

PAULTON COMMUNITY PLAN STEERING GROUP
The Red Lion
7.30pm 26 August 2008

1. Apologies:

TB, PL, (RS).

Present: KS, AM, SN, JN,, MB, JS, HW.

2. Minutes of the previous meeting

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

3. Matters arising

KS & SN have yet to meet to review the project plan.

KS replied to Councillor Roberts (Chair of the Overview Scrutiny) regarding the B&NES initiative “stronger and safer Community”, saying that a definitive outcome from our questionnaire is not yet available. He sent her a blank copy of the questionnaire and a list of the issues which had arisen at our preliminary consultation events. A copy of the final report will be sent to her in due course.

4. Treasurer’s Report

JN: There is £1000 in the reserve account and £1,318.77 in the current account. No major expenditure has been incurred since the last report.

5. Publicity

JS: No actions are required until there is an interim report on the results of the analysis.

6. Web Master’s Report.

SN reported that the site continues to receive visitors. He updates the first page regularly.

7. Parish Councillor’s Report

HW has nothing to report.

8. Questionnaire data entry and analysis

Round the table assessment of progress showed:

MB has not yet had the lap top from SN.

JS 18, SN 24, JN 20, AM 29, PL 50, KS 24, RS unknown. Tessa Wyatt is helping and has completed 6. **Total 171.**

Jacqui Ward is interested in having a review of the plan with specific regard to health and transport elements. SN hopes to have at least 50% of the results available by the end of September in order to get focus groups started but recognises that any preliminary data must be offered only with multiple caveats.

Discussion of problems arising from data entry took place; the guiding principle remains “entry should be exactly as written in questionnaire”.

9. Purchase of a laptop for use of the SG

SN will have a laptop ready by 28 August for MB to use for data entry. **TB will be contacted as he had offered to help MB with entries.**

KS thinks there is a good case to be made for the purchase of a group laptop. This could contain all the data in an easily transportable format for use at focus groups or presentations. Once the SG had no further need of it the machine could be passed on to an implementation committee or given to the Parish council to loan out to focus groups. JN asked **KS to investigate grants that might be available to fund the purchase. Alternatively if no grant is forthcoming we could ask for sponsorship from an IT firm (e.g. the one sponsoring Junior School's computers)**

10. Youth Programme

No progress. JS we need to wait for the results of the questionnaire. We have found it is particularly difficult to engage this section of the community.

11. AOB

KS spoke of short survey he had received from Dan Norris MP regarding the move of Lloyd's Pharmacy to the site of the new surgery at Hither Hayes. It also raised questions concerning traffic management through the village. When returning his survey KS enclosed a blank copy of the questionnaire, a copy of Eliza Gray's Withy Mills traffic survey and footpath campaign and mentioned that the Parish Plan had raised many of the same issues. He will send Dan Norris a copy of the final report when it is ready.

KS has been asked by Rob Appleyard, Chairman of Norton Radstock Town Council, if he would speak to them about our work. AM has forwarded an email to committee members, from Jacqui Ward advertising seminars to be held in the district. SN will be speaking at one of these.

12. Date of next meeting.

Next meeting will be on THURSDAY 25th September 7.30 at the Red Lion.

The meeting closed at 9.00pm.