

Notes and actions from meeting of Project Team on 14th September 2015

Note numbers refer to agenda items.

1 Note taking and publication

- Bullet points to be used to record decisions
- Notes to be uploaded to website by NC after checking and possibly amending by Team

2 Nomination of 2 SG members

- Nominations should be invited before the next SH meeting and votes taken at that meeting
- Proxy votes from absentees should be forwarded to the Chair when nominations are announced

3 Publicity Officer Job description

- Job description negotiated with Sally was agreed with minor modifications
- To be circulated at next SG meeting
- Ian and Carolyn's offer of help with publicity was accepted and Sally would contact them when help was needed

4 Progress Exhibition

- Public should be brought up to date with headlines, see an overview of the NP process , alerted to the questionnaire and asked to comment on site allocation criteria
- In addition to boards displayed at The Caldecote Show the remaining boards would be used to illustrate the above.
- Helen will take charge and Graham will help.

5 Secret Recording

- Person concerned was now denying having done this
- They should be given a further opportunity to speak to SG group
- Needs to be brought up at Next SG meeting , re-establishing agreed procedure and obtaining personal agreements not to record.

6 + & 7 Master Plan and Timeline

- Proposed revisions to Master Plan made to reflect what had been done and what was intended for next phase
- Project timeline was adjusted to take account of additional time needed to conduct necessary research into each identified theme and produce draft report.
- Proposals to be presented at next SG meeting.

8 Getting Themed WGs started

- Housing was seen as the priority group to start first followed by Water Management
- Project Team should propose Group Leaders from those with greatest expertise in areas, where necessary these should be co-optees where there is no existing expertise
- All SG members should have opportunity to join group(s) of their choice.

9 Spending Plan , budget and authorisation

- New Spending Plan was discussed as previous one was now redundant
- Graham to produce revised accounts doc. To show how Grant was being allocated against headings.
- Helen will authorise all spends.

10 Meeting with Sally Chapman CBC

- Helen and Phil will meet with Sally Chapman from CBC on Wednesday 16th September to report progress, check approach and get further advice
- Record of meeting will be circulated and put on website

11 Agenda for next SG meeting

- Items recommended for inclusion were: SG members, should they live in the parish?; DOI logging; Secret recording; proposal to donate craft materials to MYC at end of project.

12 Additional actions

- Sally to do SG notes from now on , upload to website when approved, send agendas out and copies to Mike Fayers of BRCC
- Next PT meeting TBC . Next grant application to be drafted.