

## PAULTON COMMUNITY PLAN STEERING GROUP

### Committee meeting 19.06.2007 Parish Meeting Room

1. .Apologies for absence; Jane Stephenson
2. Minutes of meeting 22.05.07: Minutes read by AM unanimously accepted signed by KS.
3. Matters arising/Actions outstanding:
  - Mission Statement & Constitution are dealt with later as separate agenda items.
  - At ad hoc meeting after training session on 5,06,07 the strap line “Your Paulton “ was chosen as title for the whole project, this can be followed up by strap lines such as Your Issues, Your Views etc.
  - **A list of contacts, clubs and activities, compiled by MB plus the Paulton Directory entries and local businesses are to be consolidated into a single list by RS adding in a guide age group column to the chart for ease of targeting mail shots later.**
  - **MB will contact to identify any other Church related groups**
  - **TB to provide info on Methodist Church groups.**
  - **SN to provide list of local Businesses\***
  - **Outstanding Action** : JS to contact Neil Creevy to investigate possibility of YourPaulton link from Parish Council website
  - **AM to confirm next Training session date with Jacqui Ward as 7pm on 26<sup>th</sup> June in the Village Meeting Room\*.**
  - KS’s application for funds from Quartet, he has completed the introductory part but the other 2 parts cannot be written until our plan is more advanced. SN recommended “A Question of Paulton” as a good source of local information on local history and development.
  - JN has investigated opening an account with various banks and the most accessible account is a NatWest Business account with linked Savings account to enable us to switch funds into this to earn interest. This allows a/c holder to use the PO for dealings. JN would like two signatories for all dealings from the following 4 nominees:
    - Jacqui Nolan
    - Kerr Stirling
    - Pam Leah
    - Anne MiallThese recommendations were carried unanimously.
  - SN informed the Somervale School Governors of the formation of the Community Plan Steering Group for Paulton and they were pleased to offer support as their school is under a certain amount of threat due to the expansion of Norton Hill and Writhlington Schools.
  - **KS outstanding action to write to Savill’s as Agents for Polestar Site; he awaits the name of the contact from Jacqui Ward\***

4. Strategic Agenda: A discussion of the wording of the Mission Statement prompted by JS's suggestion of incorporating the sustainability element of the plan resulted in the amendment.
  - JN said that sustainability is now an inherent property of all development and overemphasising of it is detrimental.
  - LM do we need the 5 year timescale?
  - KS the plan is finite will evolve; needs to be aspirational but realistic.
  - RS Mission statement needs to generate passion
  - SN sustainability cannot be measured so to be removed from Critical Success Factors to Objectives.
  - **The modifications to the Strategic Agenda were agreed and KS will circulate new version.**
  - **RS to add it to the website\***
  
5. Constitution: KS has compiled a Constitution from examples provided by Jacqui Ward, adding a conflict of interest clause. This was unanimously adopted. The title of the group will be "Paulton Community Plan Steering Group" with "Your Paulton" as brand name.
  - RS to add to the website.
  
6. Project Plan/ timeline: SN produced an initial Timeline plan which he explained to the majority of the uninitiated in timeline plans. This is necessarily incomplete at this time but provides a framework for the progression of the Plan.
  - KS "Planning the Plan" we will have to set up sub committees for tasks identified under a Task Leader who will oversee that task to completion.
  - KS We will need to liaise closely with the Parish Council.
  - **AM to send Minutes to Judith Plucknett and TB & HW to keep Council informed of projects etc.\***
  - Some tasks could be allocated now as follows:
    - i. Define Responsibilities for the Committee to KS.
    - ii. Finance to JN.
    - iii. Publicity to JS & LM.
    - iv. Sustainability to SN.

Beyond these items, the whole Steering Group will, for the present, own the major tasks, until such time as we can define the detailed activities within them.

KS thanked SN for all his hard work in producing such an excellent plan.

7. Topics for Consultation:
  - **Party in the Park:** a summary of the comments received during the event was tabled by TS with the age group referenced. (Copy attached).
  - TS there is a need for a Paulton leaflet defining Community Plan aims that can be distributed to local people.

- Following discussion, it was agreed that the age groups need to be expanded to 0-11,12-17-25, 26-40, 41-65, 65+
- **RS to enter the comments onto the website aligned to the topics identified in the brainstorming exercise.\***
- **Brainstorming topics for consultation:**

The following ideas were forthcoming:

Traffic (5)

Traffic management

Speed limits

Road safety (2)

Community spirit

Community Development

Maintaining village identity

Over development

Shops (2)

New businesses

Survival of Post Office

Local Bank

Youth facilities (3)

Facilities for teenagers

Facilities for the elderly

Doctors' surgery

Preservation of green corridor (2)

Restoring Green Belt

Protection of countryside

Environment

Reduction of light pollution

Public transport (2)

Retention of Junior School

NOTE: The numbers in brackets indicate the number of times that topic was mentioned.

Anyone with further ideas should email them to KS.

#### 8. Venue for future meetings:

- KS, Jacqui Ward needs the space and facilities which are available in the Meeting Room as opposed to the Red Lion. The general consensus was that the Meeting Room which is free for the meetings each month until December is preferable venue.
- RS, there is no reason why sub-committee meetings cannot be held wherever they wish.

- **The next meeting is a training session on 26<sup>th</sup> June at 7pm in the Village Meeting Room**
- **The next Committee meeting is at 7.30pm on 17<sup>th</sup> July in the Village Meeting Room.**
- **The Meeting Room has been provisionally booked for 7.30pm on the following dates:**
  - 21<sup>st</sup> August**
  - 18<sup>th</sup> September**
  - 23<sup>rd</sup> October**
  - 20<sup>th</sup> November**
  - 18<sup>th</sup> December**

9. Expansion of the Steering Group:

- KS has been approached by Mick Colliver who is interested in joining the Steering Group.
- Following a general discussion it was felt Mr Colliver's expertise in landscaping and environment could be put to good use in a relevant sub committee and we would like to involve him at that time.
- **KS will contact Mr Colliver.**

10. AOB:

- AM queried the necessity of Public Liability Insurance. The Parish Office have confirmed that their insurance covers non sports meetings held in their premises. The main concern appears to be if we organise our own events out with Council premises. **AM will speak to Jacqui Ward to clarify the position. TB/HW to seek advice from the Parish Council.**
- PL tabled a copy of a report on road safety in Witherby Mills, produced by Mrs Eliza Gray, following a survey of 50 local households. 28 responses were received (56%), indicating the strength of feeling on the topic. It was agreed that this was a valuable example of local initiative which we could learn from.
- **JS to email local newspapers with press release update of the Group's progress. JN suggested The Mendip Times also but they may make a charge.**
- SN is working on a PowerPoint presentation of the Community Plan and would like some pictures of Paulton. **AM will pass a selection of photos on a disk.**
- RS should a copy of committee names and contact details be put on website. **It was felt appropriate to add only the names.**
- RS has applied to Google and Yahoo for links to website. It has been registered on MSN today.
- TS would like help with publicity drive at the Junior Cricket Club on Sunday 1<sup>st</sup> July 2pm. **HW and MB can help**
- TS Junior School Fete 6<sup>th</sup> July 6pm further help needed to spread the word on Group's aims.
- **JN will produce a draft leaflet for Paulton Community Plan.**
- MB with regard to the poster production suggested we have a competition amongst school children to paint a poster for Paulton.

This idea was applauded but will need to be held over until new school year in September 2007.

The meeting was closed at 10.45pm.

**\*Actions to be taken are highlighted in green**