

## Present:

Roland Cundy  
Andy PearceDavid Cornish (chair)  
Roger MarshallsayAllan Gibson  
Graham Jukes

Pauline Grainger

**Minutes**

Minutes of meeting 06/10/20 accepted as a true record. An electronic copy will be sent to Parish Clerk for the website and the hard copy will be retained for signature at a future date.

**Actions**

1. DC schedule meeting with Slavchev to include SW and RC. Outstanding
2. RM investigate cost of printing glossy summary document and putting in envelopes. Agenda item. CLOSED
3. DC advise PMG on recommendation of SG for residents' comments on Summary Draft. CLOSED
4. PG advise DF that AP volunteered to help RM at Gorse Ride School for Roadshow. CLOSED
5. DC ask Katy Dagnall to send reminder to parish Councillors to read FNDP draft ahead of meeting. CLOSED
6. DC put suggestions re FNDP draft to RW at Parish Finance meeting 07-10-20. CLOSED
7. DC follow up permissions for sites of Roadshow at PMG meeting 6-10-20. CLOSED
8. RC will liaise with head of Finch primary as to best possible site at the school. CLOSED
9. DC will ask KD to advise all Parish Councillors that Roadshows commence Saturday 10<sup>th</sup> October. CLOSED
10. GJ will have "Roadshow" in his house for next PC meeting (22-10-20). Not required. CLOSED

**AGENDA**

1. Roadshow report
2. Parish meeting re plan
3. Costs of Mail out re Draft Lite
4. Follow up actions & PMG agenda

**Roadshow report**

AG provided the report and felt overall it had been a very positive round of engagement. A few venues had changed and there were photos from most venues with approx. 362 meaningful engagements and 70 residents to add to list of interested party which AG has started to compile.

The group acknowledged NW's timing was right and the equipment was really impactful causing residents to take note. Merchandise was a good quality and there is in excess of 20% left for future events. DC commented the events were more successful than he expected.

There were a few suggestions around any future events:

- Adrian Draffin had volunteered to do an event at Crowthorne and GJ will liaise with him; DC thought this was a good idea
- AP thought schools were not the best venues as parents were too focused on collecting kids and getting them home. He thought Cali Crossroads and Cali Country park were more suitable
- PG felt NMR school worked well and had as many interested people as at Cali Crossroads; AG added that the schools did attract a younger generation and children – our target areas
- RC mentioned that although the Memorial hall was successful it attracts a lot of people from outside parish

## Parish Council engagement

DC reported that the Parish Council meeting had gone very well and there was a unanimous acceptance from the councillors at what was a very full council meeting. The agreed set of principals were:

- The Parish Council approves and supports the Draft Finchampstead Neighbourhood Development Plan as circulated on Friday 18<sup>th</sup> September.
- The Parish Council delegates to the Steering Group the power to authorise final editorial amendments to the draft plan as part of the publication Process.
- The Parish Council delegates jointly to the Steering Group, the Chair of the Council and the Clerk to the Council, the authority to formally Approve the final Draft plan on behalf of the council, in its final format prior to the Regulation 14 Consultation.

DC said there was excellent feedback, in particular from two councillors and the clerk and S Weeks posed the following question:

what are the plans to maintain the cohesion of the team now that the draft is almost finalised?

AG saw this as a pertinent question but does not feel we are yet at that point. He had on the agenda for tonight's PMG meeting a "Reg 14 stage action sheet" and he shared this with the SG.

The SG team felt it was important to keep the whole group of volunteers updated with monthly reports and remind them there will be the need to review parts of the plan from time to time following feedback and their role/support is still required.

DC's worry is that points he has forwarded to members of the team, which were raised by councillors, have not generated the response he hoped – particularly around brown issues, lights on cycleways and statistics which were not consistent.

AP thought the PMG group should have a process for reviewing feedback.

DC noted that we had agreed to send the amended draft to LA and WBC once more for comment and felt this should happen pretty quickly. He asked what we should do if WBC re-iterate their comments which we might already have rejected and it was felt we reject again.

## Draft Lite Mailing

RM advised the quote he has received from printers for an 8 sided document with a stiff cover with printing on the front page would be:

£1197 printing 5000

£540 envelopes

£275 Putting papers in envelopes

**£2012 in total**

The lead time is one week

AG asked about the cost of an accompanying A4 letter and RM thought this would be in the region of £300-£400. RM felt this would take us over the amount claimed from Locality although the grant had been increased because of Covid. DC suggested RM and AP look at budget for the year so far and the remainder of the year, advising there was still the allocation in the parish budget. He would like to know the cost for mailing to RG40.

There was a discussion about the distribution of mailing and AG said it had been agreed at PMG meeting that RG40 would be posted out and volunteers would deliver remainder to other postcodes. The conclusion was this was something the Comms team should look at but there was concern that a "bulk" mailing in with other pizza etc mail drops would be less successful than an addressed mail shot.

## PMG & follow up actions

AG said a "health check" was recommended and the group who provide the Neighbourhood Plan examiners can do this as a separate process for a fee.

DC though this would be covered by a second inspection by LA and WBC as they would be looking for:

- legal compliance
- evidence based
- any contravention of current policy

GJ & RC felt they would be looking at it from a different angle and we should seek an independent organisation for the health check.

RM pointed out Locality do "health checks" for free.

#### AOB

RM asked what time scale Suzi Rackley was working to and DC said draft should be ready to go by end November but we would know more this afternoon.

DC thought we should also be considering how to manage documents on websites.

Meeting closed 10.20 am

**Next meeting Tuesday 10<sup>th</sup> November, 9.30am**

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

Date:.....

#### Actions

1. DC schedule meeting with Slavchev to include SW and RC.
2. GJ liaise with Adrian Draffin re roadshow event in Crowthorne
3. AG send out PMG documents on remaining Reg 14 actions to those members of SG not on PMG team.
4. AP/RM look at budget for 20/21 for plan, to date and going forward for remainder of year
5. RM investigate cost of mailing out Draft Lite to RG40
6. AG ask Comms team to consider and decide on distribution method for "draft lite"