

**PAULTON COMMUNITY PLAN STEERING GROUP**  
**Committee Meeting 17.07.2007**  
**Parish Meeting Room**

1. Apologies for absence: Jane Stephenson, Jacqui Nolan and Terry Bridgeman.
2. Minutes of meeting on 26.06.07 and 19.06.2007 were read, accepted and duly signed by KS. It was agreed that in future the minutes would be taken as read and signed by general assent of the meeting
3. Matters arising:
  - Insurance. The Group is covered by the insurers of the hall when holding a meeting on the premises. The insurers Zurich have been contacted and there appears to be a grey area in the cover when the Group hold an event and an article owned by them causes injury to a third party. KS is to speak to Julia Brown, Manager of Village Hall, to clarify.  
SN was concerned that we will need cover for anyone carrying out duties on the Group's behalf outside the Council premises.  
KS will speak to JW about the Rural Community Council organising an insurance scheme on behalf of Steering Groups.
  - John Turner has been co-opted onto the publicity sub-committee. JS issued a press release to the Somerset Guardian and the Journal but neither paper printed it. JT will re-submit them. In the absence of any positive result other channels will be tried e.g. Radio Bristol.
  - KS thanked JN for good job on drawing up potential budget to submit to Quartet. The grant application is now under consideration; the only feedback so far was a query about the Parish Council's modest contribution. The application seems to have been generally well received.  
SN thanked KS for his hard work in writing the application.  
It was noted that the cost of promotional items had been excluded from the budget, a copy of which is attached to the minutes. This shows we are under financed by £2,905 on the budget estimate. It is felt we will need to approach local businesses and /or organise fund raising events to cover this deficit.  
JW had suggested [www.ukvillages.co.uk](http://www.ukvillages.co.uk) which has a page on funding sources for specific village projects. This will need to be held in mind, especially for funding the projects which our plan will identify.
  - MB has requested list of clubs using Paulton Rovers and is updating contacts on the current list from the Paulton Letter.
  - SN is building a database of businesses in the village. Discussed involving business people who work in but live without the village. In the opposite situation these people will be canvassed anyway as residents.  
Barrett's have yet to reply to his e-mail. He has had contact with Sato's Stefan Turnbull. SN will write to Tesco to try and engage them in the Plan. Meanwhile, all to respond to SN's initial list of businesses with changes & additions.

- Neil Creevy has created link to yourpaulton from Parish website.
  - JN reports NatWest account application has been completed, she awaits confirmation of the account being active.  
KS has written to Savill's but was given wrong contact name and needs to write to Stefan Turnbull at Sato. An e-mail from TB stated that Sato only want to negotiate with the Parish Council. SN will draft a letter explaining the purpose of a Village Plan and to persuade them to engage with us as we wish to work together for the greater good of the village.
  - TS attended the PPC meeting and met David Spiers, Paulton's representative on B&NES council, who is very interested in our Group's work. KS will meet him at a Saturday surgery to discuss the Steering Group and some of the community issues already identified, such as concerns about the ability of the infrastructure to deal with the proposed new housing developments.
  - KS spoke to Mick Colliver and he will be called on when needed.
  - SN the PowerPoint presentation should be ready by 23.07.07.
4. Review of Project Plan. A final TimeLine has been produced to Line125. As items drop off it should be maintained as historical record of activities. JW has congratulated SN on this plan
    - Item 64: strategies are needed to deal with specifics
    - Item 91 agree final questionnaire 9<sup>th</sup> November, there was a discussion as to the timing SN felt November was achievable. TS and AM felt this was not realistic and January would be preferable. No consensus was reached.
    - SN to forward his draft survey to KS for comment.
  5. Review of Budget. As yet there is no money in the account. Provisional budget sheet is appended to minutes.
  6. Status of Website. There are now 12 pages on the site. It had 145 hits in June and 125 in July so far. There was an increase in activity following the outside events. Two people have left comments; SN will formulate a set of simple questions to encourage comments.
    - Agreed that RS will form a website work-group with SN and MB to monitor the site.
    - RS has set up e-mail accounts for all committee members on Microsoft Office Live Mail. Thank you.
  7. Comments on Constitution. Under Membership, item (e), it was decided it was not necessary to raise the number of Parish Councillors from 3, as this refers only to the Steering Group members not to any sub-committees which might be formed.
  8. Contact Events. TS presented an analysis of the comments gathered at the 5 events held so far relating them to the age group of respondent. This showed an absence of any input from the 18-25 group. The comments were further presented as percentage of the topic headings from the brainstorming session. Every committee member has a copy of these results.

- RS met the Junior School Head, Matt Grosvenor, who will:
  - a) Mention Community Plan in School Newsletter
  - b) Get the children to talk to their parents about it.
  - c) Encourage children to visit website and write comments during IT sessions.
  - d) Suggest to the children on the 16-strong school council that they form a Children's work group.
  - e) Distribute a children's questionnaire to the children of the infant and junior schools, at the same time as the main questionnaire is distributed.

This is an excellent result. Thanks to RS. KS will write to Matt Grosvenor to thank him for his support.

- Future contact events; The best way to approach various groups, clubs and businesses and how to meet with hard to reach groups was discussed:
  - a) By introductory letter.
  - b) Individual contact with lead member of the business/group.
  - c) By attending club meetings
  - d) Mix and match above methods according to the situation.

Two sub-groups with responsibility for

1. Businesses comprised of KS, SN and RS.
2. Clubs and Societies comprised of TS, MB and AM were formed.

#### 9. Publicity programme

- RS presented the update; he and John Collins have joined JS on publicity work group. They have had their 1<sup>st</sup> meeting.
- JS has 2 specimen posters drawn by John Collins. The committee approved of them.
- KS suggested that Publicity plan produced by JS must be incorporated into the main Timeline plan. RS will do this.

#### 10. AOB.

- SN showed some free postcards he designed from [www.vistaprint.co.uk](http://www.vistaprint.co.uk) advertising yourpaulton. These looked very good he will investigate further designs.
- RS has offer of the loan of an 8-sided full height display board.
- PL has read of the Ralph and Irma Sperring Charity and wonders if the group might qualify for a grant. KS to investigate.
- PL will contact Bloomfield Nursing Home to arrange to meet some of the patients and explain the Plan.
- PL suggested having a Saturday morning presentation in the Hillside Court precinct. MB will speak to Somerfield manager about a pitch by unused shop front.

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**Next meeting of full committee is 21 August at 7.30pm in the Village Meeting Room.**

The meeting closed at 10.30pm