

19.04.2010

PAULTON COMMUNITY PLAN

Minutes of Steering Group

19.04.2010

The Red Lion

1. Apologies

RS, SN.

Present KS, PL, AM, JN, TB, HW, JS.

2. Minutes of previous meeting

The minutes were then taken as read and signed by the Chairman KS.

3. Matters arising.

A meeting with Tasos Papaloucas of the Highways and Transport department together with Dave Dixon is arranged for Tuesday 20 April in Keynsham, KS PL and AM will attend. The purpose is to ascertain that the Actions which designate his department as lead agency have been appropriately assigned.

As reported in the email to all SG members the Paulton Parish council adopted the Final Plan at an extraordinary meeting of the council on 13 April.

4. Progress with publication of the report.

The pdf version of the final report has been emailed to everyone today. The meeting read through this, debating revisions and correcting copy. KS has a meeting with Richard Kelsey on the 20 April to make the final changes. It is hoped that the printers can have the copy by 21 April. The finished article should be available for distribution at the Parish Assembly on 27 April. More photos were needed and committee members would email them direct to RK.

PL, JN, and AM undertook to proof read the revised copy on the evening of 20 April and email any changes to KS.

The report is now 44 pages long so there will be a slight upward adjustment in the printing costs.

5. PR programme

JS recommended strategy:

- Issue of press release coupled with calls to Somerset Guardian and Mendip Journal. Will require someone to do interviews.
- Try for spot on Somer Valley Radio
- Use of Parish Council AGM on 27th April
- Ensure that all relevant agencies have a copy
- Publicise sub-groups set up.

After discussion it was decided that the publicity would be more appropriate just before the release of the executive summary. JS will draft a press release for the above agencies. **KS will send her a list of agencies who should receive an electronic copy of the report.**

At the time of the executive summary release Somer Valley radio will be approached to interview a committee member.

Distribution of the executive summary was discussed and JN proposed incorporating it into the Paulton Letter, possibly as a centrefold, this could

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improve its lifespan as Paultonians tend to keep the Paulton Letter for reference purposes, **AM will ask Judith Plucknett if this will be possible.**

6. Project Closure

- Where to put any remaining cash. It now seems unlikely that there will be a significant sum left over due to increase in print costs. The unanimous decision was that any money should be returned to the Parish council.
- Closure of the accounts will take place following the distribution of the Executive Summary.
- There is a need to create an archive of the SG's work most of which can be stored on disc. The paper archives (particularly the questionnaire books) should be kept by the parish. **AM will speak to JP.**
- Need for a contact person to pass on any queries which may arise in the future. It was agreed that we should include the contact details for the sub-groups in the report.
- Celebration of completion by the Steering Group at a date to be arranged.

7. AOB

The Annual Parish Assembly is on Tuesday 27 April at 7.00pm in the Village Hall.

8. Date of next meeting

Thursday 13 May 7.30pm in the village meeting room.

Meeting closed at 9.30pm