

PAULTON COMMUNITY PLAN STEERING GROUP
HILL HOUSE
1ST JULY 2008 7.30PM

1. Apologies: TB

Present KS, PL, AM, JN, SN, RS, MB, HW.

2. Minutes of previous meeting.

These were taken as read and signed by KS.

3. Matters arising.

KS circulated a draft of the letter of thanks to co-opted collectors and distributors. RS suggested adding the number of returns to the letter to emphasise the success of their efforts.

SN now has approximately 620 completed questionnaires, which translates to a return rate of 30%. There were 120 names in the draw and 20 residents expressed an interest in joining a focus group.

KS and PL have presented a cheque to the Junior School children as a token of thanks for their help in writing and completing the junior questionnaire. The presentation was reported in the Midsomer Norton Journal on 26th July.

KS and SN will arrange a meeting to review the project plan.

KS has asked Judith Plucknett for the cheque from the Parish Council and this is being processed.

KS has not yet contacted B&NES regarding the item “The Community has its say” in the council’s newsletter.

Some co-ordinators have not filed timesheets for collections yet.

SN and KS attended the Community Action Conference held at BAWA on 26th June; this provided a useful networking occasion. KS found the group on the rural economy was valuable in suggesting what sort of information could be available from B&NES when the village is ready to develop its action plans. A representative from the National Rural Knowledge Exchange who was present will be a useful future contact.

Many parishes reported concerns with community transport issues. A talk by a photographer from Pill who had constructed a slide show of scenes around his village led KS to suggest this idea could be used by Paulton too. MB suggested contacting the Mendip Times to publish a local walk in one of their editions. Five Arches magazine already has plans for an article on a “ramble around Paulton” for later this year. These ideas are possible subjects for focus groups.

Jacqui Ward sees the Paulton Questionnaire as an exemplar for other parishes, although funding for Community Plans has now ceased.

4. Questionnaire data entry.

JN has written an Excel spreadsheet on which to enter all the data. After trials she decided it would be more efficient for:

- Each committee member, initially, to take 50 questionnaires.
- They are to be numbered sequentially; JN will allocate each member's start number. This is for cross referencing purposes.
- Entries for each questionnaire will be laterally on the spreadsheet, ie one per row.
- Every section column is colour coded.
- Follow the instructions at the top of each coloured section on how to enter data for that question.
- Scroll laterally or click on minus sign to move to next section.
- All comments to be entered verbatim only spelling errors to be corrected.
- If doubtful about an entry, enter in red.
- Write any queries on the front cover of the relevant questionnaire and return these on the top of the bundle.
- A random check on entries will be done on 5-10% of each bundle, to ensure uniformity of data input.
- Any technical problems contact JN or SN by telephone.
- The spreadsheet will be emailed to each member by JN.

A successful practice session then took place, allowing JN to deal with some minor problems that users encountered.

A vote of thanks to JN for all her hard work devising and teaching everyone this programme was carried unanimously.

5. AOB

Get Active

KS said that he had received an invitation from the Parish Council for the Group to send a representative to a meeting in the Village Hall at 7pm on 15 July. This meeting is for all groups & clubs in Paulton to consider involvement with the BANES GET ACTIVE scheme. **KS will attend.**

6. Date of the next meeting:

29th July in the village hall meeting room.

The meeting ended at 9.30pm.