

9.30am

Present:

David Cornish

Graham Jukes

Roger Marshallsay

Allan Gibson

Andrew Pearce

Roland Cundy

Apologies:

Pauline Grainger

### 1 Minutes of meeting

Minutes of meeting 11/06/19 accepted and signed as a true record of meeting. A signed copy to be given to Parish Clerk for filing.

### 2 Actions from Meeting 11/06/19

- DC pass Project Plan to Jim Amos (Process Management & Admin) – done, closed

### 3 Agenda items 18/06/19

#### 1. Project Plan

AG has asked the team leaders what they want from Bell Cornwell.

The Facebook page is up and running.

Much celebrating by the Keep it Green group over the loss of the Gladman's appeal. The group is meeting on the 20<sup>th</sup> June in the evening at the Two Pop's for a get together. This will be used to further publicise the FNDP.

A newsletter is being prepared.

AG has created a letter that has been sent to various newspapers in the area for possible publication.

AG has requested budgets from all groups.

#### 2. Communications

The questionnaire was discussed at the last Comms meeting. Broadly there was a buy in to it but the Steering Group had a feeling that as there was to be two questionnaires that the first one should be less detail and confirming that the residents bought into our basic Vision. The detail would come in the second questionnaire.

The group are trying to get their minds around the costs involved. Ideally they want to put the questionnaire in an envelope addressed to the householder and within the envelope there is a return envelope that is prepaid, this hopefully would encourage people to fill it in. This would run alongside a Survey Monkey on line questionnaire that could be completed. The group would prefer it to all be on line but recognise not all households have access to the internet or confident on using it. Survey Monkey is free up to 100 people but we need more respondents so we will have to pay £35/month. Not sure how many months we will have to pay for it. AG has a brother in Basingstoke DC and is checking out costing for printing, also RM is checking on pricing as well.

The aim is to have the first questionnaire ready by early July, test on a small group and then have it fully distributed in October.

There appears to have been a hiccup in getting the domain name purchased and the name then populated in various links.

RC to talk to Steve Bromley to sort out any issues. This to be completed this week/by the 22<sup>nd</sup> June.

3. Locality Grant

RC is to meet with RM by or before the 25<sup>th</sup> June to discuss this.

4. AOB

- i. There is a Parish Council (PC) meeting on the 19<sup>th</sup> June and DC feels that he needs to make the point that it is going to slow down the whole momentum each time FNDP wants to issue a letter/statement/communication to the public if it has to go to the PC for ratification. In the original Stage and Gate plan we put forward we indicated we would come to PC but this is just not practical now. The SG feel there is enough of the PC within it to ensure we minimise any opportunity for an inaccurate statement going out and having an impact on the PC.
- ii. The agenda for the next Project Meeting, 25<sup>th</sup> July, will be the same as the previous one.

Actions

- RM monitor social media sites (ongoing)
- DC pass Project Plan to Jim Amos (Process Management & Admin)
- DC prepare amended budget schedule for Project Management meeting 11/6/19
- AG to ask groups to look at their suggested budget and advise it is only a suggestion, not an allocation
- DC chase Bell-Cornwell re contract
- PG prepare summer holiday schedule for members of steering group
- PG ask chairs of working groups for holiday dates and prepare schedule for Project Management team
- RC to talk to Steve Bromley to sort out any issues. This to be completed this week/by the 22<sup>nd</sup> June.
- RC is to meet with RM by or before the 25<sup>th</sup> June to discuss this.

Date of next meeting: Tuesday 25<sup>th</sup> June 2019 at 9.30am FBC

Meeting closed 10.29 am

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

Date:.....