

Present:

Andrew Pearce
Roland Cundy
Graham Jukes
Roger Marshallsay
Allan Gibson
Pauline Grainger

Apologies

David Cornish; Roger Woof

Actions from last meeting

- PG drafted revised ToR, on agenda
- PG was advised that for Communications the chair is Neil Wilby, secretary Lyn Barrow, for Introduction Group the chair is Graham Jukes, secretary Jim May and AG would advise the Vision Group's representatives after tonight's meeting
- DC completed Work Remits for Vision, Communication, Process & Admin and Finchampstead Intro Groups
- RC has advised Parish Council regarding additional people (AG and PG) on Steering Group
- RC has discussed the IT requirements with Steve Bromley but there are a few complications in respect of setting up an area within the "cloud" for the NDP. It will require access from personal computers and there will be a "how-to" guide once established. It needs also to be accessible for members of the public. SB is also looking to create an NDP website which should be up and running in 3-6 months.

Structure and reporting

RM stressed the importance of keeping the public advised as to NDP progress and until the website was up and running it was felt this could be by way of the Parish monthly newsletter. RM agreed to co-ordinate with Communications group.

AG asked about group structures for clarity and where the process currently sat with the consultants. AP advised that consultants had been appointed and they were currently drawing up possible "work packages", a plan and a questionnaire together with prices. They would also be capable of analysing the results of the questionnaire. AP will circulate consultants email to steering group when received.

AG also commented that he knows where we want to get to but how the process would be started. RC advised that the parish councillors have already covered some basic stepping stones on the way forward and they will provide the Project Management team with any help or advice they require. The parish are proud of their record and aim to make this the most successful NDP. He also said DC has project management experience which is why he has been designated as the councillor leading the NDP Project.

RC stated that the consultants will provide a package to support the grant application process and £17k will be funded by the government and the Parish Council will aim to provide additional funding if required.

RM has further information on the time scale of the Wokingham Borough plan and an outline of the planning sequence which he will provide.

Terms of Reference and Work Group remits

There was discussion about the ToR, and Work Remits as provided by DC (27/3/19) and subject to a minor amendment to the ToR (remove "treasurer" as a post within the steering group) both were agreed and PG to circulate to all the volunteers and copy the ToR to the parish clerk. As the project progresses it was felt there would need to be further "work remits" as sub-groups evolve, primarily out of the vision group.

PG raised the issue of whether or not there needed to be a list of volunteers' interests related to the project, in the light of transparency, in case there were any areas of conflict. It was felt this was important and AG agreed to draft a low-key letter so as not to alienate any volunteers.

IT and Admin

This was mostly covered under actions from last meeting. PG will store all documents within folders on her PC until a suitable alternative is up and running and RC suggested these are stored as PDF's . RC also asked if they would be backed up and PG advised she backs up her computer weekly onto an external hard drive.

Control of Consultant

This was currently still in early stages and whilst eventually the Project Management team will be the primary contact for the external consultant at the moment it lies with the Parish Councillors but they will include AG in any discussions.

Meeting dates

In order to enable a full group meeting with all steering group members present AG agreed to change his commitments so a meeting could be held on Monday 29th April, 7.30pm FBC. PG to book room with clerk

AG suggested Tuesday 21st May, 7.30pm as date for first Project Management team meeting. AG would envisage the meeting will be the forum for each group to report on how they are progressing with the work remit provided. PG to book room, at FBC, with clerk.

Next Steering group meeting Tuesday 9th April FBC 9.30am

Actions:

- RM arrange with Communication Group to provide a monthly update of NDP progress for monthly parish newsletter
- AG issue new diagrammatic group structure; GJ to provide original for amendment
- AG to draft letter re Volunteers' interests
- RM to provide further detail about WBC plan
- AP to forward consultant's proposals when available
- PG to ask LB for minutes of the first Communications meeting
- PG to forward ToR and group structure to clerk.
- PG to forward ToR and Work Remits to work groups
- PG to book rooms for 29th April and 21st May meetings

Meeting closed 10.30am

Signed as a true record of the meeting:

Date: