

**Minutes from Community Plan Steering Group meeting held on Thursday 19th
February 2026 at 12:00, Mudford Village Hall, BA21 5TE**

Present – Kay Mackenzie (Chair), Lydia Gane, Cllr Stephen Bartlett, Phil Sargent, Lawrence Weir.

Absent – Cllr Phil Edgeworth, Richard Horner.

In attendance: Petra Galloway – Parish Clerk, Cllr Jo Dalton-Leggett (Chair of Mudford Parish Council - MPC).

12:00 – Meeting started.

1. To receive and consider apologies for absence and approve the reasons.

R. Horner sent his apologies and the Steering Group resolved to approve his reasons. Cllr Edgeworth was absent.

2. Declarations of interests.

No declarations were made.

3. To approve and sign as a correct record the minutes of the previous meeting held on 18th September 2025.

The minutes from 18th September 2025 were approved and signed.

4. To receive public comments.

No comments were received.

5. To discuss the Community Assembly (1st stage of the Community Survey and Plan), including:

- i. Date and venue

Saturday 21st March 2026 from 1:30 to 4:30 at Mudford Village Hall was agreed as the most appropriate date, time and location.

- ii. Car share and childcare options

It was agreed the childcare would be too difficult to arrange but children will be welcomed at the event. A table will be set up far from any doors and art materials will be made available. The clerk's contact details will be shared on the leaflet to facilitate car sharing – MPC requests people find the right person to car share, or walk in with, and assumes no responsibility for any incidents.

- iii. Program outline

The Program Outline of the day was discussed as well as the Project Plan.

iv. Risk assessment (RA)

The clerk discussed the event's RA with a member of the Village Hall Committee and implemented some suggestions. The RA for the leaflet distribution was also discussed and agreed. The assessments will be discussed by MPC and made available to all volunteers and the event facilitator. It was suggested Speedwatch covers the road safety on arrival and departure (P. Sargent to arrange).

ACTION: P. Sargent

v. Poster

- Design – the design was agreed subject to change of the arrival time to 1:30pm.
ACTION: Clerk
- Quantity – 500 double sided A5 leaflets and 6 single sided A3 posters were agreed.
- Printing quotes – the quote no 1 was deemed most appropriate (subject to MPC's approval).
- Distribution – it was suggested the "What's On" newsletter is scheduled to be distributed at the same time – L. Gane will talk to the distributor and arrange help. S. Bartlett suggested using a pipe to safely deliver the leaflets through the letterbox, he will procure the pipe and distribute it to the volunteers below. K. Mackenzie will contact Somerset Radio.
ACTION: L. Gane, S. Bartlett, K. Mackenzie

Key areas and members/volunteers responsible for the distribution were identified as follows:

Stone Lane and Primrose Lane – L. Weir

Up Mudford – L. Weir

Hales Meadows – L. Gane

Main Street – L. Gane to arrange with the newsletter distributor

East Lanes – J. Dalton-Leggett

Mudford Sock and Sock Lane (from the Cemetery) – J. Dalton-Leggett

Short Hill – J. Dalton-Leggett

West Mudford Road (up to Ashington) – K. Mackenzie

Hill View plus the road down from Cemetery on the left side – P. Sargent

Hinton – S. Bartlett

Thorney Lane – S. Bartlett

- Areas of low participation (door-knocking)
Primrose Lane – the clerk and L. Weir - to be carried out around 14th March
Hales Meadow – L. Gane

- vi. **Event refreshment costs** – up to £100 was deemed appropriate subject to MPC's approval. The clerk will purchase the items with L. Gane's help. Art supplies were discussed; the members will see what can be found and donated.

- vii. **Recommendations to the council** – to approve the above suggestions.

13:45 – Meeting ended.

.....
Chair

DRAFT