

Present:

Allan Gibson
Roger Marshallsay
Graham Jukes
Pauline Grainger

Apologies:

David Cornish
Roland Cundy
Andrew Pearce

1) 1 Minutes of meeting

- a) Minutes of meeting 20/08/19 accepted and signed as a true record of meeting. A signed copy to be given to Parish Clerk for filing.

2) 2 Actions from Meeting 20/08/19

- a) DC to discuss increased short-term financial support from the PC, as a 'backstop' if the Grant is not approved on time. Not required; grant expected this week. CLOSED
b) AG to confirm the final 'unlocking' of the Survey Monkey account. Done. CLOSED
c) AG to confirm that all is OK regarding the Hyperlink for the questionnaire. Confirmed. CLOSED
d) RM to update on Grant Application. Successful. CLOSED
e) DGC to confirm that JM has provided DF with the delivery listing. DF organised. CLOSED
f) DGC to enquire if the PC would take ownership of the Survey Monkey account long term. O/S
g) DGC will email all of our 'loose, lost or tentative' contacts and ask them to become 'occasional helpers'. DGC will also post a request for helpers on the Facebook page. O/S
h) RM to suggest next steps re supporting the Housing Association application in the village. RM spoken to Simon Weeks who will be meeting Charity in September. Appeal expected against decision sooner rather than later but we will be kept informed. CLOSED

3) 3 Agenda items

- a) Housing meeting attended by AG
- i. Following this meeting CM advised AG that Gladmans have submitted a pre notification to WBC for a planning application on the field behind the doctors' surgery. Finchampstead Parish Council will stand by its previous refusal for this development.
- ii. AG said the group wanted an appraisal of the "call for sites" and RM said this could be found on the WBC website and it was very informative and user friendly.
- iii. AG said the difference between the Housing Needs Assessment and Housing needs survey was that the former was formulaic, scientific and detailed whereas the latter was the result of asking people what they want, ie the FNDP questionnaires. He thought the FNDP survey should therefore carry weight in the needs assessment.
GJ though CM would be able to do this but it was laborious and time consuming. The census and its revisions (the last one about 5 years ago; next one due in 2021) would provide the required data.
- b) Meeting 28-08-19
- i. AG would still like to see parish website updated and understands the parish council is in control. However he felt the wording on the FNDP page could be updated and would suggest use of DF's recent copy for Finchampstead magazine.
- ii. Lyn barrow will take responsibility for analysing questionnaires but needs support. PG volunteered (subject to time requirement) and AG will ask J Amos and B Smith.
- iii. RM wondered if volunteers could put the data from returned questionnaires onto Survey Monkey as this produced a report. Also how did Survey Monkey analyse free text? AG thought this was by using "word cloud" and that our membership level contains this facility.
- iv. Alternatively could LB analyse results in same format as Survey Monkey and would she be able to draw a report from results?

- c) Project management meeting 3/9/19
 - i. AG wants to make a decision on questionnaire evaluation team.
 - ii. AG advised there will be an electronic version of power point presentation after full group meeting on 10th September.
 - iii. GJ said there was a meeting of Rights of Way committee in September and wonders if invites should go out to interested volunteers to attend alongside ramblers, Riders etc. He wondered if similarly at the next planning committee meeting it would be useful for members of housing and green group to attend.
 - iv. AG asked PG to find out if the Project Plan had moved forward since the last PM team meeting.
 - v. GJ advised the first draft of the Green Space narrative was available and AG asked for sight of it (and DC) before sending to everyone.
 - vi. Discussion followed as to the format and style of the final FNDP and the consensus was that
 - Paragraphs should be numbered
 - Text should be short with specific detail
 - Should be diagrams and pictures
 - Easy on the eye
 PG though DC had already volunteered to make a start on suggested formatting.

4) AOB

- i. PG asked if there was a poster available to display in windows or on notice boards as she had been asked by someone who runs a small business for one for their waiting room. RM suggested using front of either of the two A5 flyers already produced.
- ii. RM also said that they were possibly short of new flyers for the parish distribution as some new homes in Arborfield and the corner of Crowthorne had not been included in numbers. He is expecting to have 6000 questionnaires printed and not 5000.

5) Actions

Outstanding

- a) DGC to enquire if the PC would take ownership of the Survey Monkey account long term. O/S
- b) DGC will email all of our 'loose, lost or tentative' contacts and ask them to become 'occasional helpers'. DGC will also post a request for helpers on the Facebook page. O/S

New

1. AG speak to Katy re updating FNDP webpage with current wording which he will provide
2. AG finalise team for evaluation of questionnaires
3. PG find out if there is a more recent project plan than one presented to meeting on 30-7-19
4. GJ send First Draft Green Space narrative to AG/DC

Date of next meeting: Tuesday 10th September, 9.30am FBC

Meeting closed 10.30 am

Signed as a true record of the meeting:

Date:.....

