

Minutes from Community Plan Steering Group meeting held on Thursday 21st August 2025 at 12:00, Mudford Village Hall, BA21 5TE

Present – Cllr Stephen Bartlett, Lydia Gane (Chair of the Village Hall Committee), Kay Mackenzie (Chair of 3VFG), Phil Sargent (Speed Watch Representative).

Absent – Cllr Phil Edgeworth.

In attendance: Petra Galloway – Parish Clerk.

12:00 – Meeting started.

1. Welcome and Introductions

The Clerk explained the purpose of the Group.

2. Apologies for absence

No apologies were received.

3. Agreement of Terms of Reference (ToR)

The Clerk presented a draft of the ToR. The Group discussed, agreed and adopted the ToR. The ToR will be agreed by Mudford Parish Council at its meeting to be held on 28th August 2025.

4. Election of the Chair

It was agreed that the main role of the Chair is to facilitate the meetings, the Clerk will provide all administrative support.

Kay Mackenzie was elected the Chair, Lydia Gane was elected the Vice-Chair.

5. Discussion of the Community and Wellbeing Grant application process (SALC)

The Clerk attended SALC's Teams workshop where the application process was discussed in more detail. Up to £5,000 is available towards Community plans – the deadline for last submission is 22nd September 2025 but the applicants are encouraged to send a draft application a couple of weeks in advance so any questions can be answered. It was discussed that one of the parishioners is skilled at writing grant applications and could be asked to help and potentially join the Group if available.

Three options for delivery of the Community survey were discussed:

- Thrive (CCS - Community Council for Somerset) – SALC has discussed their pricing and availability (as they work closely with them): £7,000 for the survey. Costs for printing, hall hire, publicity will all need to be covered as an additional cost. Thrive have suggested ideally not starting new Community Plan until March 2026 due to staffing capacity, but they are willing to look to starting earlier if there are just 1 or 2 parishes. The process would take 9 to 12 months.
- Breakthrough Communications – Clerk has tried to contact them but have not received a response. She will try again.
- Independent/local firm: CLOUT Intel was contacted by the Clerk. The Chair will contact the owner too.

The Group discussed other funding options such as CPRE, Somerset Community Foundation, Lottery Funding and others.

ACTIONS:

- I. Phil S. and the Clerk to talk to the parishioner who is skilled in writing Grant applications and ask for his support/advice asap.
- II. Chair to contact CLOUT Intel asap.
- III. Clerk to contact Breakthrough Communications again.

6. Review of the first draft of Community Survey

The Clerk presented the first draft. It was suggested to include: Business and Economy section (shop, banking), other uses for the Village Hall (VH) plus volunteering opportunities for the VH, other leisure opportunities (swimming, canoeing), Engagement (volunteering opportunities). It was also suggested that the first page should include a brief explanation of the purpose of the survey and explanation of what the parish council and other organisations do.

7. Timeline and next steps

It was agreed that:

- I. The Clerk will write a draft of the Grant application and consult with the Group. The Clerk will then send the draft to SALC for further feedback by 1st September.
- II. The Clerk will write an update for Parish Council meeting on 28th September.
- III. The Clerk will explain to the Council that an Extraordinary meeting must be held before the 22nd September 2025 to decide **who** will carry out the survey and **sign off** the application.
- IV. Date of the next meeting to be confirmed.

8. The meeting was closed at 13:20.

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Chair