**MEETING HELD ON 3rd MARCH 2016**

No. 19 **IN THE VILLAGE HALL COMMITTEE ROOM**

1. Present: Mike Brown (MB), Georgina Carrington (GC), Sue Cherry (SC), David Gould (DG), Susan Gould (SG), Ronald Hogg (RH), Michael Hopper (MH), Quenton Miller (QM), Pam Shults (PS) and Jo Witherden (JW)
2. The Minutes of Meeting No. 18 on 8th February 2016 was approved with no amendments.
3. There were no matters arising
4. There were no Declarations of Interest based on the Agenda of the meeting.
5. Finalising the 5th March Action Day with Richard Eastham (RE).
	1. Richard Eastham has prepared booklets, maps and presentation in readiness. He will also provide pens, paper etc.
	2. We have about 27 names confirmed as helping on the day
	3. It is suggested that one member of the working group try and join each group, in order to be able to answer any queries from the group.
	4. SG has been liaising with The Royal Oak, there will Tea, Coffee or Squash available on arrival, and a finger food lunch at 1.00pm. Access is available to the skittle alley from 10.30am and no earlier.
6. Progress on Scope and Initial Project Plan research:
	1. Housing data – JW has helped MH with a template for composition of homes etc. The Ywerne Minster Questionnaire could be ideal for adaption to our needs.
	2. Employment – SG has completed and printed details from the local existing known businesses, the questionnaire will be used to gain information about existing unknown businesses, and their needs.
	3. Facilities – SC will have distributed the letter/questions to all local organisations/businesses/facilities by next Friday 11th March 2016.
	4. Sites – We have around 10 responses to the call for sites, 3 through the Survey Monkey site, others returned a paper version, a good response. SG to contact David Wyatt or his design team to invite to submit a response, MH to send contact details. SG to ring John Martin to ascertain his needs. QM asked at what point we cease the call for sites. JW suggested that when we send out the all sites list we ask for any more, at that point the list will be closed.
	5. Flooding – QM policy will be added to last months minutes, and circulated to the team. MB has attended another meeting, where it was discovered that Huntley Down’s drainage system does not filter into the main system. Similarly, dye put into the system took 20 minutes to drain into the stream at Brooklands, although it was only yards away. Steve Lord has suggested that a larger pipe from the manhole in the road at the junction of Milton Road and A354 into the drain would negate the need for a water pump to assist the flood water.
	6. Character/Heritage – After the Action Day, any further research needs will be clear.
	7. Concern was raised over the impending cutbacks in public transport from the village, which would impact on the need for more cars, thus more parking. MH to check on any changes.
7. Village Questionnaire –
	1. It has been decided to meet on 16th March (Wednesday) at 2pm in The Royal Oak. SG to check that they are open.
	2. At this meeting, each section “leader” to put forward questions needed to complete their research.
	3. We will work toward a release date of 1st May for the distribution of the village questionnaire, with a return 2 weeks later on 14th May.
	4. SG to take out the Survey Monkey subscription in the next week. Invoice to be presented to PC for payment.
8. Reporter Newsletter – Once again, no whole page newsletter, but photo article relating to the Action Day.
9. Any Other Business:
	1. Richard Eastham has been contacted by a Mark Wingfield of Harlequin Homes, who has an interest in land behind Blandford Hill, east of the village. He wished to attend Saturday’s Action Day, but was told that this was not Richard Eastham’s decision. He has been asked to contact the team – we will respond with suggestion to complete ‘call for sites’, if he is the land owner. (footnote: Mr Wingfield has left a message with SG, I will contact him)
	2. The AT RISK list for ancient monuments in the village shows 7 areas, but includes historically ploughed out barrows, 2 modern septic tanks, and the large Wetherby Castle monument, while it leaves out other barrows which could be called more at risk. MH has volunteered to contact Historic England, asking what action is available for ancient monuments, asking for their advice, using their existing knowledge.
	3. Google Drive: This is an internet virtual folder, where all important documents can be stored and accessed by all the team. The team are asked to try and access the drive set up by JW, or send JW or SG documents so that they can be stored. This will be a safety move in case of breakdown of individual computers.
	4. Budget – there is concern that we need to spend the grant money before the end of the month. The following has yet to be invoiced:
		1. SC is chasing for the village hall invoice for room hire.
		2. The Royal Oak will present their invoice for the Action Day
		3. We presume Richard Eastham will present his invoice once his report has been completed.
		4. SG to subscribe to Survey Monkey, and to buy in more admin stock.
	5. A letter has been received by one of the church wardens about opportunities for donation of land for church car parking with the ‘call for sites’, this has been passed to SC as it is felt it comes under facility needs.
10. The meeting closed at 8.30 pm.  The next meeting is the **Thursday 7th April**, 7.00pm, in the VH Committee Room.
11. The next meeting’s Agenda will include:
	1. Signing off the Questionnaire
	2. Organise Q distribution
	3. Discuss feedback from Action Day
	4. And results of Richard Easthams report