

PAULTON COMMUNITY PLAN STEERING GROUP

Red Lion

13th May 2008 7.30pm

1. Apologies:

SN, RS, JS.

Present: KS, AM, PL, JN, MB, TB, HW.

2. Minutes of the previous meeting

These were taken as read and signed by KS.

3. Matters arising

Collection will be dealt with below.

4. Questionnaire collection.

All collectors have had a major problem with “no replies” to their visits, averaging over 50% in most cases. Most collectors have visited their assigned houses 3 times although there are still collections yet to be completed. At this stage the rate of returns is around 30%. JN said that if the householder states categorically that they are “not interested” this can be considered a response and included in the final numbers. If promises “to post” are fulfilled returns would be greatly enhanced.

KS felt in retrospect returns might have been greater if the distribution had been by personal delivery.

Managing the analysis, JN explained that each section will be entered onto a spreadsheet with coded numerical values for the responses Comments will be entered on a separate worksheet. Each section will be saved in its own workbook to restrict the loss of data should a computer crash/error occur. Some of the questions have been devised to allow check cross-references. The time table agreed is to start analysis after 1st June. Initially this will need to be done collectively for tutoring and support reasons. Once everyone is feels confident with the entry system work can be done at home and emailed to SN & JN. An approximate estimate of time needed for the analysis is 600 hours.

JN will finish the spreadsheet layout and then dates can be arranged for SG members to learn the system.

TB volunteered the use of the Methodist Church as a daytime venue for the committee to meet and start entering the analyses.

5. Treasurer's Report

JN the invoice for £1554.60 from the printers has now been paid, leaving £376.22 in the current account plus £1000.00 in the reserve account.

6. Publicity

KS reported that the Somerset Guardian failed to print his update press release last week. **He will try to speak to the Editor in Bath to see if he/she would**

support an article on local democracy at work, thereby highlighting the Community Plan and its aims.

AM suggested writing a letter to the Guardian thanking the helpers and the people of Paulton for their response to the questionnaire and urging any that have not yet filled in the questionnaire to do so, as the collection boxes will be left in position until 1st June. **KS agreed to write the letter.**

“Chaser” posters have not been noticeable in the village. JN suggested a banner. **TB thought he could get permission from the Methodist Church to use the Church railings. He will speak to Mandy Stevens and John Sheldon about this possibility and let KS know their answer.**

Discussion took place over the wording of the banner, the committee finally agreed on:

“HAVE YOUR SAY POST YOUR QUESTIONNAIRE NOW”

JN will produce laminated letters once she has to go ahead from the Church.

7. Parish councillor’s report.

TB had reported to the parish council the progress of the questionnaire. The PC felt the SG was over optimistic in hoping for a 60% return.

8. AOB

JN raised the idea of the SG having a stall at the Party in the Park on 14th June. This was discussed but it was felt that it was too late to get further input and too soon to report any results and therefore it was not appropriate to have an official presence.

The next meeting is 27th May in the Village Meeting Room