

 **MINUTES OF A STEERING GROUP MEETING**
**held on 13th November 2014**
at The Blackbourne

**Present:** Julie Cole, Peter Dow, Peter Edmonds, Peter Goodridge, Sarah Mansel (Ch.),
 Fred Pallett, Ann Richards

1 Apologies were noted from Marian Abbott, Terry Garner, Shaun Pratt and
 Robert Horn (CAS). It was noted that Neil Brown can no longer serve for personal
 reasons but agreed by all present that, at this late stage, no replacement was necessary.

2 The minutes from 16th October, as previously circulated, were approved as an accurate record.

3 There were no matters arising from those Minutes not dealt with as an Agenda item.

4 There was a review of the draft Household Questionnaire introductory letter as modified by
 input from individuals. It was agreed that the fuller text, adapted by Julie from the earlier
 display flier, should be incorporated with some amendments and that Peter D would produce
 another draft.

5 There was a review of the draft of Youth Questionnaire which, with a few minor textual
 amendments, was agreed ready for drafting via CAS to the printer, Peter D to take this further.
 5.1 Julie confirmed that Mrs Ash is happy for her and Marian to speak with Yrs. 5 / 6
 and to have them complete their questionnaires on site at the school.
 5.2 Peter D confirmed that Thurston Community College has been contacted with a
 view to a similar arrangement if possible.5.3 Noted: That a contemporaneous Newsletter piece will cover youngsters who do not
 attend the 2 main schools.

6 Business Questionnaire – latest draft reviewed; Peter D to re-draft and circulate for
 comment to 6 local businesses.

7 Draft framework for presentations reviewed; Peter D to re-draft for next meeting or earlier if
 meetings with groups result from invitation letter.

8 ‘Prize’ incentive...Co-op vouchers...no firm decision on amounts but Co-op vouchers still
 favourite...Peter D to approach Co-op re feasibility.

9 Draft letter to groups suggesting consultation reviewed; Peter D to incorporate
 amendments & send out.

10 In a review of the consultation process thus far it was agreed:
 10.1 It is vital to aim for completion before the end of January;
 10.2 Peter D will fix dates / format for joint sessions for sports clubs & youth groups
 10.3 Philip to be reminded that he has agreed to approach the Exchange Club & History Group.

11 Noted when AOB was invited for discussion, to be noted or for inclusion on a future agenda:
 11.1 Telephone numbers to be included in the questionnaire contact details excepting Fred;
 11.2 Noted that Peter D is pursuing grant aid for the consultation process from the
 Government’s Locality UK ‘Supporting Communities’ programme.

12 The date for the next meeting was agreed as Thursday 22nd January beginning at 7.00pm.

13 The meeting closed at 8.57.

Peter Dow
11.12.14