

Present:

Allan Gibson

Andrew Pearce

Graham Jukes

Pauline Grainger

David Cornish

Roland Cundy

Roger Marshallsay

Steve Bromley (for IT update and Communications))

Minutes of meeting

Minutes of meeting 16/4/19 accepted and signed as a true record of meeting. Signed copy given to Parish Clerk for filing.

Minutes of meeting 2/4/19. PG asked for clarity regarding the “ambiguous” comment in the minutes from this meeting: the Parish website is being re-created and there will be an FNDP area within the Parish website, as opposed to the FNDP having its own website.

Actions from Meeting

- PG ask J Amos to address full group meeting regarding internal communications - closed
- PG to speak to AG about leading formation / structure of new groups at the full group meeting - closed
- RM provide a briefing document on onerous sections of application process and info required. RM advised the meeting that Locality would not now be accepting new applications prior to middle/end of May which means funding will not be available until mid/end June. Also the grant application is fairly straight forward but the onerous sections apply to the application for technical support.
- RC advised that he has not yet been able to make contact but will keep trying

IT Update

SB informed the meeting that the storage area for the FNDP was effectively a “private” cloud within the Parish cloud and totally separate from parish business.

Members of the FNDP group who were parish councillors could use any of the three methods SB provided for access to the FNDP cloud and the non-parish councillors either of two. They were not mutually exclusive.

PG said she had found the instructions clear and easy to follow and had no problems when setting it up on her “windows” based PC but AG had problems opening the downloads on a Mac. SB said there were sometimes problems for Mac users and he would help AG to access the cloud. This could be an issue for other volunteers so PG was asked to send out log-on instructions to all volunteers ahead of Monday’s meeting. PG was asked to request that volunteers do not add, delete or amend documents on the cloud until after Monday’s meeting.

Communications

There was further discussion regarding the wish of the Communications group for a different logo for the project. SB said the FNDP is not run by the Parish Council and it must therefore take a back seat and let the volunteers run the project. He felt the process has inbuilt checks and the Steering Group has the final say in signing off the documents. He felt it important that “Parish” was dropped from the heading of documents so it was agreed the designated name for all documents would be “Finchampstead Neighbourhood Development Plan” - FNDP. DC said that the FNDP group has a finite life and at the end of the project the Parish Council has ownership of the plan so there would not be a problem with the project having its own identity for the lifetime of the process. It was decided that a new logo could be used but for all external communications (eg questionnaires etc) there must be a disclaimer at the bottom of the document along the lines:

This document has been published by the FNDP, a mandated, semi-autonomous community working group, on behalf of the Parish Council.

DC will advise the communications group.

Agenda for Monday 29th April

DC advised that AG would chair the meeting and that he had prepared a draft agenda. AG highlighted four items on the agenda:

3. Structure & Working Arrangements

AG advised he had discussed the documents required with PG, and she had agreed to assemble the latest versions of these documents. RM asked when the documents would be sent out and PG advised that she hoped to send them out today. The volunteers would be asked to read all documents ahead of the meeting.

4. Reports from Working Groups

AG has allowed 5 minutes for the update and a further 5 minutes for comment/feedback. The intention is that any comments/feedback on the report is for further discussion within the specific group and the meeting is not the forum for rewriting or making decisions on the comments.

5. Public Consultation

There was a lot of discussion on the format and timing of the Public Consultation:

- Everything needs to be considered – transport, schools, housing etc before consultation can go public
- One questionnaire is too big a challenge; it should be a series of consultations
- There have been two fairly recent WBC surveys and we should be taking data from these; who would review the previous surveys?
- Communications will formulate the structure of the surveys/questionnaire but needs questions from the working groups
- Not realistic to have a survey available until the autumn
- Shouldn't wait till autumn as this would involve a lack of engagement meantime
- Funding shouldn't hold us back as there is funding in Parish budget

No decisions were made and DC suggested the next Steering Group meeting should be dedicated to how we move forward on the consultation. RC suggested we seek help from Katie (Hart Council) who has offered help FOC.

6. Formation of New Working Groups

AG thought the teams (Housing and Green Spaces) needed a little shaping and whilst he would ask for volunteers it would be useful if DC would look at the backgrounds and interests of the volunteers and make some suggestions.

AOB

AP suggested we should move forward with questions which are ready for consultants and RC suggested a "quick meeting" at their premises (Hook) should be arranged for a small group (suggested four members of the team to include AG and AP) before 4th June. AP will research available dates.

AG asked to schedule 6 months of meetings for Project management team and Full group.

Actions

- RC call Locality helpline for more information regarding general expenditure.
- AG to contact SB for help with "cloud" setup
- PG send out "cloud" log-on instructions
- PG send out papers for full group meeting
- DC advise Communications re decision on logo
- AP investigate availability for meeting with Bell-Cornwell
- AG prepare schedule of meetings for next 6 months

Date of next meeting: Tuesday 30th April 9.30am FBC

Meeting closed 10.37am

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