

Project Group Meeting - 16th October 2015 Notes

Present; HP,GH & SB – Apologies; PS & SM

Project time line confirmed on track.

Finance revisited and spreadsheet updated as per enclosure.

Questionnaire - Agreed to go ahead with Beds BC offer totalling about £498 (including stuffing envelopes as this goes towards ensuring we use all of our grant money). We will use A4 envelopes to deliver and A5 pre-paid envelopes for replies. Could recover stuffing envelopes cost (£139.20) by doing it ourselves if funds needed for other purposes. Stephanie will continue to liase with Beds.BC.

Total cost will be the £498 plus £223 return postage based on 350 replies. This against the budget of £740 leaving a balance of £19. Will be delivered by hand at an estimated cost of £325. Helen to canvass the same company that delivers the PC news letter.

Sally has and will continue to ensure the Questionnaire will have prominence in village news letters and Biggleswade Chronicle.

Helen will clarify with BRCC exact definition of 37% returns. Households, electorate or other.

Follow-up strategy after Questionnaires delivered will be to monitor speed of replies and act to ensure we reach our target. Attending Parish meetings eg. WI., Maypole Heritage etc. Helen will ask JP if he can blow-up 10 of the front page of the Questionnaire to A3 size and distribute to Parish notice boards, Cricket Club, PFA Pavillion and church notice boards. If necessary it was suggested each member of the SG could go door to door to neighbours and friends to remind them to ensure to fill in and post of their replies. Also to point out the possibility and preference to fill in on line to save the Parish costs.

Stephanie to check with Beds.BC. the situation after delivery of the Questionnaire to deliver further data and when the cut off date will be for inclusion. She will also check if we will get both data base and the report.

Phil to liase with Neil on online completion with link directly to Beds.BC website. Hard copies to be advertised with phone details of HP &PS. (I have guessed this bit as could not read my notes).

Project Plan to be updated using Phil's last Master Plan as a basis. Phil to be asked if he would make a draft plan to be presented at the next Project Team meeting planned for the 26th Oct. for discussion. Also with a view to consider the next grant application through to end March 2016. GH to contact Groundwork vis-a-vis. application process.

Regarding publication of IR's statement it was understood it would be minuted but not necessary to publish.

D.O.I. (Stephanie voiced very strong reservations) it was decided to revert to PC's opinion which Helen will bring up at Mondays meeting.

Also recording of sessions, but Stephanie again pointed out the difference between elected members of the PC and volunteers of the NPNPV. Volunteers have the right to refuse being recorded if they so wish.

It was agreed that each working party should be populated with at least one SG member. It seems the Water & Drainage Group is established (TT, Richard & maybe Don Dodkin). Housing being put together by Helen and Heritage Stephanie is happy to serve on. The rest needs more input. It was felt that it was not favourable to have nominated leaders but to work as equals in a team.

Dates for next meetings; Project – Monday 26th Oct, SG – Wednesday 4th Nov , Project – Monday 23rd Nov, SG – Thursday 3rd Dec.

