

Minutes WBNP SG Meeting No. 21

Venue: Videoconference meeting via Zoom

Date: Monday 6th April 2020, 7.15pm

Present: Carol Cade (Chairman), Martin Thomas, Alex Swift, Debra Wilson and Sally Kail

1. Apologies for absence

John Pritchard – temporarily unable to make meetings due to the situation with Corona virus.
Decision to be reviewed by John at a later date.

2. Minutes of the last meeting

Nothing to report.

3. Matters arising from minutes

Amendment to Section 5 funding to read:

MT reported that costs associated with the printing and distribution of the Household Questionnaire could be covered by the contribution by the Town Council to the budget for the Neighbourhood Plan pending the payment being received by the Town Council from Locality of the 'carry over' to fiscal year 2020/2021 of the Government grant. He reported also that the spend to date was £1170.

4. Town Council feedback – Martin Thomas

£954.65 of expenses were borne by Locality and the net cost to the town council was £215.85.
Funding of £8045 has been returned to Locality.

5. Funding – Update from Martin

See above.

6. Consultation Strategy

- Social Media Alex will continue with some "light" keeping in touch content Carol will send email update out to all the e-newsletter to explain the current plans.
- Review Household Questionnaire final draft

Agreed that we would put the current version onto Survey Monkey for us to view. It will give us an indication of how long the HQ takes to complete and the SG can view it as it gets created online. Alex will make a start at the weekend and Carol will continue with it next week.

7. Timeline and Project Management

- Review of timeline

Posting out of the HQ will need to be pushed back. It will likely be Autumn but at this stage due to the impact of the Corona Virus no specifics can be decided.

8. Steering Group Admin

- Review outstanding roles vice chairman, secretary and individual to do Comms.

9. AOB

All the group to send a 30 characters description to Carol for the website.

Next Meeting : 4th May 2020 7.15pm via Zoom

After the meeting Carol took a call from Hannah Barter; here is the summary:

That the HQ only forms one strand of data for the Neighbourhood Plan policies so delays in this over the summer will not cause serious issues to the timeline.

We can send out an online version. It will just mean that the data will be reviewed separately. It will be acceptable at this stage not to do public consultation due to the restrictions placed on us by Corona Virus.