

Steering Group Meeting Notes at the community Centre on the 13th March 2019 at 2pm

Present Cllrs Webb (Chair), Greenwood (V Chair), Coe, Wood and Shepherd

Secretary

1 Apologies for absence

None

2 Declarations of interest

None

3 Approval of notes from last meeting 9th Jan 19

Chairman had emailed Secretary on the 22nd Jan 19 requesting an amendment to the notes. Secretary had looked at this and didn't feel that factually it was wrong and notes should only be changed for this reason and not on a matter of style of writing. Secretary offered to refer back to previous notes as this matter had been outstanding for so long to see if she could track the original request down and would bring back to next meeting

There was also some debate regarding some omission of discussion which the Chairman had scribbled on her notepad.

There was some discussion regarding the approval of notes and the importance of this task, Secretary was concerned with the delay in things being referred back to her, sometimes weeks after the meeting. Terms of reference state that it should be as soon as possible, secretary believed that it was agreed that this would be something like 48hrs unless there was a good reason. She will refer back to see whether this was the case as group didn't think so and thought that this was not always possible.

4. Actions outstanding from last meeting

Call for sites map and text still to be put on website. SS asked if this was the correct version and JG responded that he understood that it was and asked Secretary to check that there was a disclaimer on it and if not to refer back. Several people had asked for copies of this but were told that it was not in the public domain yet as it needed to go on the website and could be looked at there. However, Messing Council were given a hard copy which was the

discussed at a Messing Parish Council meeting before the article went into the public domain

Action Secretary

Website still needs updating. SS stated that she had some Vision and Objectives data that may be useful to go on the website. She would send to Secretary to add to the list

Action Secretary/SS

5. Correspondence

Correspondence had been received from someone wishing to put a site forward. Secretary had sent relevant forms

A developer had asked for a 2nd meeting which the SG had refused and asked them to wait until they had seen the NP, made sure that they have conformed to its requirements and that the NP had been adopted. They have now put in a planning application.

6. Finance

NHP balance is approx. £10,000 (exact details to follow when Mar receipts have been received), plus borough councillor's contribution of £1500 and underspent grant due to postponement of the plan of approx. £6000

Secretary explained that whilst she was completing the end of grant report she discovered that we are now allowed to keep any unspent funds until we have completed the activity for which they were approved, she checked this with grant provider who confirmed this had been changed recently but if we did this we would not be able to claim any additional money until the unspent funds and activity had been spent.

The other option is to pay it back and reapply in April but Secretary stressed that although there should be enough time to apply for the grant if she gave this priority, there was no guarantee we would get the money as quickly as we would like.

If we pay back the money we have approx. £1,500 still to claim, totalling approx. 9,000 after April. This could go towards underbudgeted printing costs for A1 posters, possibly more advertising depending on lead up time, surplus printing of brochures and money for online platform.

The group unanimously agreed to pay back the grant money.

BW offered her assistance again in helping with Finance when required

7. Proposal of New Consultation Date

Although no dates could be formally agreed, provisional dates of 8th/12th of June and 3rd July were possibilities

8. Further press release and wider group

As data privacy statement has now been sent out, this will allow us to contact our database of people who still wanted to be kept involved. Secretary advised that most people wished to stay on the list, under 10 had asked to come off for varying reasons.

Secretary had taken advice, regarding press releases during purdah, and stated that press releases can be done through an officer, during this time but the content must be agreed by the Clerk/Chairman. She stated that sufficient time needs to be allowed for press release and suggests that they should be with her by the 10th of any month to give Chairman/Clerk chance to approve before returning to her to run in all magazines/newspaper etc.

The group didn't agree with Secretary over what their limitations were regarding during purdah.

9. SEA/Scoping Report

JG reported that he had sent contacted CBC who were happy to do the necessary work needed as agreed at a previous council meeting

10. Meeting with Messing Parish Council

DW, SG, Parish Chairman and Clerk had met with Messing Parish Council which had been worthwhile, and had recently received letter from Messing regarding this meeting

Action JG to respond

11. Business Consultation

An additional business consultation was discussed – this had been done at the last exhibition and no engagement has been made since. It was suggested that businesses are invited to earlier exhibitions and informed of additional business consultation later in the consultation period.

12. Meeting with businesses

A meeting had been arranged for Monday 18th Mar 2019 at 10am with Evers Builders to discuss possible relocation. DW, JG and Secretary to attend. Parish Chairman was invited but is unable to make it.

13. Choice of Online Platform for consultation

SS had done some research on various companies offering this service. Survey Monkey she felt was more suitable than Kwik Survey although more expensive. Secretary advised we would need a 3rd quote and asked about the possibility of using our own website. Costs for Survey monkey were £35 per month for up to a 1000 responses and 15p per response thereafter or £384 per year.

There was also the possibility of piggybacking onto RCCE if desperate.

Secretary had asked prior to meeting for details to be sent to her for distribution between the group and Clerk but this message hadn't got relayed back so SS would send them to Secretary for distribution.

Action SS/Secretary

14. Format of online and paper responses

SS talked through the document that had been produced for comment. It was hoped to discuss this with Working Party the following week but didn't look like this meeting would go ahead. SS would forward electronic copy to Secretary to send out to group for further comment before Friday. Secretary to ask Clerk about a suitable date for Parish Council agenda **Action SS/Secretary/WG/Clerk**

15. Consultation Report

JG advised that SR was still ok to do this, and he would liaise with Secretary at some point. Secretary hoped to get all the consultation material onto a memory stick at some point which would make things easier for SR as could then work on it away from the Parish Office. SS informed the group that she had some information that may be relevant to this – that she believed that she had sent to Secretary but Secretary was having problems with her emails at the time so she may not have received them. She will forward to Secretary again

Action SS/JW/SR

Meeting closed at 4.30pm

Next meeting TBA

