

Minutes of Steering Committee No 10, 24th September 2020, 4.0pm to 5.50pm

Present: Mike Kelly (Chair), Melanie Frobisher, Rob Buick, Fred West, Terry Barnett, Debi Hallett

- 1) **Apologies for Absence;** Ken Cole, Erik Juul Mortensen, Alan Sloan
Ken Cole has said that due to commitments at work, he is unable to devote the time to the Forum that he would like, and has therefore suggested he resigns from the committee but be available as a volunteer.
The Committee regretted his decision and thanked him for the very useful work he has done over the last few months. Committee will keep in touch.
- 2) **Approval of Minutes of Meeting No 9;** Approved
- 3) **Declaration of personal interest in topics to be discussed;** None declared
- 4) **Financial Report;** Fred stated there were no changes to our financial position since our last meeting, though he was aware of and had reserved £240 for expenditure that has occurred but is still to be reimbursed.
- 5) **Progress on Actions arising from Meeting no 9;**
Following the same numbering as Minutes no 9;
 - 9/1) Reserves in the accounts for Zoom and banner expenditure; see Finance above. Costs for posters also noted.
 - 9/2) Continued liaison with AECOM on Design Codes; Mike is in touch with them and is due a telecom update shortly.
 - 9/3) Publication of History and Demographics; Done and published to the web. Well done all!
 - 9/4) Archaeology report; Ken has had no reply from Egham Museum. This will need to be pursued by someone else now.
 - 9/5) Housing Audit- photography and rough notes to be completed ; All except 3 road groups have been allocated to Committee members with a view to completing the allocated ones this month.
 - 9/6) Amenities Questionnaire; Not prepared. In view of the difficulty getting the business questionnaire completed, suggest this is dropped and that the Residents questionnaire would suffice.
 - 9/7) Open Air displays; Covid and the weather has stopped this- we will concentrate on publicising the questionnaire by other means .
 - 9/8) Questionnaire and Publicity;
 - a) The Church railings opposite Smiths and owned by the council. Mike has written to the Council to ask where banners could be put. No reply yet.
 - b) The Council have posted on the Greenies, but Melanie will now follow up with a further call through their Facebook account.
 - c) See below
 - d) RBC have advertised the questionnaire in their fortnightly e news letter, and will do so again next week. Advertising in 'Round and About' would cost about £390 + VAT for a ½ page.

- e) Debi has produced some leaflets and posters and Melanie is printing them up.
- f) Terry now has hard copies of the questionnaires.
- g) See below
- h) Awaiting publication of leaflets
- i) Not yet done
- j) See 8(e)
- k) Mike has produced a revised Schedule
- l) Mike has produced headings for the Plan and further discussions took place on 3rd September

6) Discussion re publicity for Questionnaires.

Terry reported that he had personally visited every shop and many businesses in the village and had as a result managed to get 11 further questionnaires completed, therefore a total with those completed on line of 13 no.. The committee agreed that the combination of him phoning every business and visiting many was the maximum that could be done.

It was agreed that the £390 + VAT cost of ½ page advertising the questionnaire in 'Round and About' was borderline worth it and other avenues such as a new leaflet distribution should be explored first, plus seeing what success we have with the poster campaign.

Melanie reported that the posters should be ready for hanging off lampposts later next week and that she would be in touch regarding their installation.

Mike reported that he had not heard back from the council regarding positions/railings that the council could make available for the banners. A banner should also go outside the Hub if possible.

Mike to discuss with EGVRA whether another round robin could be sent out to EGRA members.

Mike suggested an e mail be sent to all who have responded asking if they could encourage friends to complete the questionnaire.

RBC had sent a facebook message out to the Greenies and it was suggested now was the time to send out a follow up.

7) Discussion re Schedule

Mike presented the new schedule.

Key elements are;

- a) Housing audit photography to be complete by 13th November, with a month thereafter for someone to sort out and write the report.
- b) Resident Questionnaire to close by early December with analysis and report by 25th December
- c) Plan to be produced in outline form suitable for advise to be sought from a consultant by 20th November, followed by appointment of an advisory consultant and thereafter progression of the Plan to draft completion by 18th April 2021. Further research by Committee and other consultants as necessary in parallel to this.

- d) Consultation with RBC, adjustment of Plan as necessary, Forum consultation and voting, Inspectors review and final approval to take place between 18th April and 18th November 2021

8) Discussion- Progress on writing the Plan.

Following a short meeting on 3rd September between Mike, Alan, Melanie, Fred, Terry at which the Plan summary was presented by Mike (see 5(l) above) committee members produced their own views of what the mission statement, the positives and negatives of the Area were, the objectives of the Plan, etc, and these were received by Mike before this meeting.

It was agreed that Mike would put together a series of headings, sub headings and as much content as possible for discussion at a meeting on the 19th October, at which each section would be discussed and action for their further development agreed.

9) Actions arising from Meeting No 10

- a) **Mike** to continue liaison with AECOM re Design Codes
- b) **Alan** to follow up Archaeology.
- c) Housing Audit- **volunteers** for the last 3 rod groups to contact **Melanie**
- d) **Terry** to analyse the business responses and complete a report.
- e) **Mike** to follow up location of banners with RBC and The Hob (Denise Brannon)
- f) **Fred** to follow up costs for production and distribution of leaflets
- g) **Melanie** to do a follow up Greenie facebook call for response to Questionnaire
- h) Mike to write a short note for inclusion in Councillors News letter
- i) **Mike** to do follow up e mails for i) those who have answered the questionnaire and ii) EGVRA. **Rob** to issue once the posters are up and the OK obtained from EGVRA.
- j) **Debi** to put formulae into the Questionnaire excel response form, so we have running totals of the responses. **Rob** to ensure Debi has access to the google drive.
- k) **Mike** to do an outline of the Plan for discussion at the meeting on the 19th October.

10) AOB

None

11) Next Monthly Meeting

Thursday 29th October 2020, 7.30 pm