Minutes of Steering Committee Meeting no 5, 28th April 2020, 4.0pm to 6.0pm

(Note; The meeting was held as a video conference due to the current restrictions)

Present: Mickey Lamb, Alan Sloan, Nigel Davies, Terry Barnett, Mike Kelly (Chair) , Barbara Gallagher, Rob Buick, Eric Juul-Mortensen, Fred West, Debi Hallett

Apologies; it was noted with regret that Kylie Hargreaves had resigned due to other commitments, and the group thanked her for her significant input during the time she was on the Committee.

Declaration of Interests: None of those present declared any personal interest in any of the matters to be discussed in the meeting.

Minutes of previous meeting; Approved

Financial Report; Fred presented the up to date Financial Report, a copy of which is attached. A query was raised regarding the money paid to The Hub to reserve a booking, and whether it should be recovered. It was felt on balance to leave it in place for now for possible future booking and to review regularly.

Action; Barbara to discuss with Hub manager.

Locality Grant; We agreed to apply for the full Locality Grant now. Fred pointed out that we should therefore open our own bank account and it was agreed the signatures should be Fred, Terry and Mike. (Post meeting note; Locality also advises that the local council can hold the money on our behalf so needs further discussion)

Action; Fred and Mike to agree a budget and then complete the application and (if necessary) open the bank account.

Insurance; Mike recommended that we take out insurance for both 3rd party and personal insurance. We have a quotation that needs review, and Fred recommended that we seek a second quote.

The recommendation to take out insurance was accepted in principle subject to the actions noted below. Action to take out an insurance to be subject to any email comments/ concerns being addressed first.

Action; All to review the current quotation to establish in particular the personal cover afforded by the policy to the Steering Committee members. Fred to seek a second quote

Company; It was agreed at a previous meeting that the question of whether we needed to form a company in order to provide liability protection to Steering Committee members would be reviewed in the new financial year, i.e. now.

Mike recommended that, in the light of the personal cover provided by the insurance and the cost of maintaining a company (audit etc) we should once again postpone a decision regarding company formation. He pointed out that only Virginia Water out of all the Forums that we are aware of went down the company route.

Mickey reflected the committee's concern that we were still uncertain of the personal liability committee members may be exposed to. Mike reminded the Committee that RBC legal had advised that provided we complied with the Constitution of the Forum, we as a group or individuals would not be liable for anything. Barbara pointed out that this would not prevent, say, a Developer, from suing us if they felt wronged. Mike pointed out that no amount of protection would prevent someone taking such action if they were determined.

The recommendation to postpone was accepted with the provisos contained in the actions noted below, with a review at the next meeting.

Action; Mike recommended that all read the Locality advisory on the formation of a Forum where there is a well considered section on the options for setting up a Forum (see Neighbourhood Planning Roadmap page c6 Legal structure and particularly 'Establishing a Neighbourhood Forum' p14. Copies of both attached)

Mickey to search the internet to find if there are any examples of where Steering Committee members are sued or find themselves with liabilities.

Recruitment; Mickey presented a revised front page to the web site and other modifications to make the document more accessible and to encourage enrolment.. Debi offered Mickey assistance with any additional graphics that might be needed. All agreed that Mickey should proceed subject to a spell check and proof reading.

Mickey said his plan was to go out to various associations who agree to allow him to use their members emails, but had been waiting till the new web pages were OKed by the Committee the associations mentioned were EGVRA, (subject to a few weeks wait, given we have already gone out to them), EGAG, the Film Club, the Tennis Club, the Cricket Club.

Actions; Mickey to proceed with alterations to the web pages (Plus those arising from the decision below on the Preliminary Questions), and then to go out to the various organisations to recruit. All members to try and think of further organisations he could approach and inform Mickey

Preliminary Questions; Mike recommended that due to the relatively slow recruitment we should go out to existing members with the4 preliminary questions as noted on the revised front page, and that we should add these questions to the Registration process, so that new members will 'automatically' submit answers as they join. We can then start working with and reacting to the answers we receive.

The proposal was agreed by the Committee.

Actions; Rob, Mickey and Debi to devise a suitable format to go out to existing Members and a suitable format to add to the Registration page (whose name is going to be changed) Questions then to be sent out to existing members.

Research; A number of Committee members had prepared lists of either individual items or more general subject, most of which would require research. Mike pointed out that amongst the various Plans that we had reviewed there were a number of common identifiable threads of research that it was clear we would also have to undertake, and proposed that we start with those that could be done under the current restrictions. He also pointed out that Localities advice during the current restrictions was that Forums should undertake research as a prime lockdown activity, and that we were not expecting the research to be done overnight, but more likely over a number of months, given everyone's other commitments.

Mike proposed that he discuss individual research projects over the coming week with individuals from the committee and if they each agreed to lead that research item, then develop a scope of work with them and an action plan and the degree of involvement from other committee members, and any external expertise required.

Some discussion ensued over the difficulty of researching whilst in lockdown, and in particular the possible problems of taking photographs of individual buildings and privacy concerns when assembling an audit of the village housing stock.

Action; Mike to contact individual Committee Members, produce a Scope of Work and format for each research item, and organise sub committee groups as necessary . Fred to find out if Datchet had any problems with their extensive audit re privacy and photographs

Post meeting suggested action; Terry could investigate the legal aspect of taking photos and publishing them (as will be necessary in the final Plan)

Follow Up Questions; Mike asked that members give preliminary consideration as to how we are going to engage the public in the second round of questions, given that our only option for the foreseeable future is to use electronic communications and the option to interact with the public and explain things in more detail when asked is denied to us.

We need to consider whether a multi question form or individual question issued separately, whether the questions should be multiple choice or other style, and how much and what sort of information is attached. We need to bear in mind that most people will not be interested in detailed planning matters but only in what affects them. an option may be to keep the questions simple with a very brief summary, and provide back up details on the web site (the equivalent of having the detailed displays up in Town Hall meetings.)

Actions; All to consider how we handle this, and to see the outcome of the preliminary questions

Employment of Consultants; There was a discussion on whether it would be useful to have a consultant give a teach in session on how to progress matters in our situation. Such outside help may provide us with a different perspective on how to proceed and what to proceed with.

Action Fred to contact the two consultants (who are of different disciplines)and find out what they could contribute at this stage and how much their services would cost.

AOB; Mike to publish a revised list of dates for the monthly meeting