

**PAULTON COMMUNITY PLAN STEERING GROUP**  
**Minutes of**  
**Committee Meeting 19<sup>th</sup> February 2008 7.30pm**  
**Village Meeting Room**

**1. Apologies:** KS, TB & SN

Present: PL, AM, JN, RS, JS, MB, HW.

**2. Minutes of last meeting.**

These were taken as read and signed by the Vice- Chairman PL.

**3. Matters Arising.**

- Grant Applications: KS has not yet received any response from the Leonard Laity Stoute Charitable Trust or the Sperring Trust
- KS & AM had a meeting with Claire James of the Children's Society on 31<sup>st</sup> January. She has had to withdraw her offer of conducting a survey of the teenage children in the village but is willing to advise us on how to hold an event and attend it to operate the video camera for a video diary. She is no longer in a position to fund publicity either.
- KS has not had any response on whether we fulfil the conditions outlined in the SWAN framework.

**4. Treasurers Report.**

No income or expenditure since the last report.

**5. Webmaster's Report**

There have been 22 visitors to the website so far this month looking at an average of 4 pages. Unfortunately no comments have been added.

The information on the site has been updated apart from adding the latest minutes.

**6. Publicity.**

Press release is on hold until dates of distribution are known

Discussion took place about the need for a one off teenager event in view of the withdrawal of the Children's Society. AM has spoken to Sue Clarke, leader of the Baptist Church youth group, it would be possible to incorporate a special event with a meeting of the Group but the usual attendees at the 11-16 group only number 10-12 so a lot of publicity would be needed to draw in a significant number to make the expenditure worthwhile.

RS drew attention to the fact that a significant number of comments from this age group had already been collected at previous events.

**JS will approach the Junior PADS group and AM will speak to Sue Clarke, who runs the Youth Group, to gather any further comments.**

## **7. Parish Councillors Report.**

HW reported that the Infants & Junior Schools have set up a group to survey the school travel arrangements. The aim is to suggest ways of overcoming the parking crisis at the schools at arrival and departure times.

JS advised that this be incorporated into the questionnaire in the relevant section.

## **8. Questionnaire Final Draft Report.**

JN distributed copies of the revised questionnaire.

Sections A to C are considered finished. It should be noted that there are some control questions in various sections which may appear to be repetitions.

**The revision of the other sections is allocated below:**

**Section D: RS**

**Section E: JN**

**Section G: JS**

**Section H: KS**

**Section K: JN.**

**Section M: KS & PL**

**Section N: AM**

**Sections O & P: Everyone**

**Section S: KS & PL**

**Section R: JN**

**JN needs to have these revisions by 28<sup>th</sup> February, please.**

The Chairman thanked JN and SN for the incredible amount of work they had done in order to get the questionnaire to this stage.

## **9. AOB.**

KS spoke to Graham Dix, who is very supportive of the Steering Group. **KS will send a formal letter to the Parish Council to request their help with the distribution of the questionnaire at the same time as the Paulton Letter.**

KS has also spoken to Judith Plucknett about the distribution of the questionnaire with the Paulton Letter. The committee will be needed to help in bundling the documents ready for distribution.

**KS will organize the collection of the completed questionnaires** which, in order to achieve a 60% response, will entail the Committee and other volunteers visiting every household in the village.

RS raised the question of the protocol and identity badges for the team collecting the completed questionnaires. It was thought that KS had the protocol in hand. **JN will think about the badge/ID problem.**

**MB will get the street map.**

Now that the number of pages and the format of the questionnaire is known **AM will get an estimate of the printing cost from Fosse Way Press.**

## **10. Date of Next Meeting**

**An extra meeting is to be held 4<sup>th</sup> March 2008, 7.30pm in the Red Lion.**

The meeting closed at 9.00pm.