

Present:

Allan Gibson
Graham Jukes
Pauline Grainger

David Cornish
Roger Marshallsay
Andy Pearce

1.Apologies

Roland Cundy

2.Minutes of meeting

Minutes of meeting 30/4/19 accepted and signed as a true record of meeting. Signed copy given to Parish Clerk for filing.

3.Actions from Meeting

- AP has set up meeting with Bell-Cornwell on 21st May at their offices in Hook at a time to be arranged. Suggested 12 noon. It was agreed that a set of questions should be sent in advance together with request for someone from B-C to attend full group meeting on 4th June. It was thought at some point a contract would need to be signed
- AG prepare meeting schedule for next 6 mths - schedule provided for PG to put on cloud
- PG request copy of suggested group logo and distribute to full group - closed
- AG email NW for thoughts - closed
- DC speak to SB about security issues/viruses and whether the software can easily be removed from a PC at end of project - o/s
- DC speak to Katy re minutes on Parish website - o/s
- DC prepare work remits for Housing and Green Spaces. Remits provided for discussion; agenda item

4.Meeting with Laurence Heath

DC, AP and PG met with Laurence Heath (PM of Aborfield and Barkham NDP) on 01/05/19. He provided some very helpful information and AP had provided notes from the meeting. DC will add these to other interview notes the steering group has accumulated over the last 6-9 months and upload them onto the cloud.

AG took from the notes the importance of a project plan and the project step process. DC agreed to "kick start" the plan and it was agreed this should then be passed to the Project Management and Admin team. PG advised that Jim Amos had already suggested this was a task for his team.

5.Full group Meeting 29/4/19

Eric Davies contacted DC with a couple of points arising from the meeting.

- The ToR made no reference to disability in the paragraph "regardless of gender....." DC asked PG to look into this
- He was unclear as to how group decisions would be taken forward/signed off – as an example the Comm's logo decision which seemed a fait-accomplis.

It was agreed that when a group had a document (or other) which required agreement the chair of the group should circulate it to the full group of volunteers for information and comment. It is then up to the chair to review any comments prior to taking the document (or other) to the project management team meeting for approval. RM agreed to ask NW to send the logo and rationale behind it to everyone (via PG) for information /comments. There was concern as to whether or not anything was happening with the two new groups – Housing and Green Spaces and PG was asked to send out an email to the members of these groups asking them to arranged their first meetings and suggest leaders for each group – Francis Ryder, housing and John Cornish, Green spaces

6. Work Remits

AG felt the two remits covered everything and more besides within the specified categories – housing and green spaces.

There was further discussion about a call for sites as additional money is granted if suitable land is found – however RM re-iterated this land has to be over and above anything already considered by WBC. The additional funding is for technical advice.

Future consideration should be given to commercial/industrial sites, farming, access to footpaths and cycleways but it was thought these groups will morph out of the housing and green spaces groups as the groups begin their research.

RM advised the “Locality” booklet had a useful glossary of terms/definitions and there was more on their website. It was agreed the Work Remits should be put on the cloud in pdf format.

7. Agenda for project management team meeting 21st May 7pm

AG has had thoughts on the agenda and felt the items for the first meeting should cover

- The structure the Comms team requires to communicate
- Questions from other working groups for questionnaire so that Comms team can work on the most effective way of asking the question (in terms of eliciting maximum response)
- A business case for funding from the Comms team
- Confirmation that the “Vision” statement is being fully embraced by all groups. AG will review the work groups are currently doing
- Workload is being shared by all members of the teams rather than just the chair
- Guidelines for what is achievable in what time frame
- Ensure housing group researches in respect of “housing needs” what locality and WBC can offer in terms of data/help.

8. AOB

As several members of the steering group are unavailable on 14th May it was decided to cancel that meeting and have a slightly longer meeting (1 ½ hours) on 21st May.

Actions

- AP arrange time on 21st May with Bell-Cornwell and forward questions in advance
- PG upload meeting schedule to cloud
- DC prepare first draft of Project Plan/process
- PG look into ToR in respect of disability
- RM ask NW to send out email re logo
- PG email to Housing and Green Spaces re group membership, leader and meeting
- PG upload Work Remits to cloud as pdf

Date of next meeting: Tuesday 21st May 9.30 – 11.00am FBC

Meeting closed 10.30 am

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