

11.30am

Present:

Allan Gibson

Roger Marshallsay

Graham Jukes

David Cornish

Apologies:

Andrew Pearce

Roland Cundy

Pauline Grainger

1 Minutes of meeting

Minutes of meeting 24/07/19 accepted and signed as a true record of meeting, subject to amendment in 2/ below. A signed copy to be given to Parish Clerk for filing.

2 Actions from Meeting 24/07/19

- Following conversations since last meeting, GJ now confirmed that he was happy to 'second' RM in submitting the Grant Application
- 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
- RM ask NW for clarity on communication strategy. See below.
- AG to review Engagement Plan – Draft now with AG and PMG
- AG and DC to review whole project plan – Latest revision circulated to SG

3 Agenda items

1. Report from PMG meeting 30th July

PMG meeting was well attended and 'lively'.

Concerns were expressed about the workload, especially in the Comms group, and a lack of volunteers. There was a request that action be taken on this (see below).

The PMG was reminded of the need to record all instances of engagement with the community.

There was an unresolved discussion as to whether we would need a second questionnaire or whether we should resort to focused meetings with stakeholders.

2. Project Team Organisation

Concerns are being expressed about workload and lack of volunteers, especially in the Comms Group. The SG also wonders if we are being specific enough about which tasks need more resource and if, in general terms, we have asked people to do things which they don't feel best fits their abilities and interest, particularly with regards to 'process' matters.

It was agreed to merge the Vision and Comms teams to create a wider and more diverse pool of skills and that RC would join this group in the Autumn.

DGC raised concerns that two or three potential new volunteers had seemed to withdraw when the scope of the project became apparent to them. He proposed that we consider creating a pool of 'friends' who would be semi-detached from the full group but who might undertake specific tasks upon request.

3. Grant

Roger M advised of some potential issues with the application;

- a. We have a total of requests (£9,488) that exceed the available grant. RM to amend amount allocated to consultancy to balance this.

- b. The issue will exacerbated if we have to pay VAT and can't reclaim it. We need to confirm either way.
- c. Some questions on the application form are not easily answered, especially with regard to housing allocations. It was agreed that RM should make the best assumptions that he can.

4. Plans

DGC / AG and Susan Cornish have drawn up an Engagement Strategy and Plan. This has been presented to the PMG and to the Comms team. Subject to any comment from either, the SG should adopt this at the next meeting.

5. AOB

- AG stated the need to ensure that the Full Group Meeting in September celebrated success and reinvigorated the whole project team.
- The final amends to the Community Survey Questionnaire will be managed by AG. We have a 'relaxed' view on the need / value of a sampling exercise before sending it out – we are unlikely to add in further changes.
- We need to form a team to analyse the returns from the survey. Lyn Burrow has some skills in this. Follow up at next SG Meeting.
- DGC mentioned that one local WBC Councillor had been enthusiastic in his use of the FNDP Facebook page but might be in danger of inadvertently straying towards over-promotion of WBC policy and potentially party politics. RM agreed to offer some words of caution.

Actions

- AG to speak to David Feldman about taking over some of the Process tasks within the Comms Group.
- DGC to reassure Neil Willby that his concerns regarding the Comms group are being addressed.
- All to consider idea of 'part-time' team members.
- DGC to find out if FPC can reclaim VAT
- RM to send amends to questionnaire from Katy / Sylvia to AG.
- All to consider team to analyse questionnaire returns.
- RM to remind local borough councillors of the need to protect the non-political status of the NDP.

Date of next meeting: Tuesday 6th August, 9.30am FBC
Meeting closed 11.35 am

Signed as a true record of the meeting:

Date:.....

Appendix – Future Meetings

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