

PAULTON COMMUNITY PLAN
Minutes of Steering Group
13.05.2010
Thornfalcon, Hallatrow Road, Paulton

1. Apologies

PL, JN, TB.

Present KS, AM, RS, HW, JS.

2. Minutes of previous meeting

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

3. Matters arising.

The meeting with Tasos Papaloucas of the Highways and Transport department together with Dave Dixon took place on 20 April in Keynsham; he was able to give the names of the relevant heads of department to whom we should send the Action Plan actions.

The extra cost of printing the four additional pages of the final plan was £30; this was partially offset by using lighter weight paper.

The executive summary will be published as a centrefold in the Paulton Letter.

KS to send JS a list of agencies to whom he has sent the electronic version of the Final Plan.

AM has yet to speak to Judith Plucknett (JP) about storage of the archives.

4. Distribution of the Final Report/Printing of Exec. Summary

- i) Executive Summary. The four page summary as it is printed in the full final Report will require some slight alterations **KS will contact Richard Kelsey to obtain a file for the printers to use.** It is to be printed in full colour on glossy paper. **KS will speak to JP regarding the cost of printing the executive summary.** The SG members are prepared to help with distribution of the Paulton Letter if required.
- ii) **Distribution of the Final Report.** There were 256 copies printed KS has already sent hard copies to a large number of agencies:

45 to B&NES by internal post.

21 have gone to members of the parish council.

7 to the parish council office.

5 each to both dental surgeries and Elm Hayes surgery.

5 to the Library.

2 to School heads.

2 to Quartet.

He has also sent electronic copies to the 97 villagers who filled in the card on the questionnaire requesting one and all the volunteers for whom we hold email addresses.

KS had 66 other agencies on the spreadsheet which were allocated to individual SG committee members for them to write an accompanying letter pointing out the action that agency was called upon to carry out and enclosing a copy of the Final Report. See accompanying spreadsheet for allocations.

Discussion took place regarding the necessity of sending the report to all the clubs in the village. AM expressed doubt as to whether they would be referred to or discussed in open meeting. KS considered the distribution to all the

groups mentioned in actions to be essential part of the SG duty in pursuing the target actions. The committee agreed unanimously.

After these dispersals there would be about 50 copies remaining; these will be given to JP for distribution to newcomers to the village or interested parties.

5. PR programme

Assuming the Paulton Letter will be ready for delivery to the homes of Paulton by mid June **JS will prepare a press release** for publication in the local papers in the second week of June. She will arrange an interview on Somer radio to co-incide with the distribution (KS away from 4-19 June). **JS will circulate the draft press release next week.**

6. Finances & Final Accounts

KS needs a cheque for the printers from JN. He also needs to check the conditions of the Quartet grant.

7. Paulton Community Group and sub groups.

JS reported that the Sustainability group have met and have planned several events to raise public awareness of sustainability.

The website group have a meeting on 18 May.

RS proposed that the Party in the Park (17 July) should be used as the final open meeting where the results can be displayed and further interest generated in the formation of a Community Group. **JS will arrange with Guy Edwards for the SG to have a stall.**

8. Project Closure

Things to do before final wind-up:

- i) Print and distribute the Executive Summary.
- ii) Press release
- iii) Update website by entering all the minutes.
- iv) Closure of the website as portal for the Community Plan.
- v) Handover of website to the web sub-group.
- vi) Archive documents, hard copy and electronic. **(KS to discuss with AM).**
- vii) Final accounts.
- viii) Party in the park.
- ix) Closing celebration. RS and TS have offered to host a BBQ date to be arranged.

9. AOB

JS would like contact email for Sato.

RS gave presentation of the relevant actions at a meeting of the Infant School governors. The actions were all well received and had total support of the governors, who will undertake to organise action on:

- Reducing traffic around the school.
- Reviewing sites for additional lollipop crossings.
- The Chairman has undertaken to reply to all the comments in D11.
- Keep parents informed of plans for extra school places when the Polestar development goes ahead.

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10. Date of next meeting.

Wednesday 2 June 7.30pm in the Red Lion.

Meeting closed 9.25pm.