

PAULTON COMMUNITY PLAN STEERING GROUP  
Minutes of  
Committee Meeting 15<sup>th</sup> January 2008 7.30pm  
Village Meeting Room

1. **Apologies:** Jacqui Ward.

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

2. **Minutes of last meeting.**

These were taken as read and signed by the Chairman KS.

3. **Matters Arising.**

- Grant Applications KS is ready to apply to the Leonard Laity Stoute Charitable Trust, using an estimate of Steering Group labour to end Dec 07 of £5,000.
- **KS will re-apply to the Sperring Trust as they were advertising for applications in the local press.**
- Jacqui Ward had been intending to speak at this meeting about fund raising but was prevented by the floods from getting here. **KS will contact her by email.**
- **SN is to attend a meeting of all the Head Teachers in the area when he hopes to speak to them regarding the Community Plan.**

4. **Treasurers Report.**

A summary of the financial position is attached. At present there is £2955.02 in hand. JN has moved £2500 of this into an interest bearing account.

**It is imperative that all committee members pass their time sheets to her ASAP.**

JN proposed making a bulk purchase of paper for committee members' use. This was rejected as members are prepared to fund these expenses from their own pockets. She will need an estimate of the cost of paper and ink used for the Plan at the end of the project. **Please save relevant invoices.**

**The committee is in dire need of further funding. The cost of printing 2,500 questionnaires alone may exceed the existing funds. Further money must be raised to pay the costs of printing the final report.**

The possibility of sponsorship was discussed but in view of the lack of interest shown by businesses the committee felt this was not viable. KS to consider asking those firms which advertise in the Paulton Letter if they would provide some sponsorship.

5. **Webmaster's Report**

The web site continues to have one or two visitors a day.

**RS & JS are going to update the Home page and publish the Press Release on the web. There are still some outstanding entries to be added to the site.**

## 6. Publicity.

The Press Release publicising the delivery of the questionnaire, is receiving final tweaking. **JS will see John Turner about getting it in the “Somerset Guardian” the week before the questionnaire goes out to households; SN is to email photos of the focus groups’ activities for inclusion with the release.**

JN asked for consensus on the background colours for the posters advertising the advent of the questionnaire. Yellow, white were chosen for the 3 series, and green for the 2 series.

**JN will print 20 of each and PL will laminate them.** KS and JN have list of sites for their placement. It is intended to replace these posters with another set, listing collection sites for the completed questionnaire at the appropriate time.

AM expressed thanks on behalf of the committee to JN for all her work in producing such attractive posters.

## 7. Parish Councillors Report.

TB felt that the presentation KS had made to the full PPC meeting on the 8<sup>th</sup> January had been useful and was well received by the Councillors; but whether it would result in any extra funding was doubtful, as there was no spare cash.

## 8. Questionnaire Final Draft Report.

SN: the final draft is not quite ready, as the analysis of the work of the focus group was taking longer than expected. He praised the focus group for the way they had been engaged by the task in hand. Common themes plus some new ones had emerged. Feed back from the committee members has resulted in changes to the focus of some questions; it is very important to avoid leading questions.

SN is presently writing the instructions for the questionnaire. He will distribute CD-ROM discs or hard copies to committee members and **would like feed-back by 21<sup>st</sup> January, please.**

Discussion took place on the final design /format of the questionnaire but no decision will be made until the costs are known.

**RS will be speaking to Matt Grosvenor, headmaster at Paulton Junior School, about the children’s questionnaire which it is hoped they will write and answer in –house.**

**KS & AM are in the process of setting up another meeting with Claire James of the Children’s Society to find out a more precise time line for her work on the teenager/young people’s questionnaire.**

AM asked how the results would be analyzed. SN will organize this at his home, committee members entering results on lap-tops which will be shared immediately via a LAN. This will have the advantages of keeping all results in a single location and contribute to a deeper understanding of the results, by those working on the entries.

## 9. Distribution of Questionnaire.

KS has fifteen names from the focus group plus twelve parish councillors willing to help with the delivery. He will ask Judith Plucknett how the distribution areas are organised for the Paulton Letter.

A meeting will have to be arranged for all the people doing the deliveries and health and safety issues explained. It is anticipated that this will be in early Feb, date and venue to be arranged.

#### **10. AOB.**

- The reports for the Paulton Letter have to be submitted to JP before 25<sup>th</sup> February. KS to draft a report on behalf of the Steering Group.
- RS has surplus leaflets and posters left from summer meetings; these can now be recycled.
- KS had a letter from the Paulton Bowls Club declining a meeting.
- KS read out a draft framework for preparation of a SWAN Community-Led Plan attached to the minutes below

It was felt that the Steering Group fulfilled several of the above criteria.

- SN raised the possibility of creating a social enterprise scheme in the village.
- RS, as a parent, has been invited to a School meeting on 21<sup>st</sup> January to “Review Primary Education in Central & North East Bath” This is concerned particularly with our area and is in response to the redevelopment of the Polestar site. This will mean that existing schooling facilities will be inadequate, as the two Paulton Schools are already both at and near full capacity. **RS will attend.**

#### **11. Date of Next Meeting**

**An extra meeting is to be held 29<sup>th</sup> January 2008, 7.30pm in the Red Lion.**

MB drew attention to the fact that a scheduled meeting of the Steering Group on 18<sup>th</sup> March clashed with a PACT meeting. **It was decided therefore to bring our meeting forward to 11<sup>th</sup> March.**

The meeting closed at 9.20pm.

## **PROPOSED SOUTH WEST REGIONAL FRAMEWORK FOR EMBRACING COMMUNITY-LED PLANNING**



*This Draft Framework starts from the premise that every local community in the South West Region of England, working in association with local partners, should have the opportunity to prepare a community-based plan setting out its vision for its area and the necessary action needed to achieve it.*

*So long as these plans meet certain quality criteria, this Framework endorses that they should be used to inform:*

- *Regional spatial and service delivery strategies and policies*
- *Community Strategies for county, unitary and appropriate districts/boroughs*
- *policy decisions and the planning and delivery of services*
- *the allocation of resources*
- *the statutory land use planning system*

### **QUALITY STANDARDS FOR LOCAL COMMUNITY-LED PLANS**

*In agreeing this Framework the parties involved will only endorse local community-led plans that have achieved, and can demonstrate that they have achieved, certain criteria of quality. Therefore any plan submitted should either*

*demonstrate that it has been undertaken with the guidance of an external facilitating organisation who themselves, are prepared to endorse the process adopted (for example the plan meets the required standards of the local Rural Community Council or the Market and Coastal Towns Association as appropriate) or*

*can demonstrate that it has been undertaken by a group that is; committed to genuinely representing the issues and needs of the whole community*

*is holistic, in the sense of addressing social, economic and environmental issues and concerns, in the round;*

*be based on thorough and socially inclusive local consultation in relation both to establishing the key issues for consideration and to deciding the policies and action points to be pursued;*

*contain a plan of action that flows clearly from the earlier analysis of issues and that is clear and realistic in terms of 'what, why, how and by whom?'*

*have local legitimacy, for example by being formally ratified / adopted by the local community forum or parish or town council.*

*and, have taken cognisance of District, Unitary, County and Regional priorities.*