

Present:

Allan Gibson
Graham Jukes
Roger Marshallsay
Roland Cundy
Andy Pearce

Apologies:

David Cornish
Pauline Grainger

1 Minutes of meeting

Minutes of meeting 21/05/19 accepted and signed as a true record of meeting. A signed copy to be given to Parish Clerk for filing.

2 Actions from Meeting 21/05/19

- DC speak to Katy re putting all minutes on parish website – Ongoing
- PG provide group membership lists and meeting schedules for meeting of Project Management Team - Done
- PG chase unreturned Declarations of Interests -Done
- RC check with Katy physical process for obtaining funds - Done
- AG provide information on project risks- Completed by DC and AG and handed out –Areas -Resourcing, Legitimacy, Compliance, Communication & External factors with Main potential impact and Steps to mitigate risk. – Comments by next meeting.
- PG advise Housing group re Steve Bowers - Done

All but one actioned and closed. DC note carried forward to next meeting.

3 Agenda items 28/05/19

1. Minutes of last meeting and actions there from. Completed as above

2. Feedback on meeting with Bell-Cornwell

A relaxed meeting with Liz Alexander who impressed the delegates. DC gave a resume of our current position and draft project plan. LA felt we were well organised at this stage and would benefit from a flexible contract model (no donkey work) and would be able to give us expertise in key areas. E.g. Drafting Policies, Consultation question and answers, checking plan for approval, legislation and finding shortcuts to alleviate our workload. She will be attending our full meeting on 4th June hopefully to sign the contract (broad brush). Cost issue sorted at £100 per hour with a maximum 5 ½ hour day. Further help would be given to us for: an earlier more robust/definitive housing need figure than Wokingham Borough Council: assisting with establishing green spaces: advice on the recent government guidance on Neighbourhood Development Plans.

3.Feedback and actions from Project Management Meeting

AG said he and DC had been working to produce a project management tool and showed the group the first draft of the overview based on excel, which was well received. He added there was further work to do in completing “to do” lists for individual work groups and once this was done it would be circulated to the groups for their comments. The tool sheet was handed to us for further comment at next meeting. The Vision statement had been discussed and it was felt to be too detailed and it was to be amended by Sue Cornish to be presented at the Communications group meeting tonight. AG’s position was that the vision had to be fairly flexible and was happy to exceed recognising change is inevitable. The Question and answer consultation was now being handed over to Communications group with the intent of getting it out for Autumn

2019. It was felt that there would be 2 consultations the first to get a broad view of our vision and therefore testing our vision objectives. The second to have specific questions around the results of the first consultation. AG had found a good reference – My Community - Social Survey Toolkit.

It was felt that a flyer/ leaflet through the letterbox was 'old hat' and that coordination with an online survey possibly survey monkey would be more successful.

The FNDP Logo – branding was agreed plus the purchase of an URL for this purpose. Cost £10.

The consultation communication explainer forwarded to NW and RM .

4. Update on Project Plan

AG produced a copy of the project plan that had been drafted by DC & himself. It had been populated with more detail and included under pinning tabs for each of the groups. It needed a final check with the groups with proposed and actual dates to follow. Jim Amos would be taking over keeping the Plan up to date, monitoring from group documents. Chairs of the groups are to inform JA of changes to the plan. This document to be used by the project management group with suggested monitoring on a weekly basis.

5. Prep for Full team meeting, June 4th.

There was no agenda set yet. It was felt that DC would set the scene for Bell-Cornwell to show them and the group chairs where we were at giving an overview of the work we have undertaken. Then ask Bell-Cornwell to respond. A fee for B-C attendance was discussed and it was expected that there would be a fee to pay. A broad brush flexible contract would need to be signed. AP to contact DC to discuss present position.

6. Budgeting process and management as we have two groups requiring to spend money (Proposal that this sits with the Admin team)

AG had negotiated an £1000 budget over which he had control as chair to enable purchases of goods and services. We had received a draft outline process for expenditure from the parish clerk the Responsible Financial Officer (RFO). This was discussed in detail. It was agreed that we needed a decision tree format and that the expenditure process needed some amendment. AP was to speak to the RFO (Katy) in order to progress the process.

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. A budget has to be drawn up as Locality funding is dependent on this.

Grant application

Discussion ensued concerning the timing of the submission of the grant application. Several areas discussed were:- All chairs to submit their proposed expenditure to admin group: The timing of the form to express our interest: Completion of a dummy application: The grant can be applied for on a bit by bit process: Were Locality ready to receive grant applications?. Once our interest was expressed we would have 15 days to complete the application for that part of the plan that required finance. It was decided that AG would check to see whether applications could be submitted now. RM would ascertain who would be completing form and when?

Actions

DC speak to Katy re putting all minutes on parish website

AG provide information on project risks Completed and handed out – Comments by next meeting

DC/AP Bell-Cornwell contract. AP to discuss with DC.

AG Amended vision statement agreement at Communications meeting tonight.

PG Confirmation that Jim Amos will be responsible for maintaining FNDP Project plan

AP to discuss with KD finance process and amendments

RM Grant application process – who completing- when – expression of interest.

ALL to comment on draft Risk Register and draft FNDP Project Plan

Date of next meeting: Tuesday 4th June 2019 at 9.30am FBC

Meeting closed 10.40 am

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