**FNDP Steering Group** Minutes of meeting (via video link) 19-01-21, 9.30am

Present: David Cornish (chair) Roland Cundy Graham Jukes

 Andy Pearce Roger Marshallsay

 Allan Gibson Pauline Grainger

Minutes

Minutes of meeting 5/01/21 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

* 8-12-20
1. DC/SW/KD prepare a standard response for comments on the “FNDP final”, which arrive through un-designated channels. CLOSED, new action opened
* 05-01-21
1. RC send GJ icon view photo from Memorial. Actioned and CLOSED
2. AG check KD has incorporated original parish stakeholder list into contacts list. Actioned and as a test run January Newsletter was sent out to all those who signed up for email information at roadshows. CLOSED
3. AG discuss with NW at PMG meeting current status of FNDP Lite. Actioned and NW added to finish to present a more “professional” appearance to document before sending to printers. CLOSED
4. DC send WBC clean version of final draft . Actioned and speedy and helpful response. CLOSED
5. DC, AG, GJ, RC scrutinise a section of draft plan and provide DC with feedback. Actioned and DC thanksed all for help. CLOSED
6. AG discuss logistics of a two week delay at PMG meeting on 5th January. Actioned, authorised and CLOSED
7. AG contact SR for a final finite piece of work on plan if required. Did not proceed as NW and his son offered to help with final presentation of both Lite and full Plan. CLOSED

Agenda

Status of FNDP

DC attached, to the call for the meeting, the final version of the draft plan. It has been past WBC for the final time and is only missing the links to the website which he will address over the next few days with Katy Dagnall.

DC and GJ advised that WBC had been helpful in their last look at the plan but there were still a couple of areas that didn’t sit comfortably with them – criticisms of infrastructure and the opportunity for developers to use the FNDP against WBC. These were addressed as sympathetically as possible. DC will now pass FNDP, once AP has finished a final proof read, to NW as a word document for the finishing touches to the presentation. DC thought the document could go on the website now but AG felt this was premature and would rather wait until proof reading complete and presentation finalised.

PG pointed out that in the section on Park Homes the owner of 31 Barkham Ride was known – Tommy Roberts (A1 Roberts Properties Ltd) and from what she understood he was a helpful owner/manager of the site.

AG suggested the final draft be sent to Liz Alexander as a matter of courtesy as opposed to “for comment” .He felt any comments she wished to make could be incorporated if agreed ahead of the Reg 16 consult. He thanked DC for the huge amount of time and effort he had put into getting the document to this stage – DC acknowledged it was a team effort.

Topic papers

WBC comments on the topic papers were mostly that they were lacking in evidence. They felt in particular some of the green spaces were vulnerable. WBC looked at the papers in the light of questions they will ask at the point of designation of the green spaces; GJ/DC felt WBC were looking at the spaces from a different perspective to that of the FNDP and were thinking about the parish wide designation process across the borough. WBC also commented on lack of consistency on mapping and were looking for more photographs – at least one for each space, demonstrating usage if possible.

DC/GJ will re visit these during the Reg 14 Consultation period as these documents can evolve and do not have to be completed for the Reg 14 consultation.

GJ will also get together with Brian Stainton and go through all the green space comments made by WBC – they will possibly ditch some which don’t meet the criteria. WBC are looking for more evidence of usage. GJ asked if a couple of questions could go into the Survey Monkey to gain evidence from public but AG felt this was not possible:

* It would be difficult to add
* Not similar questions to existing with a yes/no answer
* It would change nature of survey
* There could be a relatively small response

RC reminded the group there had already been some feedback from the public in the original survey and GJ agreed he would need to look for evidence from other sources.

GJ also thought some of the green spaces which were covered in gaps and spaces could be better presented as a gap (eg Washington Fields) and possibly the evidence should be loaded onto it as a gap.

AG suggested targeting people from say Ramblers Assoc and Horse riding community for their views/evidence.

Discussion on missing photographs led to AP circulating a list of the spaces which needed photos and a request for members of the SG to take these as soon as possible.

GJ pointed out we have at least a couple of months to collect all this information and update the topic papers ahead of the Reg 16 consultation.

DC mentioned that as discussed with Jim Amos at PMG meetings the time spent now dealing with WBC comments and suggestions would reduce time at Reg 16 Consult

Printing and distribution

RM is expecting the Lite document to be ready tomorrow, but if not certainly by the end of the week.

AG asked for delivery of the document to start on 1st February and RM agreed to organise this with delivery company. The company has given an assurance that they do spot checks on the people doing the deliveries to ascertain that they have taken place and AG suggested we should also check via our volunteers. PG to organise.

FNDP Feedback

AG has invited LB to the PMG meeting today to discuss methods of collecting and collating feedback from public response to draft plan.

DC will ask KD what is happening to mail delivered to FBC as this is the return address for those wanting to send in written comments about the plan by post. He will also discuss with SW/KD an agreed response for comments on the “FNDP final”, which arrive through un-designated channels.

AG advised that at the end of the consult period we have to report to WBC with the results of the feedback. The report would need to demonstrate we have

* recorded
* considered
* reacted

to the feedback received from the public.

There was a discussion about what would be deemed a success at the end of the consultancy period and overall it was felt the numbers of objections was the biggest factor. A small number of objections (small being relative to the total number of residents in the parish) would indicate everyone else (ie the majority) were happy with draft plan.

GJ thought the facility to respond online via Survey Monkey could give us a better than anticipated response.

RM questioned how parish landowners (who lived outside the parish) and developers would have an opportunity to comment . AG said they are notified at the Reg 16 consult stage by WBC. Reg 14 is a Parish Consultation organised by FF for the residents but Reg 16 consult is organised by WBC to cover a much wider group of people and organisations. However the Reg 14 consult is going out to all the original stakeholders already on our list.

AOB

A discussion started on Signboard distribution but AP felt this was PMG business so it did not proceed.

GJ asked if there was a time frame for moving to Microsoft Teams (a more stable platform) as the parish were now using Office365. DC was not sure where the parish had got to in rolling this out. He felt however sharepoint worked well and was an option.

For the time being future meetings would be accessed by AP’s zoom link which was used today.

Meeting closed 10.25am **Next meeting, Tuesday 2 February 2021, 9.30am**

Actions

1. DC speak to Katy Dagnall re web links in plan
2. DC send Final Draft FNDP to NW as a word document for adjustments to presentation ahead of it going on the website
3. DC/AG send final version of draft to AG
4. AP co-ordinate taking and collecting photos for green spaces
5. PG communicate with full group of volunteers to check on Lite delivery.
6. DC ask KD mail process at FBC whilst its closed
7. DC/SW/KD prepare a standard response for comments on the “FNDP final”, which arrive through un-designated channels

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