



MINUTES

Working Group for Project A
Parish Office
14th June 2021 at 9.45am

1. **To receive apologies**
None
2. **To agree on Terms of Reference ready for recommendation to Full Council**
The Working group recommend the TOR
3. **To agree new members ready for recommendation to Full Council**
The working group would welcome Cllr Adam Powell to join.
4. **To discuss and update project plan**
The working group reviewed the project plan.
Parking issues were further defined.
Key Performance indicators were identified.
A point entered into the plan regarding the Tennis Club lease needed an addendum.
Market Research:
 - Cllr Hughes will investigate public Toilets
 - Traffic survey will be recommended to Full Council at the entrance to the Church Lane car park.
 - Clerk will investigate requirements for dementia feature.
 - Clerk will investigate children's feature.A meeting will be set up with the Allotment Committee and discussion will include what they would want from a new allotment garden and suggestions of their members to join the working group.
5. **To discuss and update communication plan to include a new page to BPC website with details about the project.**
The working group will recommend to FC a page of information for the website.
6. **To discuss any financial matters**
None
7. **Any other matters**
An email had been sent to the Clerk from Cllr Denis Spooner with a number of comments which the working group felt should be addressed at the Full Council meeting to be publicly discussed.