

Present:

David Cornish
Andrew Pearce
Roland Cundy
Graham Jukes
Roger Marshallsay
Pauline Grainger

Apologies

Allan Gibson; Roger Woof

Minutes of meeting

Minutes accepted and signed as a true record of meeting. Signed copy given to Parish Clerk for filing.

Actions from last meeting

- RM arrange with Communication Group to provide a monthly update of NDP progress for monthly parish newsletter. Carried forward to next meeting of communications team, 15th April.
- AG issued new diagrammatic group structure which was well received.
- AG drafted letter re Volunteers' interests and DC will review.
- RM advised that he has received some information from WBC and their time scale fitted with the proposed time scale of NDP. He will look at it further and also send to GJ. He also advised that the data from the WBC survey is not yet available and there is very little on the WBC website so it means visiting the council in person. GJ is going to try and find a contact. AP forwarded consultant's proposals and there was further discussion in meeting.
- PG received Communications meeting minutes.
- PG forwarded ToR and group structure to Parish clerk.
- PG forwarded ToR and Work Remits to work groups.
- Rooms booked for 29th April and 21st May meetings.

Parish Council

At the present time there it was felt there were no issues to be discussed with the council as it was too early to discuss consultancy fees but RC would confirm the additional members of the Steering Group. He would also ask the council to re-confirm the agreed budget of £5K. PG said she had a brief meeting arranged with Parish clerk to find out which documents and at what stage she would like copies.

Consultants

There was much discussion and various views about the groups' expectation of the consultants. Questions like:

- How are consultants /work groups going to work together
- Will the consultants advise on data requirements
- Will the consultant advise on content or process (It was pointed out that the chosen consultant Bell-Cornwell are aware of the requirements of WBC)
- Biggest challenge getting information into policy – is this a consultancy role
- What detail is required to support policy
- Would the consultants scrutinize final drafts and see if they fulfil legal/WBC requirements

GJ, RM and PG all thought much of the NDP was a "cut and paste" job (particularly policies) and GJ thought Old Basing was a good example for us to use. RC offered a word of warning in that Old Basing was in Hampshire whereas we came under Berkshire.

DC asked all members to come up with ideas of what they want from the consultant and forward them to AP so he can draw up an initial brief to enable a meeting of some members of the steering group and Bell-Cornwell at their office to discuss the initial brief and more accurate costings. Also it was felt a meeting should be arranged between Bell-Cornwell and the entire group in May/June so B-C can advise on process, structure and parameters. It was thought also we should now investigate how we apply for the NDP Grant and RM agreed to do this.

Work Groups

DC wondered if the volunteers were suitably spread amongst the groups and if they could be improved/balanced out. GJ thought for the time being the vision group was working well and the larger group size was beneficial. However he felt this will naturally split into other groups once they finalise their Vision statement. DC felt a housing group should be instigated now as there is lots of required data and Francis Ryder, Lyn Barrow and Martin Jeator were suggestions for this group. DC will look at the volunteers' expertise and suggest other names. Gerry McDonald was a suggestion for the Communications team.

GJ asked how we were intending to control documents and their versions and the various inputs/amendments. PG felt it was for each chair of their own group to sign off their particular document and then pass to project management group for approval and then to steering group for final say, however this seemed an over simplification. DC said there were 3 processes for each document – content control, editing, and publishing. AP wondered if another "team" should be set up to control/monitor flow of documents. DC agreed to produce a draft flow chart for documentation for discussion at next meeting.

All agreed that ahead of the full group meeting on 29th April the Steering Group needed to be sure of the way they envisaged the processes would work in order to achieve the desired result.

IT and Admin

Steve Bromley advised RC there is a solution for i-cloud storage for the group and this should be available shortly.

Meeting dates

Next Steering group meeting Tuesday 16th April FBC 9.30am

Actions:

- DC review AG's letter re volunteers' interests
- RC to update parish council
- AP draw up initial brief for Bell-Cornwell based on submissions from members of steering group
- RM investigate process for applying for grant
- DC look at formation of work groups with respect to a better balance & additional housing group
- DC produce flow chart for progress of documents through groups to storage

Meeting closed 10.30am

Signed as a true record of the meeting:

Date: