

Present:

Allan Gibson David Cornish
Andrew Pearce Pauline grainger
Graham Jukes

Apologies:

Roger Marshallsay
Roland Cundy

1) Minutes of meeting

Minutes of meeting 03/09/19 accepted and signed as a true record of meeting. A signed copy to be given to Parish Clerk for filing.

2) Actions

- a) DGC to enquire if the PC would take ownership of the Survey Monkey account long term. Council meeting next week. ONGOING
- 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. ONGOING
- 1. AG speak to Katy re updating FNDP webpage with current wording which he will provide. Katy is expecting to do this today and Katy also advised that the new parish Council website will be up and running in about ten days. CLOSED
- 2. AG finalise team for evaluation of questionnaires. Team of JA, LB and PG standing by and to meet with NW on 4th October. CLOSED
- 3. PG find out if there is a more recent project plan than one presented to meeting on 30-7-19. There didn't appear to be one but DC was going to check this. ONGOING
- 4. GJ send First Draft Green Space narrative to AG/DC. Sent. CLOSED

3) Other items

1. Green Space team

GJ updated the SG on the Green Space team work following a meeting last night. They are down to 3 active members – GJ to lead group, RM will prepare minutes, BS is bringing it all together. The narrative is now on Version 6 and GJ is going to add photos and other information to the narrative then dump it in cloud in the Green Spaces documents.

They are organising 3 meetings:

- i. Housing group
- ii. Rights of Way Committee in October
- iii. Community groups ie horse riders, walkers, cyclists, runners etc

Information which comes out of these meetings will then be added to the existing narrative as an amendment.

DC advised John Cornish will remain on list of volunteers as an occasional helper.

2. Leaflet distribution

AP still concerned that questionnaire is being delivered by hand by volunteers as he feels this will not lead to 100% delivery. GJ and PG did not share his concern and felt once allocated the volunteers would deliver. However DC/GJ did wonder what the impact of a looming general Election might have on deliveries.

AG reiterated the rationale behind this – a cost saving of £600 and the parish is not defined by a single postcode making PO delivery difficult.

AG is going to look at rounds still not allocated and there were a couple of suggestions

DC do Wellingtonia/The Ridges instead of RC (he will discuss with him a round swap)

JC be asked to deliver Jerry Moor Hill as he lives in the road.

3. Questionnaire

AG advised the questionnaires were all printed but he still saw an issue around the partially sighted. AP agreed to ask Steve Bowers if he would contact the 15 or so registered partially sighted residents and advise them they could request the questionnaire in a larger format.

There will be a link to the questionnaire on Facebook and the parish website.

AG also advised the questionnaire was dependant on local knowledge but overall it was felt we couldn't address this – it was up to individual residents to find out more if they wanted and people would answer the questionnaire based on their own individual interests.

AG will report on sample questionnaires received to date at the Full Group meeting this evening but it did not appear from a first glance that there was anything in the questionnaire that needed changing.

4. Full Group Meeting

The attendance for the meeting will be low as many have sent apologies. There will be one new member David Evans but AG/DC have heard nothing further from the Scout leader. AG was concerned about the projection facility as we were in the Library. DC said he would organise laptop and TV screen. The presentation consists of:

Welcome

Look back on where we started

Reminder of mission

Reminder of what we've set out to do

Achievements to date

Projects for next 6 months

Challenges ahead

Maintaining momentum

Complexity of subject matter going forward

Engagement and Communication

Special skills required for final document

Obtaining/retaining support

DC felt what lay ahead was more challenging but also probably more interesting and would be more "doing" rather than ticking bureaucratic boxes. He felt the group had consolidated to a group of "idea" people and those who wanted specific tasks with there being more of the latter. However all these people remained fully engaged and were making good progress. It was important as we move forward to get the right person in the right place.

AG felt the list of tasks has evolved into something more intuitive and housing needs /green will interlink. Housing group have a meeting with WBC, James McCabe, in Sept and AP felt the SG should also meet with WBC. DC would arrange this now, but for October after Housing have had their meeting. He will also arrange for DC/AG to meet with Simon Weeks before this to get advice on any pitfalls or clashes he feels we need to avoid. AG will talk to the full group to see if it is thought Liz Alexander would be needed to help with housing needs numbers.

4. Actions

Outstanding

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

- c. DC to find out if there is a more recent project plan than one presented to meeting on 30-7-19.

New

1. AG look at distributing outstanding delivery rounds; suggested JC be asked to deliver Jerry Moor Hill
2. DC talk to RC about “swapping” Wellingtonia/Ridges for one of his rounds
3. AP contact Steve Bowers about advising partially sighted residents about alternative questionnaire formats
4. AG report to Full Group on 10/09/19 initial comments on test questionnaires
5. DC arrange meeting for DC/AG with Simon Weeks
6. DC arrange meeting for some members of SG to meet with WBC
7. AG determine whether we need LA (Bell-Cornwell) to help with Housing Needs number

5. AOB

Overall it was felt weekly SG meetings and fortnightly PMT meetings were no longer required and probably it would settle into a pattern of fortnightly SG meetings and monthly PMT meetings.

Suggested dates:

Steering Group: - September 17th, October 1st, 15th 29th

Project Management Team: October 1st, 29th (AG will confirm in due course if the meeting scheduled for Oct 15th is required)

Date of next meeting: Tuesday 17th September, 9.30am FBC

Meeting closed 10.20 am

Signed as a true record of the meeting:

Date:.....