

Present:

Allan Gibson
Graham Jukes
Pauline Grainger

David Cornish
Roger Marshallsay

Apologies

Roland Cundy, Andrew Pearce

Minutes of meeting

Minutes of meeting 23/4/19 accepted and signed as a true record of meeting. Signed copy given to Parish Clerk for filing.

Actions from Meeting

- RC call Locality helpline for more information regarding general expenditure. No help forthcoming , closed
- AG to contact SB for help with “cloud” setup. SB has dealt with issues, closed
- PG send out “cloud” log-on instructions . Documents sent 23/4/19, closed
- PG send out papers for full group meeting. Documents sent 23/4/19, closed
- DC advise Communications re decision on logo. Email sent to Neil Wilby 24/4/19, closed
- AP investigate availability for meeting with Bell-Cornwell. O/S as not at meeting
- AG prepare schedule of meetings for next 6 months. Arranging with Parish Clerk 30/04/19

Full Group Meeting 29th April 2019

The SG felt it was a good meeting and there was real enthusiasm and commitment from the group of dedicated volunteers.

RM felt the level of output to date was astonishing from all groups but PG felt there was a slight frustration from the Comms group that they could not move ahead without decisions on logo, tagline etc.

AG understood the frustration but due process had to be observed and decisions would be made at the Project Group Meeting on 21st May. AG would communicate with NW and ask for some thoughts in writing ahead of the Project team meeting. PG offered to ask NW for a copy of the logo to distribute for information.

AG said the Admin team had some re-thinking to do over the storage of documents and PG felt this was really because of concerns over the security of the cloud. NW had advised that viruses were a very real threat with so many people able to upload documents as all files were synchronised. The group still felt each team should designate a person responsible for managing their own documents and AG felt it came down to risk over principal.

DC has an action to discuss with SB the security issues. RM wondered if the site could be read-only apart from a few designated people.

The group noted that minutes were still not available for the public and DC would speak to Katy about putting the minutes on the parish Website and RM would liaise with Katy if Comms needed anything on website.

It was expected that the Project team would grow but if it became too cumbersome attendees would be restricted if there was nothing on the agenda which affected their group.

With the addition of additional groups DC said he would prepare work remits for the new groups.

RM advised that Locality are still not accepting applications until mid-end May.

AG advised there was an expectation that Bell-Cornwell would attend on 4th June.

Consultation

AG felt it was very important to demonstrate a genuine attempt to engage and capture the community and many of the ideas put forward by Comms would achieve this. It was felt “advertising” FNDP ahead of any consultation might lead to a better response from the community.

GJ felt we should be analysing available data from other sources before we move ahead with questionnaires and we require an overview plan.

John Cornish’s nephew works in planning at WBC and he will help provide required information.

AG thought we should be aiming to develop a time line with a back end date and deadlines.

The consultation would require a breadth of thinking with different methods for different audiences.

All felt once a questionnaire had been assembled we should get an opinion on it (consultant or someone in-house with the relevant skills) before sending out.

AG summed up the discussions as follows:

There is a need for two elements

- a communications strategy and delivery plan
- a consultation strategy and delivery plan.

The consultation strategy and delivery plan should

- be phased and multi-faceted
- commence ideally in September with a parish wide questionnaire (qualitative and quantitative) which tests community reaction to our vision and objectives. The questions developed by the Vision WG should be the basis for developing this
- be followed up by other activities to capture relevant views and perspectives from our community, recognising the need to be creative and imaginative in the way we engage with different groups. We really liked the ideas you set out last night to get our residents of all ages to tell us what they value about life in Finchampstead and what they would like to see in terms of future development
- try to calendarise what we do, when, who we are trying to engage and what we are trying to understand
- identify resource, budget and other requirements
- culminate in the public vote on the FNDP.

AOB

In respect of Green Spaces RM felt we need a definition of “green space” and the focus should be

- how do we protect
- what do we protect
- how do we retain separate settlements

DC wondered if there was still a value to the SG weekly meetings and whether or not Project Management meetings should be more often than monthly.

Actions

AG prepare meeting schedule for next 6 mths

PG request copy of suggested group logo and distribute to full group

AG email NW for thoughts

DC speak to SB about security issues/viruses and whether the software can easily be removed from a PC at end of project

DC speak to Katy re minutes on Parish website

DC prepare work remits for Housing and Green Spaces

Date of next meeting: Tuesday 7th May 9.30am FBC

Meeting closed 10.30 am

Signed as a true record of the meeting: Date:.....