

Notes and actions from meeting of Project Team on 11th January 2016

Present: Phil, Helen, Graham, Richard Apologies: Stephanie

1. Site assessments

- Local landowners have been contacted by HP,
- Proposed site assessment event to be scheduled between 21st-24th March
- Event details and publicity to be finalised by 16th Feb
- Proposed that design + blendability be researched by Heritage WG. PS to include in their brief.
- Consultant to be asked to comment on criteria and advise on workable version and manageable process.
- Need to rationalise criteria already consulted on and agreed by SG with current suggestions

2. Publicity

- SM to be asked to look into article in "Villager" HP to liaise with SM
- Next round of regular articles to include : " thank you " for Q responses; what happens next; reminder of hoped for NP adoption and their investment in this
- Banners to be commissioned for public site assessment event, information and appeal.

3. Working Group update

- Allan Porter to be added to Housing .HP to contact.
- Business and Heritage Groups to be set up next. PS to contact assigned and proposed members +convene Heritage. GH to do this for Business.
- PS to do initial briefing for both groups.

4. Questionnaire and map data

- Current returns percentage, very good at about 33%. Additional 18-24 submissions expected as a result of HP visits.
- Final report available on Feb 15th
- Q data and original consultation data to be combined into a single doc with pie chart representation. JP to be consulted .RC to trial with Water management data.
- PS to prepare Master maps for business and heritage groups ,(BRCC GI archaeological and GI maps to be supplied as well)
- RC to produce template process diagram to help each group with their report

5. Training Day 20th Jan

- All SG members to receive invite with the expectation that attendees be better informed and get involved in writing as a result
- Consultant to be asked to split session: 2 hrs on Report writing for evidence and 2hrs on using site assessment criteria. Site assessment criteria to be sent .PS to contact.

6. Finance Report

- Grant offer received 23 Dec. Due diligence form awaited before money can be transferred
- £1200 from NPC and £72 from THINC available if needed.
- Early advice about potential virements will be needed when grant paid

7. Dates and times of SG and PT meetings for next three months decided.PS to circulate.

Next PT meeting Thu.26th Jan. 1415 GH house.