

Wednesday 19th January 2022 - Working Group meeting

Notes from meeting:

Apologies from Charlotte Cook

Present - Mary Pluquet (MP), Michael Noble (MN), Jason Kirk (JK), Caryl Hudson (CH), John Dunne (JD), Sue Peace (SP), John Barber (JB), Ian Poole (IP), Peter Miller (PM), Bret Hallworth (BH), Peter Hudson (PH).

The project plan was reviewed. SP described the plan – no one owns the content we can all amend it.

Roles and responsibilities:

MP accepted the role of Chairman, SP accepted the role as Vice Chairman, PH offered support to both these roles – will review from time to time.

Media lead – MN and PH will update the Website, JK will update Facebook.

Application for grants – IP and PM (for WPC) are responsible for grant applications.

IP said he would host the questionnaire on 'Smart Survey'. IP recommends we have 'Design Guidance' as part of the grant package.

JK presented the draft questionnaire – IP said he would review the questions in more details but at this stage he did not think there were any obvious omissions.

Next Steps:

The working group will continue updating questionnaire.

IP to review the project plan and in time, the questionnaire. The questionnaire needs to be agreed and distributed by the end of February.