

Present:

Andrew Pearce  
Roland Cundy  
Graham Jukes  
Roger Marshallsay  
Pauline Grainger

Apologies

Allan Gibson; David Cornish

Minutes of meeting

Minutes of meeting 9/4/19 accepted and signed as a true record of meeting. Signed copy given to Parish Clerk for filing.

Minutes of meeting 2/4/19. The clerk to the parish council pointed out that the minutes could be considered ambiguous in respect of the comment relating to the construction of an NDP website. This was noted.

Declaration of interest

There were no declarations of interest

Agenda for group meeting 29<sup>th</sup> April

- Update
- Outline terms of reference for each group
- Internal communications – PG to ask Jim Amos to address meeting. JA needs to stress that the Process and Admin team are responsible for internal communications but it's the remit of the Communications team to address all external communication
- Vision Statement – this should be available
- Structure of new groups out of vision - input from all to take forward formation of other groups eg housing, transport, green space etc . It was felt this should be led by AG. PG to speak to AG ahead of meeting and advise him of this suggestion.

NDP Structure and reporting

Steering group agreed with the recommendations of the document for structure and reporting provided by DC but felt it was the remit of the Process & Admin team to decide on how the "filing" system itself should operate. When expenditure was planned it was felt the chair of finance – Roger Woof – should sign it off.

Grant Application

There was a lengthy discussion about the Grant application process and it was noted that Bell-Cornwell's daily rate was over the maximum permitted. Other points raised

- B-C were unaware of allowance within precept money
- RM understood the 3 quotes were necessary for fixed price packages not daily rate
- RM felt there was an onerous collection of information required for the form but not surmountable, with help
- RM examine application more fully and create a document to detail onerous sections and exactly what information is required in advance of completing application
- Timing critical for application; a May application should lead to funding by end of June but you can only apply for funding for specific expenditure, not for a general fund.
- AP concerned that having to apply in this way could lead to an increase of expenditure for the Parish Council
- AP contacted lead of Aborfield & Barkham NDP to ask questions about process – as yet no reply

- RC will call Locality helpline to find out more information about process for general finance rather than specific

Group Updates

*Communications:* Group has had sight of a questionnaire which looks suitable for our purposes. RM will circulate to steering group ahead of circulation to whole group. RC thought that when it was circulated each work group should be asked if there were particular questions they wanted added. Further RM said it was now felt the questionnaire would be more expensive than originally anticipated as in order to elicit a better response the questionnaire should be delivered in an envelope with Parish Council on the front and a prepaid reply envelope included. The questionnaire should also go out online.

*Vision:* GJ will suggest at tonight’s Vision group meeting that they begin to think about formation of more specific groups covering other areas from the jig-saw.

Register of Interests

AP advised that there may be sensitivities around volunteers being asked to complete a declaration of interests which would be made public. The steering group stated this was not the intention but felt it was necessary to have knowledge of any interest volunteers have in building/housing and /or development and felt the draft provided by AG was well written and thought out. The letter should go out but with an assurance that this information was not for the public domain but an internal piece of “housekeeping” which would be stressed at the meeting on 29<sup>th</sup> April.

AOB

RM informed the meeting that the only noted responses to the Shinfield plan consultation were from developers and the inspectors took this into account when reviewing the plan. We must ensure that at our public consultation we ensure we collect comments from the public.

RM showed the group the logo designed by the Communications group but he was asked to take it back to the group as the steering committee had already agreed at a previous meeting that the existing parish logo should be used as the plan comes under the Parish Council.

Date of next meeting: Tuesday 23<sup>rd</sup> April 9.30am FBC

Actions

- PG ask J Amos to address full group meeting regarding internal communications
- PG to speak to AG about leading formation / structure of new groups at the full group meeting
- RM provide a briefing document on onerous sections of application process and info required
- RC call Locality helpline for more information regarding general expenditure

Meeting closed 10.30am

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

Date: .....