

Thornhill Futures Group Steering Group		Notes Meeting 1 Monday 15 March 7.30 pm via Zoom video conferencing		
Present: Elaine Blanchard, Joyce Firth, Belinda MacMillan, Mandy McMonagle, Alexander Pfretzschner, Al Rawlinson, Kate Sankey, Graham Tristram, Richard Waite, Rachael Purse, Gary Richardson, Peter Stott, Keith Yates, Chair, Drew Yule. Also Fiona Morison Apologies: Jim Mills				
Activities	Discussion points for this meeting	Outstanding actions/new actions for this topic	Whose action?	Done?
Welcome & Apologies	<ul style="list-style-type: none"> Keith 			
Agree agenda/timings/note taker	<ul style="list-style-type: none"> consider agenda on offer and make suggestions to improve flow etc 	<ul style="list-style-type: none"> Notes: JF 	JF	
Proposal for discussion: rotate chair and note taker	<ul style="list-style-type: none"> create a standing agenda share the responsibility across the groups to keep the momentum going share the load of timeous note taking 	Agreed: <ul style="list-style-type: none"> list to be drawn up and facilitators (KY & JF) to chair every second meeting trial a standing agenda next meeting aim for notes to be prepared and circulated for agreement by the end of the working week after the meeting. 	JF JF/PS/KY	
Brief feedback on first Futures Group meeting	<ul style="list-style-type: none"> brief comment to help plan the next meeting 	<ul style="list-style-type: none"> people pleased to meet new faces with an interesting range of interests and energies break out groups could be considered for a future meeting some sense of the thread being lost at points 		

		<ul style="list-style-type: none"> ● all aware there were voices/representations missing and we need to ensure to include the views of as many people as possible e.g. teenagers, landowners, businesses, people who are housebound ● remember meetings and committees are not for everyone ● feeling that people are keen to get into the nitty-gritty 		
Direction of travel	<ul style="list-style-type: none"> ● manifesto/values ● steering group timetable ● allocating jobs ● overseeing progress ● resolving issues ● funding actions ● electronic organisation 	<ul style="list-style-type: none"> ● Manifesto/values: PS to draw up a draft document for the next meeting ● Steering group: <ul style="list-style-type: none"> ○ purpose of the steering group to provide clarity of vision and oversee progress of workstreams ○ to meet in two weeks so that early groundwork/momentum can be maintained. Possibly aim for shorter meetings more often. ○ quorum for group - 7 ○ confidentiality respected as required ○ ensure all themes groups keep communicating and cross referring to each other ○ should any challenging or sensitive situations arise share and seek support with others in the group ○ maintain good communication with the community - KS, DY, RP to become 	PS All	KY, JF, KS, DY, RP

		<p>‘editors’ to work with JF and KY in preparing documents for publication and posting on the community website and noticeboard.</p> <ul style="list-style-type: none"> ● Funding- initial outlay for printing planned questionnaires and possible future ‘seed funding’ to come via TCT - thank you. Also we should consider approaching CC. ● TCT has supported the setup of Futures group with an email address and other facilities. Arrangements for digital sharing of files and resources will be set up via Google Drive. e.g. volunteers contact details list, shared access to documents to edit/comment 	AP, JF, GR, KY	
Themes and volunteers	<ul style="list-style-type: none"> ● progress so far 	<ul style="list-style-type: none"> ● KY has prepared 8 draft briefs for possible workstreams ● themes have been grouped together now down to 18 ● has had many conversations with people signing them up to different themes. ● shared ‘Volunteer & Themes’ list as it stands ● updated in real time and later to reflect what theme people want to work on. ● V5 of list circulated with these notes ● We hope to decide shortly what is needed and what is feasible. ● request for a template for each group to work and to clarify methodology 	KY	

		<ul style="list-style-type: none"> ● TCT has a document which is used to check applications to the Thornhill Environment Fund which links the criteria and principles the money in the Fund is equitably shared. This was offered as an example of how prospective actions projects could be assessed ● Questionnaire/insert - this is a first 'reaching out' to the community of Thornhill to seek their views on the impact of the pandemic. We would use this information to inform and prioritise any recommendations for action. <ul style="list-style-type: none"> ○ to be delivered to each household ○ first draft being prepared by KY, JF and Joanna Bassett ○ to be circulated as soon as possible ○ feedback from group as soon as possible ○ document to be with printers by noon on Monday 29 March for pick up on 31 March ahead of distribution on Friday 2 April 	<p>KY/ JB/JF ALL JF</p>	
Communications	<ul style="list-style-type: none"> ● Notes of Futures meeting 1 <ul style="list-style-type: none"> ○ circulated to attendees ○ propose they are posted on Futures page on website ● TV Article – copy deadline 12 March - short item submitted 	<ul style="list-style-type: none"> ● agreed to publish notes of all meetings on website and other places once signed off by group ● Thornhill Views to be approached to ask if a questionnaire could be inserted and delivered with next edition of TV - contingent on covid rules changing to allow house to house distribution 	<p>JF - <i>done</i></p>	

	<ul style="list-style-type: none"> • Thornhill Futures page on Thornhill Community website 	<ul style="list-style-type: none"> ○ <i>TV have agreed to undertake this task for us - Thank you very much</i> 		
DONM: Chair: Notes:	Monday March 29 2021, 7.30pm via Zoom Peter Stott Elaine Blanchard	<ul style="list-style-type: none"> • schedule meeting • prepare agenda • circulate agenda 	JF PS/JF/KY JF? PS?	