

25.02.2010

PAULTON COMMUNITY PLAN

Minutes of Steering Group

25.02.2010

Village Hall Meeting Room

1. Apologies

KS, TB, SN.

Present PL, AM, JS, RS, JN, and HW.

2. Minutes of previous meeting

The minutes were then taken as read and signed by Vice Chairman PL.

3. Matters arising.

KS has circulated the reformatted Action Plan to SG members.

PL has organised the litter collecting party for Sunday 28 March, meeting in Heal's car park at 10am. There will be a morning and afternoon session but could as many as possible appear at 10am for a photo shoot, please? RS reported that 4 Scouts are willing to help and suggested that **PL contacts the Guide leader, Terri Stocker, to arrange for the Guides to join the group too.**

PL will also contact Judith Plucknett to ascertain if the parish council are responsible for cleaning the car parks. PL suggested that the Scouts and Guides could work on these areas.

4. Webmaster's report.

RS reported 55 hits this month with a peak of 19 on the 16 February, the day before the volunteers meeting.

RS will add the latest version of the Action Plan and the minutes to the web site.

5. Treasurer's report

There is £2,028.81 in the account.

6. Progress reports on the action plan actions.

KS has now had the parish council's response to the six extra items they were sent for consideration.

PL has had a response from B&NES and organised the litter pickup. No further new responses available.

JS has not yet had contact with Sustrans.

RS has sent a report of his meeting with both school heads to KS.

7. Review of the meeting 17 February.

PL proposed a vote of thanks to TB and Valerie for their help in providing the venue and the refreshments, and to JS for her organisation and management of a most successful meeting. Both motions were carried unanimously.

JS has not yet been able to write the report of the event but will do so and email to all committee members in the next week.

The evening resulted in the formation of 5 groups, each prepared to target specific actions. The speed watch and neighbourhood watch were combined into a single group.

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RS reported that the web site group have already been active and are holding a meeting on 5 March for him to instruct them in web-site writing skills. The meeting did not form a single 'Community Group' but that is something which could be considered once the groups are more established.

8. AOB

Writing the plan was discussed particularly with reference to the headings forwarded to members by KS. The meeting considered it important that the plan be presented in a succinct, easy to read form in order to keep it user-friendly for the target audience, our residents. However fuller details of the process, which may be of help to other parishes about to produce a community plan, could be recorded on the YourPaulton.org website, rather than in the plan.

A unanimous decision was taken to incorporate under the heading 'Process', the funding, consultation, writing of the questionnaire, data capture and analysis.

AM will write the section headed 'Process' and JN will write the last section, renamed Next Steps rather than Project Closure, as it is an ongoing project. Members were asked to write and circulate their sections to all committee members by Monday 8 March, so that a considered discussion can take place at the meeting on Thursday 11 March. It was decided to avoid negative reporting.

All members:

RS would like as much notice as possible of the statistics that are required to illustrate the individual 'Results' sections, so that he can prepare charts/graphs etc.

9. The date of the next meeting.

Thursday 11 March Rob's home, Thornfalcon, Hallatrow Road, at 7.30pm

The meeting closed at 8.45pm