

Steering Group Meeting Notes at the Parish Office on the 23rd Aug 2019 at 11.30am

Present Cllr Greenwood (Chair), Cllr Webb (V Chair), Cllr Coe, Cllr Wood

Secretary

1 Apologies for absence

Cllr S Allen-Shepherd

2 Declarations of interest

None

3 Approval of notes from previous meetings 9th Jan, 6th Mar, 13th Mar, 3rd May 2019

The group were not happy to approve any of these notes. 9th Jan had been returned to Secretary with an amendment, 6th March had been redrafted amongst the group and returned to the Secretary, the others were not approved. Secretary was uncomfortable with the way notes are being redrafted at the moment and had briefly questioned the Chairman a while ago as to why this was happening of late. The Chairman re-iterated again that he didn't know the reason. The Vice Chairman asked for further clarification on how long members had to approve notes and that a procedure is set up for dealing with approving notes as she felt that terms of reference were very ambiguous. The Chairman suggested that the Secretary and Chairman meet separately to discuss the issues regarding the outstanding notes and the process for approving notes. The Chairman requested that Secretary resend all the outstanding original notes. (Action Chairman and Secretary)

4. Actions outstanding from last meeting

Process of analysis report (Nov 17) (SS)

Youth Questionnaire results (Nov 17) (SS)

Schools Analysis Report (Nov 18) (SS)

It was discussed that these items had been outstanding some time and it may be necessary to ask other people to process these items, rather than overloading individual members.

5. Correspondence

Secretary reported there had not been much correspondence, mainly telephone calls or visits to the office regarding various aspects of the consultation. She would forward the list that she held to the Chairman. (Action Secretary)

6. Finance

An updated record of expenditure was produced. Expenditure to date from April 19 amounted to approx. £7000 which had been used from the budget of £20,000. The only item which was slightly over budget was office costs, which was as a result of extra work for the consultation and back payment of holiday pay for the last 15 months. The additional £1500

given from the three borough Councillors allowances had been spent on printing of brochures and response forms.

7. Timescale Plan

It was hoped that we were on target, but this would depend on volume of work involved from responses which was unknown at the time

8. Grant application

Secretary advised that we have £9000 left still to spend from grant allowance. Consultants remaining fees were quoted at £1500 to review responses and produce basic conditions statement. She stated that if any additional money is required above this it would need to go to council for approval as they had previously agreed up to £5000. Secretary suggested that the grant could be applied for consultant fees as before, printing costs of Plan, and any associated publicity costs for the lead up to the referendum. Although CBC pay for the referendum costs, she believed that any of the associated publicity costs would have to be borne by the Council. She stated that if Grant was applied for now for the above, if we found out later that we need to go back out to consultation then we could apply for a variation of expenditure with the grant. If this was agreed we could expect the money hopefully in October. The Group felt this was too long and needed to proceed with the Plan so agreed to ask Borough Councillors to fund the Consultant fees and to apply for the grant at a later date for the publicity costs of the referendum. Secretary was requested to put request in writing as soon as possible

(Action Secretary)

9. Working Group Meetings/Data Entry

It was agreed that meetings would be used for data entry of the response forms until completed. An additional date was added (28th Aug) for Aug. In Sept we would utilise the 4th, 11th, 18th Sept if required for data entry with the hope of returning to normal meeting dates in Oct 19.

A request would be put out to all members of the group, as well as Parish Councillors to assist with the task. People would work in pairs, one dictating the info and one entering. The Steering Group would not be able to participate in this, as they were doing the data analysis as per agreed.

(Action Secretary/Chairman)

10. CBC Meeting (14/8/19)

JG DW and CB had met with Karen Syrett, Eleanor Moss and Sandra Scott regarding the future Gladman Appeal. The NP Chairman had been requested to put in a statement on behalf of the NHP and the TPC Planning Chairman from the Parish Council. He had distributed this to the Steering Group for approval. He advised that the Parish Chairman had agreed that the online closed question figures could be used in the appeal although they may not be quite correct as not been checked for errors/duplications etc. The appeal would begin on the 3rd Sept 19 for four days and as many people as possible were encouraged to attend as possible

Action SG

11. RCCE Meeting (6/8/19)

At the last consultation event Michelle Gardiner (RCCE) attended and spoke to Secretary to inform her that she would be the main support for us now as Sarah Sapsford was now setting up a new project. She also spoke to the Parish Council Chairman and arrangements were made for her to meet him and Vice Chairman for a general discussion. One point that was made was that the RCCE had been approached by various people from the Group either by telephone or email over the last few months and would like there to be one contact as before to avoid any misunderstanding or duplication of work. The Chairman requested that the Clerk put this on the next agenda where it was agreed that any questions/queries would be through the Secretary as the contact. At some point after the data entry exercise Secretary will arrange for Michelle to come along to a meeting.

12. Consultation Statement Update

Secretary informed the Group that she had updated the Diary log for 2019 which had fallen slightly behind due to other work pressures. She had informed SR of this in preparation of the work he was doing for the Consultation Statement.

13. Press Release

It was agreed that a release should be prepared for October 19 even if it is only a general one. Secretary was not sure whether Gladman Appeal Press release would be included as deadline was missed, but she had put it through anyway. Secretary advised that the press release would need to be with her by mid-month for it to be agreed and submitted
(Action Chairman)

Next scheduled meeting 11th Sept 19 would be utilised for Data entry – if anything needed to be discussed urgently then SG members could hold separate meeting subject to room availability as they would not be able to do data entry.

Meeting closed 1.40

Next Meeting TBA