

Finchampstead Parish Council

Minutes of Neighbourhood Development Plan Working Group meeting, Mon 25th March 2019 February 2019

Attending;

Cllr D Cornish – Chair (DGC)
Cllr R Cundy (RC)
Cllr G Jukes (GJ)
Pauline Grainger (PG)

Apologies;

Cllr R Marshallsay (RM)
Cllr R Woof (RW)
Cllr A Pearce (AP)
Allan Gibson (AG)

1. Introductions

- a. Pauline Grainger was welcomed to the Group on behalf of the Admin and Project Management sub-group.
- b. Apologies received from Allan Gibson, who will be joining the group as Chair of the NDP Project Team.

2. Project Team Meetings

- a. The meeting on 19th March was considered very successful, with four working Sub-Groups established.
- b. It was agreed that a further Project Team meeting should be set up for the end of April, principally to establish Terms of Reference and ways of working for the wider project team.

ACTION DGC to arrange this

3. Organisation

- a. It was agreed that we need to establish Terms of Reference for the wider project team and for the sub-groups as a matter of urgency, principally to avoid duplicating efforts between the teams and to ensure that correct decision-making protocols are established.

ACTION – PG and the Admin Team will co-ordinate producing these draft ToR's.

Suggestions / contributions from members of this group should be sent to her.

ACTION – DGC to send outlines of purpose and remit of each team to PG, based upon the presentation made at the 19th March meeting (*This action now completed*)

- b. It was agreed that we need to be clearer about team nomenclature and reporting lines. It was also agreed that to have one team incorporating the present Working Group and the leads of each of the sub-groups would be impractical.

It was agreed that this team would now become the 'Steering Group' and a second team, consisting of the chairs of the sub-groups plus PG and DGC, to be chaired by AG would be constituted to co-ordinate the activities of the project team.

ACTION – DGC to draw up proposed remits for each team and share with this team (*This action now completed*)

ACTION – RC to decide if this (especially the reconstituting of the Steering Group) needs to be ratified by the Parish Council.

- c. GJ proposed that some thought now be given to the formation of a 'Drafting / Writing' Group.

4. Project Team Admin

- a. Although some thoughts were expressed that 'Google Drive' might be the easiest option, it was agreed that we would initially seek to use the Parish Council Cloud Drive as the main 'E Data' sharing platform.

ACTION – PG/RC to liaise with Clerk and Steve Bromley about setting this up.

ACTION - PG to propose an initial file structure (*This action now completed*)

- b. It was agreed that the project team should use personal email addressed and that we would not attempt to issue them with Parish Council email boxes.
- c. It was agreed that all project team members should be asked to read and abide by the Parish Council IT & Communications policy.

ACTION – DGC to inform Project Team members at next Project team meeting.

5. Consultants

- a. RC reported that Bell Cornwall have now been appointed, and that Ms Katie Bailey is prepared to offer us some voluntary consultancy assistance.

6. Designation

- a. RC Confirmed that this had now been approved by WBC.
ACTION - DGC to inform Project Team Members

7. Date of next Meeting

Tuesday 2nd April, 9.30am at FBC library.

8. Meeting closed 10.30am