

Present:

David Cornish

Andrew Pearce

Roger Marshallsay

Allan Gibson

Pauline Grainger

Apologies

Roland Cundy

Graham Jukes

1 Minutes of meeting

Minutes of meeting 18/06/19 accepted and signed as a true record of meeting. A signed copy to be given to Parish Clerk for filing.

Actions from Meeting 18/06/19

- RM monitor social media sites. DC noticed that comments about the WBC consultation had ended up on NDP Facebook pages and after discussion it was decided to ignore on the basis the WBC consultation is current and will be out of the way by the time the FNDP questionnaire goes out.
- DC pass Project Plan to Jim Amos (Process Management & Admin) – actioned and closed.
- DC prepare amended budget schedule for Project Management meeting 11/6/19 – actioned and closed.
- AG to ask groups to look at their suggested budget and advise it is only a suggestion, not an allocation. Only one response to date but expecting more at Project Management mtg this evening - closed
- DC chase Bell-Cornwell re contract – chased and awaiting response.
- PG prepare summer holiday schedule for members of steering group – actioned and closed.
- PG ask chairs of working groups for holiday dates and prepare schedule for Project Management team – awaiting some responses, closed.
- RC to talk to Steve Bromley to sort out any issues. This to be completed this week/by the 22nd June – actioned and closed.
- RC is to meet with RM by or before the 25th June to discuss this. Action, Locality application postponed till RM returns from holiday 19th July. Closed

2 Locality Grant Application Update

It was felt better to delay application until RM returns from holiday as he now has the knowledge of the process. Any current spending will be taken from Parish Council NDP budget and it was hope the grant would still be through in time for the questionnaire expenditure. DC thought ideally any further expenditure should be delayed until after we have received the grant although RM/PG both felt any expenditure ahead of receiving the grant equates to “overspend” at the end of the process i.e. we know the grant will not cover all expenditure and we are going to need to draw down on parish NDP budget at some point.

3 Feedback from main Parish Council meeting

DC said the council were advised that needing prior permission from the Parish Council for various stages of the process inevitably leads to delays which in turn lead to lost opportunities. The council agreed to extend more authority to the Steering Group and were generally supportive. DC will amend the Stage and Gate policy and AP will take it to next Parish Council meeting in July.

There was discussion about how it was best to advise the council on the progress of the project and it was felt a meeting for invited people should be arranged in January when the NDP team could feedback the results of the public consultation. However the Parish Council would need to see the questionnaire before it went out so AG said he hoped a decision would be made on it tonight and he would then pass to AP to take to council meeting in July. AP would need it by 8th July to send out in advance of meeting.

The council would need to be asked in October for a budget of a further £5k subject to the housing group's decision whether or not to apply for an additional Locality grant for a housing allocation. (It was felt this decision might not be made by October)

AP suggested an informal meeting with Ian Church (WBC – Planning) in the autumn to chat generally about where we are with the NDP and to get his general approval for what we've done to date.

4 Amended Stage and Gate Plan

DC presented a revised plan with new guiding principles in the light of the discussion at the parish Council meeting. The guiding principles were agreed but there was much discussion about the timing of some of the gates, particularly as being overly optimistic. Also it appeared that the gates were becoming irrelevant to the current work/tasks. DC offered to redraft in the light of the discussion.

5 Steering group items and timeline on master Project Plan

It was felt the steering group tab should reflect the stage and gate plan so once this has been redrafted DC offered to work with AP to populate tab. AG advised he's spent time on the Project Management tab but feels it is not feasible to complete with any certainty. The project is ongoing and remains fluid and flexible so dates and order will be constantly changing. It is important however that critical tasks are consistent with the lesser tasks. All tabs will be passed to Jim Amos and it was felt we need to understand how he wants/needs to work with the lists.

6 Consultation Process update

The consultation questionnaire V7 was discussed and the overriding thought was that it was too lengthy which increased both printing and delivery costs as the latter were based on weight. However all were in agreement the content was good

Thoughts on reducing length:

Shorter text boxes

Remove header from every page

Remove front info sheet & have this as a separate page with parish map on back

It was felt this should enable the questionnaire itself to fit on 8 pages.

Katy raised cost of publication and storage once printed. She also felt "stuffing" should be included in print job. RM has offered to store. Katy will continue to investigate costs.

7 Project Management team meeting

AG said the major discussion would be about the consultation questionnaire and the project plan. In respect of the latter he felt it was important to understand how JA wants it done to enable him to monitor it but an important point would be for him to pick up inconsistencies.

8 AOB

- i. RM wondered if the referendum could fit in with the 2021 local elections but others thought that there would not be any local elections that year. AP suggested we ask Ian Church when he thought would be a good time.
- ii. PG pointed out that the only minutes on the NDP page of website were those of the steering group and felt, as this was a volunteers' project at least the minutes of the project management team should be on the page as well. It was agreed and DC said he would organise
- iii. Steering group meetings to remain weekly until end of August and then reconsider

Date of next meeting: Tuesday 2nd July 2019 at 9.30am FBC

Meeting closed 10.45 am

Actions

- RM monitor social media sites. (ongoing)
- DC chased Bell-Cornwell re contract; awaiting response from B-C
- RM initiate Locality application as soon after 19th July as possible
- DC amend Stage and Gate Policy
- AP present Stage and Gate Policy and FNDP Questionnaire to Parish Council on 18th July.
- DC/AP populate steering group tab of master Project Plan
- DC arrange for project management team minutes to go on NDP web page

Signed as a true record of the meeting:

Date:.....