

**MINUTES OF A STEERING GROUP MEETING**   
**held on Thursday 22nd  January 2015**  
at The Blackbourne

**Present: Members;** Marian Abbott, Julie Cole, Peter Dow, Peter Edmonds, Terry Garner,   
 Peter Goodridge, Sarah Mansel (Ch.), Fred Pallett, Shaun Pratt, Ann Richards.  
 **Visiting;** Robert Horn of CAS  
  
1 Apologies were noted from Philip Blissett and from Mary Feeney

2 The Minutes of the last meeting, held on 13th November, were accepted as a true  
 record.

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

4 Reports were received and comments noted from consultations held with the following  
 community groups: Art Group, Baby & Toddler Group, Christians together, FRESCH,  
 Ladies Lunch group, WI (evening group), Youth organisations.  
 4.1 Arrangements were confirmed or other action determined re meeting with: Health  
 Centre, History Group, WI afternoon group, carpet bowls club, Fire & Police  
 services.

5 Minor modifications to text, content, and layout of questionnaires in light of feedback from  
 community groups were agreed. Peter D agreed to incorporate these into the master  
 copies to also include the ‘preamble’, as previously drafted, with a strong emphasis added  
 re encouraging ‘on-line’ responses & offers of help to do this.

6 The following way forward re questionnaires was agreed:  
 6.1 Peter D to organise liaison between Robert Horn & printers towards a draft of the  
 documents in publishable format;  
 6.2 Aiming for distribution via Newsletter volunteers 6th March;  
 6.3 Marian & Julie to liaise with Elmswell School towards distribution / completion in  
 school immediately prior to 6th March;  
 6.4 Peter D to formalise an arrangement with Thurston School as previously discussed  
 with them;  
 6.5 Peter D & Peter Ed to distribute business questionnaires.  
  
7 Peter D outlined some of the elements of the baseline data element of the Plan, as  
 confirmed at a meeting earlier in the day with Peter freer & Jonathan Free at MSDC. He  
 undertook to copy to members 2 examples of such documentation from elsewhere and to  
 produce a schedule of issues which might be addressed in Elmswell’s Plan for debate.

8 There was no other business raised for discussion, to be noted or for inclusion on a future  
 agenda

9 The date of the next meeting was agreed as Tuesday 17th February at 7.30.

10 The meeting closed at 9.15.

**Peter Dow  
23.01.15**