the first one.

2. Plans

AG and DC are to review the projects plans.

3. Plans and volunteers

Due to holiday time we have decided that some dates will be changed.

30 th July	PMG, as is
31 st July	SG
6 th Aug	SG
13 th Aug	SG <u>Cancelled</u>
20 th Aug	SG
27 th Aug	SG <u>Cancelled</u>

3 rd Sept	SG
3 rd Sept	PMG
10 th Sept	SG (this was not discussed but I have put it in. Sec.)
10 th Sept	Full Group meeting

It is felt that we do need some more volunteers although it was not discussed to any detail on how, who or where we would advertise for them.

4. Grant

Roger M has put in the registration document. We are advised to nominate a second person that can handle questions should RM not be available. G Jukes indicated that he would probably be happy to support Roger and be the 'official second', subject to a full briefing by Roger.

RM requires suggested funding requirements to put in to the 2019 application. Suggestions were:

Web Costs		£750
Survey Monkey	6 x £30	£180
Focus group sessions	5 x £40	£200
Printing for the second Questionnaire	???	
Bell Cornwall	£500 for 6 months	£3000

Actions

- AG to review Engagement Plan
- AG and DC to review whole project plan

Date of next meeting: Wednesday 31st July 09.30am FBC

Meeting closed

Signed as a true record of the meeting:

Date:.....