

**Neighbourhood Plan  
Project Group Meeting  
2.11.15**

**1. Project Timeline**

Proposed tool for PG. Reviewed and amended. Present to SG on 4.11.15

**Action PS**

**2. Cross Group job review**

Identify tasks needing information from CBC and BRCC. Allocate individual to each authority to access information

**Action PG**

**3. Setting up working groups**

Review of volunteers. Josie and Shirley to Heritage. Tony Allan David to Getting about/Environment. Phil and Graham to Business. Carolyn and Jill to Community Facilities. People to be approached prior to SG meeting. Discuss results at next SG meeting

**Action PS**

**4. Protocols for SGs**

Draft requisites put together. To be tabled at SG 4.11.15

**Action PS**

**5. Ensuring WGs have requisite information/data**

Item 2 will help. Allocate one member of PG to each WG to help get them started and ensure they have information needed.

**6. WG reporting**

Allocated PG member to ensure WG has relevant data, a flow chart of tasks and deadlines. PG member to monitor progress.

**7. Site allocation criteria**

Reviewed, including comments received thus far from parishioners and SG members. Revised copy to be tabled at SG meeting 4.11.15

**Action HP/PS**

**8. Engagement with Questionnaire**

Individual, group and personal representation. Village groups to be approached. Neighbours to be approached. People who have helped before in engagement to be asked do so again.

**Action PS**

**9. Consultants Fees and services**

Three consultants approached, one appears to offer the package we want. Need to work up a job specification. Also Angela is a possibility

**Action PS**

**10. Financial Update**

GH tabled latest financial spreadsheet. Underspend will not be more than £650. This amount can be reduced by buying expert help for writing group, literature for site allocation process, additional posters or additional data analysis costs from BBC – all by end November. Can also vire money between sections.

**11. Applying for new money**

NPC has £2k allocated to us for next financial year. Not known if this includes the £1k already held. Clerk to clarify

**Action HP**

Will only be allowed to apply if all our money spent. New budget plan to be devised which includes expenses involved in completing jobs in project timeline.

**Action PS/GH**

## **12. Public attendance at next SG meeting/feedback from NPC on issues raised**

SM reports IR has written refuting he proposed the three items attributed to him in notes. This being the case, any voting is void as no proposer or seconder. SB has brought these and other matters (DOI) to the attention of NPC with her concerns. These have gone to monitoring Officer and SB has tabled the PM's office for a response on all issues. Suggest we wait until a response given before proceeding

## **13. Draft GI Plan**

Draft GI Plan had been sent to HP for response by SG/PG. To be put on next meeting agenda.

**Date of next meeting Monday 23<sup>rd</sup> November 2015 and next SG meeting Thursday 3<sup>rd</sup> December**

### **Headlines for website**

- 1. Following to be tabled to SG for consideration**
  - a. Project timeline**
  - b. Cross group review**
  - c. Populating working groups**
  - d. Protocols and reporting for WGs**
  - e. Maximum engagement with questionnaire**
- 2. Site allocation criteria consultation received for SG members. Criteria amended. Revised document submitted to SG 4 11 15**
- 3. Financial update received – all monies can be spent by end of November.**
- 4. Commissioning additional help to meet needs until May 2016 to be reviewed next meeting**
- 5. Draft GI Plan reviewed**