

Basildon Parish Steering Group Minutes

Tuesday 26th May, from 8pm at the Red Lion Pub

Present:

Ian Parsons, Lorraine Parsons, Charles Hughes, Keith Sutton, Tessa Hall, Rupert Kruger, Robert Greasley

Apologies:

Phil Kingsland, Abi Williamson, Steve Longworth

Discussions, Updates and Actions

1. Introductions of all steering group members

2. Overview session with Tessa Hall

Tessa Hall opened the meeting and outlined the number of steps needed to produce the new Parish Plan. The new plan starts with a review of the old to cover what went well / badly and what was learned from the process. A launch event and consultation of as many parishioners as possible is then held to gather the aspirations of the village. These aspirations are then gathered together ready for consideration by the steering group.

A steering group is formed of parishioners and no more than three Parish Councillors. A group should have between 8 and 15 members. Once formed the steering group is responsible for reviewing the output from the consultations and constructing a questionnaire which will be distributed as widely as possible across the Parish. Tessa reminded the steering group that a 30% response rate is required to questionnaires but confirmed that there were a number of ways that the survey could be circulated – by hand, electronically, as part of an online survey.

Once the steering group have the data from the survey, they can begin to put together a draft plan for the Parish. This draft is shared with the parish and WBC before being signed off and actions kicked off against each area.

Tessa confirmed that Jo Naylor at West Berks Council would be responsible for reviewing the Basildon Parish Plan. It was widely agreed that by keeping Jo in the loop throughout the process the sign off side should be easier to achieve.

3. A general Question and Answer session with Tessa Hall and the Parish Council followed:

What impact will the new Parish Plan have?

Tessa confirmed that it can be used as a means of securing funding from West Berks Council. Additionally, it can be used as a means to help secure funding from other sources, can help bring the community together and help cement relationships between the parish and West Berks Council. Tessa informed the meeting that there were budgetary issues within West Berks Council and as a result they had a number of key areas which they were more keen to fund in the future. However, they remain

committed to the plan and the will of the community it represents. <ACTION – TESSA – send over key areas from WBC for sharing with the steering group>

How will the Parish Council support the plan?

Rob confirmed that the previous plan had fallen away after publication due to a couple of key reasons – a steering group that had ran out of steam and a Parish Council that appeared reluctant to get involved once the plan was completed. Rob confirmed that the Parish Council will not only practically support the refresh, they will also join any action groups post plan publication to ensure that projects have the best chance of moving forward.

What was done before re: questionnaires?

Rob agreed to find out details of the previous consultation methods and the information received from the previous round of questionnaires. <ACTION ROB>

How can we keep residents of the Parish up to date?

It was confirmed that the Parish Council would publish meeting minutes and would use its social media accounts to advertise them. It was also agreed that the Country Neighbour may provide an opportunity to provide updates and also distribute questionnaires.

What age range are we consulting?

Tessa Hall confirmed that the age group was teenagers and above. Rob suggested that the school could be involved with a small survey for Primary School children put together. This was agreed and Rob will speak to the headmaster at the primary school after their half term holiday. <ACTION – ROB>

It was agreed that this school survey would need to be done quickly due to summer holidays.

What target date do we have to complete this project?

It was agreed to aim for a Christmas completion date. Rupert suggested that this is shared with parishioners along with details of the projects aspirations in terms of how much it wants to raise and spend. This will be considered further.

Volunteering – what is required?

Tessa confirmed that volunteers can help make the process easier by getting involved with questionnaire delivery and becoming action group members. It was agreed that the questionnaire could enquire about people's feelings about volunteering and the cost of projects. Think Bank was also offered as a potential village concept.

Do we need paper Questionnaires?

It was agreed that this would be required for the refresh. It was also agreed that one question could be around whether the homeowner has internet access or not.

What needs to be produced?

Rob confirmed that the group needs to write an update to the existing plan only. The current plan will be re-used and updated where possible with survey and action details added afresh.

Tessa Hall left the meeting at 9pm following completion of the question and answer session.

4. The meeting considered positions that needed to be filled on the steering group:

Keith Sutton was elected as Chairman.

Robert Greasley agreed to perform the secretary function (minutes) with other tasks distributed amongst the group.

Ian Parsons and Robert Greasley will manage the Parish Council and West Berks Council relationship.

Charles Hughes will get involved in relationships should MP / District Councillor conversations be required.

It was agreed that Publicity required further discussion and possibly a multi person role.

It was suggested that Phil Kingsland have a consultancy role given his experience on the previous plan. This will be discussed with Phil.

5. Further Actions where discussed and agreed:

The newly elected Chairman asked that the meeting take the following joint action:

<ACTION - ALL – Review launch event output in preparation for the next meeting.>

Rupert Kruger agreed to look into acquiring village data to see if effort could be saved <ACTION – RUPERT>

Rob agreed to follow up his emails to local large businesses <ACTION – ROB>

All attendees were asked to look into what email lists are currently in use in the Parish <ACTION – ALL>

The Chairman offered a number of possible dates for the next meeting and will confirm as soon as possible via email <ACTION – KEITH>.

It was agreed that the time (8pm) and location (Red Lion) would continue. <ACTION - KEITH – Book a table at the pub for the agreed date and up to 10 people.>

The Meeting concluded at 10pm.