

28.07.09

PAULTON COMMUNITY PLAN
Minutes of Steering Group
28.07.09
Village Hall Meeting Room

1. Apologies
HW, JN, SN.

Present KS, PL, AM, JS, TB, RS.

2. Minutes of previous meeting
The minutes were taken as read and signed by KS

3. Matters arising.
PL has now published her amended Action Plan for Section M.
KS has published the amended Action Plan for Section L.
Progress of other sections reported below.

4. Regular Reports
There were no Webmaster, PR or Treasurer reports.

5. Action Plans Status

Section B PL presented her proposed actions. Discussion on the actions recognised that the Parish council has no influence over planning strategy of B&NES. PL will publish the amended Action Plan.

Section F RS has completed but it is not available due to laptop's absence.

Section D As above.

School Survey **RS needs a copy of the children's questionnaire KS to fax to RS.** The survey statistics demonstrate the children's views, but would not appear to trigger any actions.

Section G JS has completed her actions, which were agreed after discussion. JS will publish the amended Plan.

Section K TB has the work in progress. Actions are difficult to target as they are wide ranging and mostly non-specific and require funding. **A final Action Plan to be published.**

Section O KS's Action Plan was discussed and amendments agreed a revised plan will be published.

Section P TB presented the outline Action Plan and discussion took place on agencies that could be contacted for support. A final Action Plan will be published.

Section U AM now has the raw data and is in process of analysing it.

Final Section KS has broken down the final comments and has been able to allocate the majority to the relevant Sections of the questionnaire. **All Action plan authors are to review their Action Plans in the light of these comments, and amend and republish as necessary.**

Section A KS has published the statistics in Action Plan format.

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Latest status of Action Plan completion is shown in the attached chart.

5. Presentation to the Parish Council

Discussion on the most appropriate way to approach the councillors took place. It was decided to adopt the classic business plan model of short, medium and long term i.e. easily achievable that is within 6 months; moderately easy within 6- 24 months and difficult actions anything beyond these times.

Each committee member will categorize the actions from their own sections to present at the next meeting.

It will be advantageous to identify actions that the parish council have already taken that answer needs expressed by the questionnaire before the results were known.

KS will arrange to meet with Graham Dix and Les Wild for a preliminary discussion of the results.

6. AOB

RS has offered the head teachers at the schools the opportunity of meeting him to see the results of the school survey and section D statistics.

PL reminded the committee that we had not heard from JN our contribution towards the rose bush sent to Margaret Barratt, **AM will email JN.**

7. Date of the next meetings

Tuesday 11 August and 25 August 7.30pm in the **RED LION**

Meeting Closed 9.50pm.