

PAULTON COMMUNITY PLAN STEERING GROUP
Minutes of
Committee Meeting 11th December 2007 7.30pm
Village Meeting Room

1. Apologies for absence none

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

2. Minutes of last Meeting

These were taken as read and signed by KS.

3. Matters Arising

- KS insurance premium has been paid; he will have to investigate additional cover for people co-opted to deliver and collect the questionnaire in January.
- SN has spoken to the secondary school heads, it is hoped that head of Writhlington will attend Focus Group.
- KS has had official notification of our failure to receive a grant from the Sperring Trust. **RS will ask TS for list of possible contacts for funds. KS is to approach Leonard Laity Stoate Charitable Trust who support community projects**
- PACT meeting from report in the press covered same topics as those at our meeting with PC Gardiner. Notes attached to these minutes
- KS has not yet received a response from the Parish Council about help with the funding.
- SN is still waiting for the unemployment figures

4. Treasurer's Report

Summary sheet is attached. Only expenditure in November has been the insurance premium. Total to date is £230.33. Despite the large anticipated shortfall there will be sufficient funds for printing a black and white questionnaire. Funding for the final report is not yet in place.

5. Webmaster's Report

RS reported that during November the website had 31 hits with visitors opening an average of 8 of the 12 pages. This is the highest number of visitors ever but no new comments were left. **JS will confer with RS to write a report on the progress of the Community Plan to date, to post on the website.**

6. Publicity

JS listed the requirements for publicity needed by mid January before the issue of the questionnaire at the end of the month.

- **JN offered to design the posters which will need to be brightly coloured, eye-catching posters; mostly A4 size for ease of display.**
- **Press release, KS has written a draft, JS will need to confer with John Turner to ensure that it is published.**

JS suggested that a tear-off section be included on the questionnaire which when completed by the householder will be entered into a draw. It was agreed that a single cash prize of £25 be offered.

7. Parish Councillors Report

TB has emphasised the importance of the Plan to the Council but admits they are rather pre-occupied by the Sato development at present.

KS suggested that he attend a full council meeting in order to address them and answer any questions they may like to put about the plan. TB or HW will let KS know the date of next full meeting.

8. Business/ Service Provider Response

The Ambulance manager and the Fire Brigade have both replied to the letter and are happy to meet with us. JN had personally asked one small business why they had not replied and they admitted binning the letter because they felt antagonistic towards B&NES.

KS had been able to speak to a number of villagers at the Wesley Hall Christmas Lights event on 7th December where he found a positive attitude towards the Plan.

9. Questionnaire: Sub committee Report

SN has worked extremely hard to produce a sample questionnaire draft 1b, which was circulated and will form the basis of the discussions at the Focus Group meeting on 13th December. It is hoped this meeting will introduce new insights into the workability of the present document.

On 13th December there will be 20-22 co-opted members attending a Focus Group to assess the questions and form of the questionnaire. KS has divided them into 4 groups and allocated 5 sections of the draft questionnaire (taking into account each individual's main topic of interest) for each set to discuss. Two steering group members will be facilitators to each set to maintain their focus and move the subjects along; after an hour a break for refreshments and mingling will be followed by free form discussion (Butterflies and Bees). The Group leaders will end the evening reporting the findings.

10. Arrangements for Questionnaire Distribution

Distribution is expected to take place at the end of January.

A long discussion resulted in the decision to **deliver** the questionnaires as a straight letterbox drop. It is hoped that we will be able to use some of the team

responsible for the delivery of The Paulton Letter. KS will approach them through Judith Plucknett.

JN will undertake to organise the volunteers and the deliveries zoning the village and allocating the teams road by road.

The collection will need to be by knocking at each door and may entail more prolonged interaction with the householder; this will need to be carefully managed.

A risk assessment will be done. The insurance cover will need to be extended for the outside work. It was agreed that high visibility vests should be provided for the distribution teams.

Thanks to JN for her invaluable help.

11. AOB

JS asked if we had heard from Clare James. **AM will forward her the report from Camerton done by the CHS.**

MB reported that there did not appear to have been any activity at the Rec hut where a youth group was expected to be meeting on Wednesdays.

TB brought to the committees' attention the fact that the Library may be under threat of closure again.

KS reported an encounter with a Sustrans activist who said there was a remote possibility of creating a link to Paulton from the cycle way at Welton/MSN, in the event of Sustrans winning the £50M Connect-2 bid.

12. The Next Meeting

15th January in the Village Meeting Room 7.30pm.

The meeting ended at 10.00pm