

Subject: Fairbourne Communication Task Group Meeting

Present: Peter Cole (FFC)
Eirian Redmayne (NRW)
Lisa Marshall (YGC)
David Morris (YGC)

Author: Lisa Marshall

Date: 25th July 2014

Location: Gwynedd Council Offices, Dolgellau

Copy: Fairbourne Project Board

Item No	Action	By who	Date
1	Apologies were received from: Cllr Louise Hughes, Angela Ware, Louise Pennington, Helen Evans and Huw Williams.		
2	Minutes of the last meeting were discussed and all accepted that they were an accurate record of the meeting. Outstanding actions from previous minutes are:		
2a	Revision of letter to Estate Agents (see minutes dated 25.05.14 and 11.06.14 respectively). In relation to this matter, LM informed the group that neither The Mortgage Council nor The Council for Mortgage Lenders were able to provide a response relating to why 60 years residual value is required in a property when applying for a mortgage and this figure is at the discretion of the lending organisation. In view of this, PC asked we could arrange for a mortgage lender to attend a meeting or provide a response relating to residual values in properties where a mortgage was being sought.	HW & LM	Next meeting
2b	Copies of minutes from other Task/Finish Groups: LM will establish email 'groups' for the distribution of minutes across all project groups. This will ensure that the distribution lists for minutes are always up-to-date and that people don't get omitted by mistake.	LM	ASAP
2c	Updating of the Communication Stakeholder Database and Communication Action Plan. As yet, LM has not received any additions to the above two plans which were distributed at the meeting on 11.06.14.	All	ASAP

3	Future presentations for inclusion on FFC Website: PC asked that future copies of presentations be forwarded in PDF format in order that no specialist software is required to read the presentations. LM agreed for this to happen in future.	LM	Done
4	Frequently Asked Questions: FFC are collating all queries/responses to the 41 FAQ's from homeowners/residents in order to request a response from the Project Board and Task/Finish Groups. The Public Meeting on 15 th August will go some way to furnishing attendees with responses to their queries.	FFC	On-going
5	<p>Independent Website: DM presented a mock-up of the new Fairbourne Moving Forward website which was well-received.</p> <p>Discussion ensued about how the website would operate, eg, in English only and to be used as a document storage site. The question was raised as to whether part of the website could be used for 'draft' document to be posted for contributors to review prior to issue. This option was considered to be useful but would be considered at a later stage, if necessary.</p> <p>YGC will now work on building the website and furnishing it with all documents relating to the Fairbourne Project.</p>	DM	On-going
6	FFC Newsletter Grant: Has not been successful. PC stated that FFC are due to have a core meeting in the next couple of weeks where the offer of Gwynedd Council printing the newsletter off for FFC, would be re-visited and a decision made as to whether to take-up this offer.	PC	Next meeting
7	Links/Communication between NRW and EA for the purpose of assessing properties for insurance: PC stated that some homeowners who did not live in Wales on a full-time basis had experienced problems with securing home insurance from English companies who assessed properties in Fairbourne using flood data produced by EA rather than NRW. PC asked ER whether she could try and reinforce the communication linkages between NRW and EA for the purpose of assessing flood risk to properties and the data EA were using didn't appear to be up-to-date in terms of the minimised flood risk due to the recent flood defence work. ER committed to do this.	ER	Next meeting

8	<p>Future press coverage for Fairbourne: LM stated to PC that Gwynedd Council Communications Team would be happy to facilitate a session with Fairbourne residents with a view to putting together a positive article about the community ‘coming together’ to overcome recent difficulties and their positive mind-set in terms of future resilience and problem-solving. PC stated he would like to take-up this offer and LM agreed to arrange.</p> <p>PC further stated that he has recently been in contact with an independent programme producer who is interested in producing a programme similar to ‘Week-in, Week-out’ but projecting Fairbourne in a more positive light. He has committed to keep the Task/Finish group up-to-date with progress.</p>	LM	Next meeting
		PC	On-going
9	<p>Public Meeting:</p> <p>The format of the public meeting was discussed further and the following has been agreed:</p> <p>Format:</p> <ol style="list-style-type: none"> a) Friday 15th August 2014 b) Run from 14.00 – 20.30 c) Fairbourne Village Hall d) Attendees to be Project Board, Chairs of Task/Finish groups e) 2 x Coastal Engineers from NRW f) NRW will have their own stand g) Each ‘specialist/expert/chairperson’ to have their own desk with chairs in order that homeowners/residents can ask questions in a ‘surgery’ style. Each specialist organisation/desk to have 3 members of staff in order to provide appropriate cover and a scribe h) Each surgery session to have a scribe to record all conversations. i) If necessary, make use of the microphone system to alert attendees of sessions available to them and direct people around the event as necessary. <p>Documentation:</p> <ol style="list-style-type: none"> a) NRW Flood Leaflets b) Copies of NRW Flood Risk statement in relation to insurance renewals c) FAQ relating to Care/Funding guidelines d) Fact Sheet relating to planning conditions e) Posters on the walls with picture of chairperson 		

	<p>and objectives of Task/Finish groups</p> <p>f) Large print copy of FAQ on the walls (not discussed at meeting)</p> <p>g) Posters/Pictures as deemed necessary</p> <p>h) Signing in book</p> <p>i) Paper and pens for attendees of the event to write down queries if they wish</p> <p>Advertising the event:</p> <p>a) Narrative to be written and sent to AW for FFC Newsletter.</p> <p>b) Narrative to be written and sent to Cambrian News and BBC Radio Wales.</p> <p>c) Investigate whether we can get a photographer to the event on the day from a local newspaper to generate some publicity for the village.</p> <p>The presence of Flood Wardens was discussed and it was felt at this time their 'official' presence was not required as there is additional work that needs to be done with this service. They are, of course, welcome to attend in their capacity as a resident.</p> <p>LM will now take the lead on arranging the event. If anyone has any further ideas/queries, please get in touch.</p>		
10	<p>Ffriog Corner: PC asked that although Louise Pennington had confirmed that further work would be undertaken at Ffriog in the near future, he would like to receive written confirmation of this.</p>	LP	ASAP
11	<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>	All	ASAP
12	<p>As a reminder: 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>13th August 2014, 10am 11th September 2014, 10am 14th October 2014, 10am</p>		

	11 th November 2014, 10am 11 th December 2014, 10am All meetings will be held in Dolgellau office, unless subsequently agreed.		
13	Date of next meeting: Wednesday 13 th August 2014, at Dolgellau offices.		