

**Present:**

David Cornish (chair)	Roland Cundy	Graham Jukes
Andy Pearce	Roger Marshallsay	
Allan Gibson	Pauline Grainger	

**Minutes**

Minutes of meeting 15/12/20 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.

Note: The meeting scheduled for 29<sup>th</sup> December 2020 was cancelled and rescheduled for 5<sup>th</sup> January 2021.

**Actions**

- **8-12-20**

1. DC/SW/KD prepare a standard response for comments on the "FNDP final", which arrive through un-designated channels. **On Going**
3. When FNDP is final in terms of amendments, consistency of words/terminology and pictures DC/AG to contact SR and see if she would be prepared to tidy it up in presentation only, possibly between Christmas and New Year. Action aborted as it was felt task was too big. **CLOSED**
7. DC forward "evidence document", reviewed by WBC, to PG for attaching as appendix to last PMG minutes. DC advised that the two topic papers (key gaps, green spaces) can be attached to minutes instead. **CLOSED**

- **15-12-20**

- 1 GJ to complete map overlays by the 20<sup>th</sup> Dec. Complete and **CLOSED**
- 2 DC to contact JMc re their teams availability to check FNDP over the Christmas period. Action aborted as plan not yet ready. **CLOSED**
- 3 DC to send draft of NDP Lite to JMc asap, as long as it does not slow up the proposed print run. Action aborted. "Lite" with NW to format in high resolution ahead of printing. **CLOSED**
- 4 AP to take photos as mentioned above. Weather unsuitable. **CLOSED**
- 5 RM to take photo's as mentioned above. Quality not good. RC provide alternative. **CLOSED**
- 6 AG to put a draft letter together to go out with the NDP Lite. AG provided two versions of letter one to accompany FNDP "lite" and the other for emailing to mandatory consultees. This latter version was sent to SG during meeting. GJ asked if the original parish list of stakeholders had been provided and AG thought KD had incorporated this into the spreadsheet. **CLOSED**

**Agenda – Status of FNDP**

The "lite" document had not gone to the printers yet as it is with NW waiting for it to be updated to a higher resolution, for enhancement of photos etc. and to ensure latest cover was used – ie "to 2036". AG advised that Survey Monkey was now up and running. RM will ensure it goes to the printer as soon as NW has finished the necessary work.

The meeting then focused on the full version of the plan which was not yet finalised as DC was having problems with formatting issues and "gaps" in the plan.

RM advised there were serious errors in figures in the "housing needs" section of the plan and he was surprised to see the comments still to the side of the plan. This was confusing and did not make it easy to check.

DC advised he had left the changes primarily for the benefit of WBC when they reviewed the plan for the final times – as proof we had considered their comments and accepted some and not others. He was concerned about the figures issue as he knows the figures RM referred to had been amended and after

some debate AG advised they were a result of formatting issues. The concern was how much more of the plan had been distorted/corrupted.

PG suggested WBC be sent a copy of the plan without the comments, on the basis we (and the other working groups) had had a full discussion on their views and had used where appropriate. RC was in agreement and felt it should go to them with a carefully worded letter telling them we had incorporated the comments we felt were relevant to our plan. It was agreed WBC would get a “clean” version of the draft plan (with the two completed topic papers) for any further comment on content as opposed to formatting etc.

DC agreed that we were at a point where a complete recheck of the plan was essential and the SG felt this was too big a task for DC alone. It was decided to work on a clean word/pdf document (with all comments removed) divided into sections, each section being dealt with by a different person. AG, GJ, RC and DC agreed to split the work and DC would send out the appropriate sections to the individuals. AP suggested the way forward was to make notes on a piece of paper (as opposed to tracked changes) stating page number etc as a reference point and noting what is wrong and what it should be.

DC asked the individuals to pay particular attentions to formatting as opposed to content as he did not intend to rewrite chunks of the plan. It was the formatting, punctuation, typos and material content that needed checking at this stage. AP agreed to proof read the final version and RC offered the help of a friend who could look at it with a fresh pair of eyes.

AG agreed with all comments and suggestions but felt this was more than a quick fix and the project plan dates should be extended by two weeks to take the pressure off the team, particularly DC. He would discuss the logistics with the PMG later today. He also thought we should only speak to SR once the final draft is complete as opposed to speaking to her now to fix the “corruption” problems.

Meeting closed 10.40 am

**Next meeting, Tuesday 19<sup>th</sup> January 2021, 9.30am**

### Actions

1. RC send GJ icon view photo from Memorial
2. AG check KD has incorporated original parish stakeholder list into contacts list
3. AG discuss with NW at PMG meeting current status of FNDP Lite
4. DC send WBC clean version of final draft
5. DC, AG, GJ, RC scrutinise a section of draft plan and provide DC with feedback
6. AG discuss logistics of a two week delay at PMG meeting on 5<sup>th</sup> January
7. AG contact SR for a final finite piece of work on plan if required

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

Date:.....