

## Present:

Allan Gibson  
Graham Jukes  
Roland Cundy

David Cornish  
Roger Marshallsay  
Andy Pearce

Pauline Grainger

**1 Minutes of meeting**

Minutes of meeting 07/05/19 accepted and signed as a true record of meeting. Signed copy given to Parish Clerk for filing.

**2 Actions from Meeting 07/05/19**

- AP arrange time on 21<sup>st</sup> May with Bell-Cornwell and forward questions in advance
- PG upload meeting schedule to cloud
- DC prepare first draft of Project Plan/process
- PG look into ToR in respect of disability
- RM ask NW to send out email re logo
- PG email to Housing and Green Spaces re group membership, leader and meeting
- PG upload Work Remits to cloud as pdf

All actioned and closed

**3 Actions from Meeting 30/04/19**

- DC speak to SB about security issues/viruses and whether the software can easily be removed from a PC at end of project - DC spoke with SB and emailed the answers to the steering group. AG will inform the project group tonight and ask them to disseminate to their work group. The Process Management and Admin group have requested a further meeting with SB to provide more information to enable them to refine the storage instructions document
- DC speak to Katy re minutes on Parish website. It was agreed that all minutes of all groups should be put on a website, as the intention from the start was that the process should be fully transparent and information should be available to the public. DC will speak to Katy.

**4. Jonathan Walton, Vocalism**

PG met JW at the Public Consultation on Gorse Ride regeneration. JW told PG you need to get on and get plan done as quickly as poss as a planning application is in the pipeline that at the moment no one knows about. His advice was just to deal with housing as once housing is sorted and plan in place everything else follows through, as time is not on our side. He was involved in the process for setting up neighbourhood plans and he think they have become unnecessarily "bigger" than ever was intended as initially the remit was for neighbourhoods to look at what they wanted housing wise, where they wanted it and what they wanted it to look like – he said once this is in place all the other wants and needs of a neighbourhood fall out of the cash the developments generate.

DC informed meeting he had put out feelers and had heard through two other members of the group about a possible planning application behind the doctor's surgery and assumes the two are connected.

The meeting agreed that we should continue to follow the process as currently set out and live up to the ambition set and not truncate the plan but to be mindful of these situations. In particular once it is public knowledge there could be additional pressures on the FNDP. It was suggested that volunteers should be told if approached for information on the plan they should give either a personal opinion or refer to the steering group for a "group" opinion.

PG was asked to remind the volunteers to provide a signed Declaration of Interests by 1<sup>st</sup> June

**5. Project Management Tool**

DC and AG had worked on an overview document which was provided to members at the meeting. There was discussion about the level of detail and whether it should be in excel or word to make it user friendly. It was felt

- it needed to be kept simple as it was primarily for project monitoring and information sharing.
- it should not be interactive as that involved too much monitoring

- there was no need to buy in software
- DC and AG should continue to take it forward and involve Jim Amos

## 6. Expenditure Authorisation

GJ asked for clarification on the process for claiming expenses/funding as the green spaces group would need significant copies of maps to enable their discussions.

RM also said Communications was waiting for funding for an array of “essentials” - A5 flyers, children’s badges, banners for displays etc. DC said he had asked NW to provide an estimate of costs.

AP said the parish council finance team were looking at a process for a quicker turnaround to authorise expenditure and Katy was waiting to discuss with RW.

DC said he thought it was not right for personal expenditure to be reimbursed and if there was the need for significant printing this should be purchased. RC suggested speaking to Katy as she would know of links with suppliers. Also it is thought the print shop (at Hogwood) used by WBC would print for free. Anna and Katy have both offered to help but RC felt the project should not impose on their time particularly if it means they have to work additional hours.

AG said the budget needs careful consideration but felt a sum of money should be allocated to the project management team and it was for them to authorise how it is spent. No spending should be incurred without prior approval and he felt it was not the place of the steering group to control the budget. AG wants to know the physical process for obtaining the money and RC offered to check with Katy. A budget has to be drawn up as Locality funding is dependent on this.

## 7. Agenda for Project Management Team meeting 21<sup>st</sup> May 7pm

AG outlined the agenda for the meeting and said that the sign off for Communications and Vision were the most important items.

Introductions
Opening Statements
Vision Statement - decision
Meeting with Bell Cornwell – info/discussion
Consultation questions - decision
Logo & Branding - decision
Consultation & Communication - discussion
Document Management & Security - discussion
Key Activities in WGs - info/discussion
Project Risks - discussion
Meetings Schedule - info
AOB
DONM: Tuesday 11 <sup>th</sup> June 7.30pm The Atrium

RM brought a newly revised (by communications team) Vision Statement to the meeting ahead of tonight and it was felt it was up to the Vision group to accept (or not) the changes, as that was the policy – each group was responsible for looking at and listening to any amendments to a document but it was the group itself which had the final say. RM said the Comms team were waiting on questions from Vision Group so they could formulate them in the best way to achieve maximum responses to the questionnaire. AG said the questions need to be signed off by project management team.

RM said Survey Monkey was being considered for an electronic version of the questionnaire. RC advised that Katy (not parish Clerk) has offered to bring together, analyse and process the data from the survey which is her field but he doesn’t know the cost.

Risks – AG said he would do a risk assessment and he felt the risks fell under three categories

- Delay along time line and knock on effect
- A Volunteer becoming ill and no longer able to continue role
- A significant planning application in the parish appears

Once prepared this is a document to go forward to Parish Council

8. Bell-Cornwell meeting

AG, AP and DC were attending a meeting today with Bell-Cornwell to meet them and discuss ways of working together and the people involved. As yet we did not have a contract with them and they have not pushed.

AP provided a set of questions ahead of the meeting and it was agreed the priorities were:

- to find out what work they can do;
- to find out what their charges are and how do they charge;
- to see if they are genuinely committed to FNDP or it is “just another job”
- to advise them where we are and what we’ve done to date
- to advise them we want some services but not all
- DC to provide them with printed version of our structure

GJ felt it was difficult to tell them specifically what we needed help with as at the moment we don’t know what we are capable of doing, as a team, ourselves. Neither have we identified gaps.

DC thought we might need them in particular to:

- determine if process as we’ve defined it is robust enough to stand up to inspection
- the policies are correct and will stand up to inspection

and AG thought it would be helpful if they could monitoring the brief of the process ; this can only be achieved if we have just one person working for us.

9.AOB

- I. Steve Bowers – parish councillor – would like to be involved with the housing group when it is discussing/considering social housing. Housing group tba and invite him to join group or co-opt as necessary
- II. PG said a recommendation from the Process Management and Admin group was that if a “chair” could not attend a Project Management meeting they should ask another member of their group to attend in their place. This was seen as important in respect of good communications between the groups and for information sharing. The meeting agreed.
- III. RM advised that Communications would like another volunteer in their group.

Actions

- DC speak to Katy re putting all minutes on parish website
- PG provide group membership lists and meeting schedules for meeting of Project Management Team
- PG chase unreturned Declarations of Interests
- RC check with Katy physical process for obtaining funds
- AG provide information on project risks
- PG advise Housing group re Steve Bowers

Date of next meeting: Tuesday 28st May 9.30am FBC

Meeting closed 11.00 am

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