

Subject: Fairbourne Communication Task Group Meeting

Author: Lisa Marshall

Date: 11th June 2014

Location: Gwynedd Council Offices, Dolgellau

Present: Louise Hughes (GC)
Angela Ware (FFC)
Julian Kirkham (ACC)
Mike Scott (ACC)
Helen Evans (NRW)
Louise Pennington (NRW)
Huw Williams (YGC)
Lisa Marshall (YGC)

Copy: Fairbourne Project Board

Item No	Action	By who	Date
1	<p>Minutes of the last meeting were discussed and minor changes (and hence, reasons for re-issuing) were explained. All accepted that they were an accurate record of the meeting.</p> <p>Actions outstanding from the last meeting were discussed and all are complete with the exception of point (4) – Letter to Estate Agents - to which HW stated he is continuing to look into this issue and will report back when he has gained further information and insight into the matter.</p> <p>LM stated that as part of the Property Values, Insurance and Planning Task/Finish Group, this matter was raised and it was suggested that advice be sought from the Mortgage Council, by way of asking them to attend the Task/Finish Group and/or produce a statement explaining their reasoning behind requiring at least <i>60 years of life</i> in a property, for the purpose of obtaining a mortgage.</p> <p>LM stated that upon conclusion of this matter, LM would produce a draft note for circulation to all interested parties. This was accepted and agreed by all.</p>	LM	ASAP
2.	<p>The question was raised by FFC as to where the remaining two presentations were from the public meeting. It was understood that three of the presentation had been put on the Gwynedd Council website as they were bilingual, however, the remaining two (NRW and Greg Guthrie) were still to be published on the website.</p>		

	LM committed to investigate where the other presentations were and forward onto FFC.	LM	Done
3.	LP suggested that it would be a good idea for all minutes from other Task/Finish Groups be circulated to members of the Communications Group. This was acknowledged as a good idea by the group. LM to arrange.	LM	On-going
4	<p>Frequently Asked Questions: A copy of this document was distributed to all present and LM stated that the task in-hand was to discuss the best way of distributing the FAQ.</p> <p>It was stated that previously all homeowners and residents had been sent a copy in the post and this was the preferred distribution method this time round. LM to arrange.</p> <p>The matter of allowing people the opportunity to raise further questions/queries was discussed and LM stated that any questions could be raised with FFC, ACC or Louise Hughes directly and if they felt they could answer, then they should do so. LM could also be contacted with questions/queries (as outlined in the FAQ).</p> <p>All those in receipt of questions/queries should maintain a record of questions asked so that a log of <i>'In response to the FAQ'</i> could be established centrally with LM therefore both demonstrating and ensuring all questions/queries resulting from the publication of the FAQ, had been answered or were in the process of being answered. All present agreed that this was the right way forward.</p> <p>AW suggested that copies be made available 'upon request' in large print.</p> <p>AW suggested that a 'Glossary of Terms' be produced to further support community understanding of technical issues.</p> <p>LP suggested that the document introductory text be amended to state that the FAQ has been produced in response to a list of questions raised by FFC.</p> <p>In addition to this, the next Public Meeting was discussed and will be used as an opportunity for members of the</p>	<p>LM</p> <p>All</p> <p>LM</p> <p>LM</p> <p>LM</p> <p>LM</p> <p>LM</p>	<p>Done</p> <p>On-going</p> <p>ASAP</p> <p>Done</p> <p>Done</p> <p>Done</p>

	<p>community to attend a 'surgery-style' event where they can bring their questions/queries from the FAQ (and other queries) and raise them with the relevant technical specialist from the Project Team. (See further information relating to the public meeting, below).</p>		
5	<p>Public Meeting: Dates were requested by those present for the next public meetings. HW stated that he had put <i>provisional</i> dates in his diary, which, could be subject to change. These dates are:</p> <p>Friday 15th August 2014 Friday 24th October 2014</p> <p>All present discussed the plan for the next meeting which should comprise the following:</p> <ul style="list-style-type: none"> • Run from 14.00 – 20.30 • Be of a 'surgery' style, allowing people to pop-in and see a variety technical experts involved with the project • Have a poster/display showing all the Task/Finish Groups and their respective members • The Chairperson, at least, from each Task/Finish Group should be in attendance to answer any questions of the work of that group • Have all published documents available on-hand and maybe an information pack to takeaway <p>Roll-out/organisation of the next public meeting to be discussed at the next Communications Group meeting.</p>		
6	<p>Communication Strategy: LM presented briefly the draft communication strategy for the project. It was stated that the strategy focusses on the following:</p> <ul style="list-style-type: none"> • <i>How</i> we communicate • <i>Who</i> we communicate with, and; • <i>When</i> we communicate. <p>The appendices to the rear of the strategy would provide the detail in terms of who our stakeholders are and what exactly we are going to communicate and on what dates.</p> <p>LM stated that she would email a copy of the strategy to all present and asked for their honest comments and challenge, which she would take into account when revising the draft copy.</p>	LM	Done

7	<p>Stakeholder Action Plan: LM had previously circulated the Stakeholder Action Plan (via email) which is appendix B of the Communication Strategy. LM stated she had completed with some stakeholders but asked those present to complete with their own details along with any other relevant stakeholders and forward to LM prior to the next Communications Group meeting.</p>	All	10.07.14
8	<p>Communication Action Plan: LM had previously circulated the Communication Action Plan (via email) which is appendix A of the Communication Strategy. LM explained that the plan needs to be populated with all future known events and asked those present to complete the form and return it to LM prior to the next Communications Group meeting.</p>	All	10.07.14
9	<p>Independent Website: AW and LM discussed the growing number of documents relating to the Fairbourne project and the ongoing capacity of the FFC website as a portal to share such documents with the community.</p> <p>LM offered the opportunity to host an independent project website which would contain all relevant project-related documents. AW stated this would possibly be a good idea, due to the fact that as the project gathers momentum, the FFC website may not be able to cope with so many documents and it would also be beneficial for the community to have a website dedicated to the ongoing issues surrounding Fairbourne.</p> <p>LM stated she would look into mobilising this asap.</p>	LM	ASAP
10	<p>Publication of Minutes from Task/Finish Groups: It was raised within the group that all Task/Finish groups should aim to publish minutes of their meetings within one week of the meeting taking place, as a matter of good practice.</p> <p>LM committed to communicate this to all other Task/Finish Group Chairs.</p>	LM	ASAP
11	<p>Publication of dates for future Communications Group meetings and frequency: Meeting requests for all Task/Finish Groups have now been sent out to all those involved within each group.</p> <p>Dates for Communications Group meetings booked for the remainder of this calendar year are:</p>		

	<p>10th July 2014, 10am 13th August 2014, 10am 11th September 2014, 10am 14th October 2014, 10am 11th November 2014, 10am 11th December 2014, 10am</p> <p>All meetings will be held in Dolgellau office, unless subsequently agreed.</p>		
12	<p>Date of next meeting: Friday 10th July 2014, at Dolgellau offices.</p>		