

PAULTON COMMUNITY PLAN STEERING GROUP
Minutes of
Committee Meeting 06.11.07 7.30pm
Red Lion Meeting Room

1. Apologies for absence.

Rob Stocker, Terrie Stocker.

2. Present: KS, PL, AM, SN, JN, JS, MB, TB, and HW.

3. Minutes of the last meeting

These were taken as read and signed by KS.

4. Matters Arising.

- Insurance, KS has now accepted the terms of the Aon policy. The cost is £167.93 for 12 months; cover started from 1st November 2007. A copy of the policy is filed for reference. Main points are:
 - Public liability is £5 million
 - Employer's liability; this covers up to 25 personnel, voluntary and paid, above this number additional cover will be needed.
 - Personal accidents payment for anyone over the age of 12 is on the continental scale.

- KS met John Bull & David Speirs at their drop-in session. He informed them of the Steering Group's progress to date. They would like to attend the meeting we hope to hold with local business people; this is to be arranged when the replies to our letter have been received.
- KS attended the Parish Council's drop-in morning and spoke to the Councillor's about Steering Group's activities. John Sheldon advised contacting Amanda Hall of B&NES Highways planning as she has special interest in the Sato development. AM also attended and spoke to Felicity Horn & John Sheldon to emphasise our need for greater financial support from the Parish Council due to the anticipated high printing costs.
- **TB advised KS to write to the Parish Council at the earliest opportunity to stake a claim on the next year's budget. KS will write to Parish Council and make personal appeal too.**
- **KS will contact Sperring Trust to find out when we will hear if we are to receive a grant.**
- MB suggested we hold a fund raising event. Consensus was that this would not be appropriate at this time.
- KS had looked at the internet facility bt workspace but did not feel it would be useful in our case. **AM will investigate using it to store Group's documents.**
- KS has spoken to PC Trevor Gardiner and he is interested in addressing the Steering Group about policing concerns in the village. **KS will arrange an interim meeting for this on either 26th November or 3rd or 5th December.**
- JN estimates that the budget shortfall will be in the region of £4,000.
- If the monies are not forthcoming cutbacks will be necessary in the number of the final reports printed.

- SN advised that audio and Braille versions should also be available.
- JS suggested a synopsis of the findings be included in the 2008 Paulton Letter, as a means of reducing the number of final reports required.

5. Treasurer's Report

A summary of projected and actual expenditure so far is attached to these minutes. **JN still needs timesheets from RS & TS;** preferably showing time and task. The only expenditure so far has been on postage.

6. Parish Councillor's Report

TB & HW are keeping the councillors informed of the work of the Steering Group. **SN requested that parish councillors be made aware of "yourpaulton" web-site and encouraged to look at it.**

7. Contact Strategies

SN has sent out 125 letters to local businesses plus 7 letters to local farmers. There have been 3 replies so far. SN has contacted David Evans, of MSN Chamber of Commerce who will hopefully provide further business insights, especially as many Paultonians work in MSN.

Replies to the letters will hopefully be received in next 2-3 weeks and a decision on whether to hold a presentation for this group will depend on their positive response. **SN will log the replies for analysis.**

KS will draft a letter to the area's service providers.

8. Publicity

Claire James from the Children's Society was welcomed to the meeting.

She has received funding until March 2008, in conjunction with Community Action, to assist Steering Groups in the preparation of Village Plans by ensuring that children's' views are represented. She is busy until January.

KS summarised our present position and our area of concern in engaging the 11-18 age group. Claire James is happy to undertake collection of ideas and views from this group starting in January using their expertise she will be able to give the Group an analysis of her results.

- **TS will need to speak to CJ with regard to targeted age groups. CJ will concentrate on 11-17 age group.**
- **CJ will speak to Paulton Schools about input from the children through events rather than just the questionnaire.**
- **KS to speak to RS&TS about liaising with CJ on Paulton Schools actions.**
- **Analysis can be expected in early February**
Steering Group to meet with CJ a week before the 19th February meeting to receive the analysis
- **JS will now plan for a presentation combined with a music gig for 16-20's in January.**

- Posters advertising the advent of the questionnaire will need to be designed and printed. **MB reminded the group of the proposal to have a poster competition at the Infants & Junior School for this. KS will contact RS & TS to clarify time scale for children's questionnaire and organise a poster competition at the School.**
- The need for a leaflet drop was felt to be unnecessary provided the local press advertise the fact that the questionnaire is imminent.

9. Preparation of the Questionnaire.

SN has prepared a first draft which is attached. The questionnaire includes a large element of free comments which can be used to provide storylines in final report. The draft is not age grouped. SN expects the final report to consist of:

- a) Graphs to show data analyses
- b) Call out boxes
- c) Narrative

The committee must read and respond with constructive criticism by the 17th November.

KS thanked SN for his hard work.

10. Core Strategy.

KS will write to B&NES Planning to say that Paulton Steering Group are not yet in a position to respond collectively to the Core Strategy but will be able to give a view in March/April 2008.

Committee members urged to send in individual responses by 17th December.

11. AOB

KS has produced written statement of the role and task of each of the committee members which he distributed.

The Parish Council are holding the second drop-in session for villagers to meet and raise issues with the councillors on 8th November in the Village Meeting room from 6.30-7.30pm, committee members were urged to attend.

AM is to book village meeting room for every third Tuesday at 7.30pm. for meetings in the New Year.

11. Date of next meeting

20th November in Village Meeting Room

Meeting Closed at 10.15pm