

Present:

Allan Gibson

Roger Marshallsay

Graham Jukes

David Cornish

Pauline Grainger

Andrew Pearce

Apologies:

Roland Cundy

1 Minutes of meeting

Minutes of meeting 31/07/19 accepted and signed as a true record of meeting. A signed copy to be given to Parish Clerk for filing.

2 Actions from Meeting 31/07/19

- AG to speak to David Feldman about taking over some of the Process tasks within the Comms Group. Discussion took place and DF is happy to share the “chair” with NW and take on some of the responsibilities. DF felt the last comms meeting went well and after an initial “complaint” from NW about the bureaucracy and box ticking the meeting went smoothly and NW is looking for support for specific tasks. Closed
- DGC to reassure Neil Willby that his concerns regarding the Comms group are being addressed. Actioned and closed
- All to consider idea of ‘part-time’ team members. DC suggested engaging more volunteers as another layer to the structure so core team to drive; outer sphere (existing) to support; another (new) layer to support on specific tasks for which they have an interest. Specific tasks should be clearly defined and could include research, mail drop etc. DC felt we should look through existing volunteers who have gone by the wayside and new volunteers who have made enquiries but not followed through as a starting point. Closed
- DGC to find out if FPC can reclaim VAT . RM commented that form says only include VAT if you are not a Parish Council so he didn’t. Closed
- RM to send amends to questionnaire from Katy / Sylvia to AG. AG has looked at all comments from Katy, Sylvia, Liz Alexander and taken into account comments from the Project Management team meeting of 30th July to produce a final version incorporating as many as he felt would improve the questionnaire which PG proof read. AG is waiting for Katy to return from holidays to pay for an annual subscription for Survey Monkey (£360 and allows 3 people access) then the address can be entered onto questionnaire. Comms have requested 100 printed copies for distribution for “testing” purposes in mid-August. Closed
- All to consider team to analyse questionnaire returns. RM advised that Lyn barrow will be delighted to do this and organise a team – SG suggested 3 people to include Jim Amos if he agrees. Closed
- RM to remind local borough councillors of the need to protect the non-political status of the NDP. Ongoing

3 Agenda items**1. Grant**

RM explained he had submitted request for £8k as cannot submit further requests for less than £1k. He sought advice from Liz Alexander about the application and she sent him an example. The turnaround time is 15 working days

2. Sign off Engagement Plan

DC thought this needed more dates before it could be signed off

3. Sign off Engagement Strategy

This was accepted as a very thorough document and useful as a back-up tool. AP thought this would be a very good document as an appendix for the final FNDP.

4. Review Project Plan

AG noted that from October the emphasis had to switch from process to the work of housing and green groups.

GJ informed that the housing group was struggling a little with having two chairs. Housing still had not had the housing needs meeting with James McCabe at WBC. He advised the green group were meeting with Rights of Way committee in October and that he was aware green and housing groups need to meet to discuss and agree the allocation of green spaces. Also greens and Comms need to meet to discuss questions for next questionnaire. However they have their draft document in its format ready to present to SG and then it can be uploaded to cloud for sharing.

AP raised the need to set up a meeting of SG and WBC to inform on progress rather than specifics and see if we are doing what they would expect. Suggests AG/DC but check where CM is in his discussions with them.

DC wondered if we needed to use focus groups rather than another questionnaire as the way forward after phase 1 consultation. AG felt it was important we understood what the 2nd questionnaire aimed to achieve – was it to inform policies or was it asking about policies? He felt the 2nd consultation should be about principles and not specifics.

RM said the Parish Council accepted 2 or 3 of the sites in Finchampstead Parish which WBC had in the call for sites going back 2+ years and he wondered if housing were aware of this – if not they should get hold of WBC document and Parish notes on discussion. Should we be taking forward the sites the Parish have already supported?

5. Organisaion of team part-time volunteers

Discussed under 2 Actions from meeting 31/07/19

6. AOB

- RM advised that the back of the A5 “fete flyer” is being re written so that the flyer can be used to encourage the community to respond to questionnaire. It will be distributed (by hand through letter boxes) by volunteers at end September just ahead of the questionnaire.
- RM is measuring the railings at California Crossroads today for a banner. Anticipated cost £80 and it was thought the banner could stay in place for 1 month without official permission. AP thought strictly speaking a planning application should be sought.
- RM - can we work together with the housing association who recently had their plans for 4 flats in The Village rejected? We know the Parish Council supported the application. If you accept an affordable housing scheme you are eligible for an additional Locality grant.
- Agenda for 20th August; discuss the critical steps to forge ahead with FNDP over next 6 mths. DC will try and draft the format of the FNDP and GJ advised that Intro, Vision and Green have documents in their final draft ready for use in the plan.

Actions

- All – consider list of new volunteers
- RM to remind local borough councillors of the need to protect the non-political status of the NDP
- DC seek more dates for Engagement Plan
- DC arrange a meeting with WBC
- AG talk to housing group and ask them to talk about their tasks at next project management meeting and give them go ahead to move forward.

Date of next meeting: Tuesday 20th August, 9.30am FBC

Meeting closed 10.25 am

Signed as a true record of the meeting:

Date:.....

D G Cornish, 5th August 2019