



Minutes of a meeting of CNPSG held on Tuesday 29th November 2022, Council Chamber

Present: Pat Lunt (PL), Mike Best (MB), Gail Coleshill (GC), Paul Maxwell (PM), Diane Butler (DB), Kathy Head (KH).

In attendance: Katharine Sheehan (KS) (Town Clerk).

1. Apologies

None.

2. Declaration of interest

There were no declarations of interest.

3. Minutes of the meeting held on 8th November 2022 and matters arising

The minutes of the previous meeting were AGREED without change.

4. Website update

KS reported that the website was now live and that she would publicise its existence on Facebook. GC suggested an article for the Crewkerne Flyer in the spring edition.

5. Outstanding actions

All actions were agreed to be complete at this time.

6. Review of plan launch event

Members of the steering group reported that there had been a steady flow of people attending the launch, over 20 attending on the Friday and more than 40 on the Saturday. DB commented that she had kept the display up and was continuing to let people comment on the post-it board. Most people had engaged positively with the team and many of the attendees left a post-it note.

KH agreed to collate the post it note information and share with the Steering Group at the next meeting.

7. First Survey – to approve the final draft for publication

The draft of the first survey had been circulated to all and no further comments or changes had been received. Stuart Todd (ST) had generated the online version and PL had tested the link and filled out the survey to make sure it was working. PL would follow up with ST about whether the online survey should include a box for people's postcodes.

In terms of timescales, the Town newsletter would be distributed around the 8th/9th December. Due to the festive period it was agreed to allow until Friday 6th January 2023 for people to respond as people would likely be busy/away. A collection box would be placed in the LIC for hard copy responses. When the LIC was closed, the side door of Town Hall could be used.

8. Items for next meeting



- Reviewing responses/collating data

9. Date of next meeting

Tuesday 10th January 2023, 13.30, Council Chamber. Noted that this would probably not require ST to be in attendance.