

Minutes from Community Plan Steering Group meeting held on Monday 27th April 2026 at 11:00, Mudford Village Hall, BA21 5TE

Present – Kay Mackenzie (Chair), Lydia Gane and Lawrence Weir.

Absent – Cllr Phil Edgeworth, Cllr Stephen Bartlett, Richard Horner and Phil Sargent.

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

11:00 – Meeting started.

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

RESOLVED: P. Sargent and Cllr Bartlett sent their apologies and the Steering Group resolved to approve their reasons. Cllr Edgeworth and R. Horner were absent.

2. Declarations of interests.

No declarations were received.

3. To approve and sign as a correct record the minutes of the previous meeting held on 19th February 2026.

RESOLVED: The minutes were approved and signed.

4. To receive public comments.

No public comments were received.

5. To receive and discuss the draft report of outcomes from the Community Assembly held on 21st March 2026, and to agree any changes prior to the report presentation scheduled for 30th April 2026.

RESOLVED: The draft report was received and discussed. It was agreed that brief information about the next steps (the survey) would be included.

6. Community survey:

i. To discuss the timeline and delivery.

RESOLVED: It was agreed that the survey would be launched on 4th June 2026 and carried out for the whole month of June (subject to the Parish Council's approval).

ii. To discuss the framework (key measures and topics).

RESOLVED: The key measures and topics were agreed (subject to the Parish Council's approval) as follows:

Key measures:

How important these aspects of parish life are?

How satisfied people are with each of these and why?

Open question asking for why they feel that?

To what extent can the community address these issues (community+ parish council + community groups + residents)?

Do we want to ask at the end if people want to get involved – how they can do it (clerk to include this in DPIA)?

Topics/themes:

- Flooding
- Traffic/Road Safety/Transport
- Housing development
- Pollution (all kinds)
- Environmental issues (nature/conservation)
- Walking Access
- Village Hall/Village Amenities
- Policing
- Cemetery
- Playing field
- Communication/info/newsletter
- Additional questions: Community Shop
- Church

iii. To discuss the design and print options (including prices).

RESOLVED: Two options were discussed, with option one agreed as preferable:

1. 720 × A3 sheets, double-sided (to cover four different A4 designs), which could be folded in half, essentially forming a booklet; or
2. 1,440 × A4 sheets, double-sided, with 720 of one design (pages 1 and 2) and 720 of another design (pages 3 and 4).

iv. To agree the distribution dates and individual responsibilities.

RESOLVED: It was agreed that this would be discussed at the next meeting.

v. To discuss assisted help and to form a survey helper group (or similar).

RESOLVED: It was agreed that this would be discussed in more detail at the next meeting.

vi. To agree recommendations to the Council.

RESOLVED: The above will be recommended to the Council.

7. To agree the date of the next meeting.

Monday, 18th May at 10:00.

12:28 – Meeting ended.

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Chair