

STEERING GROUP MINUTES

MEETING No. 5

4.30 pm Friday 30th June 2017, Sherford Village Hall

Present: Keith Turner (KT), Peter Hadley (PH), Ben Johnson (BJ).

Apologies: Nigel Smith (NS), David Jinks (DJ).

Ref	Item	Action
1	Minutes of the meeting 25th May 2017.	
1.01	The minutes were approved.	Note
2	Matters arising from previous minutes	
2.01	Re item 3.01. It was reported that Jackie Thomas's SHDC contract was to terminate in July 2017. Concern registered at the loss of the NP Customer First Case Manager.	Note
3	DCLG grant offer and acceptance process	
3.01	It was reported that a grant offer in the sum of £6,510 had been received, dated 30th June 2017, from Groundwork UK, DCLG's agent. The terms and conditions had been circulated to the Parish Council and steering group members. Acceptance procedures require PC bank account detail, enabling the full grant to be transferred, following Groundwork's 10 day due diligence checks.	Note
3.02	PH to undertake the acceptance procedure.	PH
3.03	The grant was at the application level as reported at the 25th May meeting and included 4 days Devon Halo consultancy time.	Note
4	NP Website	
4.01	KT/BJ confirmed that the NP website www.frogmoreandsherford.co.uk was 'live' and would now be cross-linked via Kingsbridge Websites to the parish website www.frogmoreandsherford.org.uk and could be announced through 'Keeping in Touch'.	Note
4.02	BJ to assist NS set up contact emailing for NP communications / engagement event announcements.	BJ
4.03	KT to circulate steering group members with their website security access passcodes.	KT
4.04	Newsletter page to be drafted and edited, to include forthcoming engagement event details.	NS/PH
4.05	Trial questionnaire to be uploaded to 'steering group only' secure page for review and edit.	BJ/DJ
5	Community engagement programme	
5.01	Subject to completion of Groundwork Ltd grant formalities, the following event dates and times to be book for Sherford and Frogmore village halls: <ul style="list-style-type: none"> • 10am - 2pm, Saturday 9th September - Sherford village hall • 3pm - 8pm, Monday 11th September - Sherford village hall • 3pm - 8pm, Thursday 14th September - Frogmore village hall • 10am - 2pm, Saturday 16th September - Frogmore village hall • 10am - 2 pm, Saturday 23th September - Frogmore village hall 	KT/PH
5.02	NS/DJ to be requested to proceed with preparing the event format and resource procurement as per the budget.	NS/DJ

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5.03	PH to provide assistance with publicity / flyers / posters / exhibition stands etc. as required.	PH
5.04	PH to order 3 no. A0 wall maps from SHDC, as per budget.	PH
5.05	The group recognise the need to augment steering group membership in order to effectively manage engagement events. All to make approaches to other members of the community for support.	All
6	Trial questionnaire	
6.01	BJ's very helpful questionnaire feedback notes (circulated) to be assessed and incorporated into the trial document.	DJ
6.02	KT volunteered to work up the analysis / results spreadsheet in tandem with the questionnaire development.	KT
6.03	Final adjustments may be required following engagement event feedback.	Note
6.04	It was confirmed that the DCGL had declined to sanction use of the full electoral role for NP mailing purposes. It was noted that Sarah Wollaston MP had tried to assist. PH/NS to procure the best up to date electoral role base from the Parish Clerk. The possibility of 'buying' the list also to be investigated.	PH/NS
7	Consultancy appointment	
7.01	Agreed that Debbie Crowther's 8th June 2017 Devon Halo planning consultancy quotation in the maximum sum of £2,000 for planning policy and evidence base advice is to be accepted once the grant is received.	PH /NS
8	Nomination of NP grant bookkeeper	
8.01	KT agreed to fulfill this role.	
9	Other business	
9.01	None	
10	Date of next meeting – to be advised.	Note

Circulate:

- Steering Group Members
- Chair, Frogmore & Sherford Parish Council
- Clerk, Frogmore & Sherford Parish Council
- Sarah Packham, SHDC
- Jackie Thomas, SHDC

Neighbourhood Plan/ PH/170630