

Present:

Allan Gibson

Roger Marshallsay

Graham Jukes

David Cornish

Andrew Pearce

Apologies:

Pauline Grainger

Roland Cundy

1) 1 Minutes of meeting

- a) Minutes of meeting 06/08/19 accepted and signed as a true record of meeting. A signed copy to be given to Parish Clerk for filing.

2) 2 Actions from Meeting 06/08/19

- a) 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. – This discussion now fixed for 22/8.
- b) DC arrange a meeting with WBC – ONGOING; awaiting discussion with Housing Group
- c) DC seek more dates for Engagement Plan – these have been received from David Feldman – DC to integrate with master project plan - ONGOING
- d) RM to remind local borough councillors of the need to protect the non-political status of the NDP. Ongoing
- e) RM reported that the banner at California Crossroads will need to be attached to the blue, rather than the yellow railings, for safety reasons.
- f) RM - can we work together with the housing association who recently had their plans for 4 flats in The Village rejected? (makes us eligible for an additional Locality grant). - Cllr Simon Weeks is broadly supportive of this idea and we need to meet with the group concerned.
- g) DC will try and draft the format of the FNDP - ONGOING

3) 3 Agenda itemsa) Grant

- i) Following first rejection by Locality, a re-worded quote has been obtained from Bell Cornwell and RM has resubmitted the application.
- ii) We have spent £1,850 out of the PC allocated budget (for 2019/20 financial year) of £5,000. There is a small concern that the grant may not now come through in time to meet the print costs of the questionnaire and the existing balance on the PC budget is not sufficient to cover it. DC is to request the PC to be prepared to cover this cost if necessary.

b) Comms and Engagement

- i) The Comms briefing and activation meeting for the consultation exercise will be on August 28th.
- ii) Wording for the A5 flyer, the paper questionnaire and the on-line questionnaire has now been signed off by the SG. AG is authorised to make any necessary final amends if required. We are still awaiting the final 'unlocking' of the Survey Monkey account. The paper questionnaire is still awaiting the hyperlink.
- iii) The A5 leaflets will cost £248 to print. It has been agreed that the A5 flyer will be hand-delivered, with a delivery listing being provided by Jim May. Volunteers will be sought at the meeting on the 28th.
- iv) It was agreed that we would do the same for the main questionnaire, thus achieving a £600 saving. DF will co-ordinate this.
- v) It was agreed that the SG should take the lead in contacting external groups for input, especially in areas not yet touched upon (e.g. Local Businesses). This will be discussed at the Full Team meeting on 10th September

c) Organisation of team

- i) The next PMG meeting will be on 3rd September and the next Full Team Meeting is on 10th September. The latter is a key moment in re-establishing momentum after the holiday period and needs to celebrate what has been done so far and set out key objectives for the next six months. DGC & AG will meet on 6th September to co-ordinate.
- ii) It was agreed that we lacked enough fully active volunteers to set up additional Work Groups. It was suggested that instead, we use the existing Housing Team ('Brown' Group) to act as a focal point for all building and development issues and the Green Spaces Team ('Green' Group) to do likewise for all other topics, with small teams of 1-2 individuals taking on specific tasks within each group. It was agreed that this should be discussed at the Full Team Meeting on 10th Sept.
- iii) To support the above, it was agreed that we should definitely build a team of 'part-time' helpers and volunteers. It was agreed that DGC will email all of our 'loose, lost or tentative' contacts and ask them to become 'occasional helpers' and post a request for helpers on the Facebook page

4) AOB

- a) AG asked DGC to enquire if the PC would take ownership of the Survey Monkey account long term as a cost of £380 pa made it an attractive communication tool.

5) Actions

- a) DC to discuss increased short-term financial support from the PC, as a 'backstop' if the Grant is not approved on time.
- b) AG to confirm the final 'unlocking' of the Survey Monkey account.
- c) AG to confirm that all is now OK regarding the Hyperlink for the questionnaire.
- d) RM to update on Grant Application.
- e) DGC to confirm that JM has provided DF with the delivery listing.
- f) DGC to enquire if the PC would take ownership of the Survey Monkey account long term.
- g) DGC will email all of our 'loose, lost or tentative' contacts and ask them to become 'occasional helpers'. DGC will also post a request for helpers on the Facebook page
- h) RM to suggest next steps re supporting the Housing Association application in the village

Date of next meeting: Tuesday 3rd September, 9.30am FBC
Apologies form DGC – RM to Chair

Meeting closed 10.35 am

Signed as a true record of the meeting:

Date:.....