

**Minutes from Community Plan Steering Group meeting held on Wednesday 16th
September 2026 at 10:00 a.m., Mudford Village Hall, BA21 5TE**

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

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

In attendance: Petra Galloway – Parish Clerk, Cllr Jo Dalton-Leggett (Chair of Mudford Parish Council), Cllr Robin Bowring (Vice-Chair of Mudford Parish Council) and a member of the Village Hall committee.

10:00 – Meeting started.

1. To elect the Chair.

RESOLVED: Kay Mackenzie was proposed by Lydia Gane, seconded by Phil Sargent and elected chair of the Community Plan Steering Group.

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

No apologies were received. Cllrs Edgeworth and Bartlett, Richard Horner and Lawrence Weir were absent.

3. To receive Declarations of interests.

No declarations of interest were received.

10:03 a.m. Lawrence Weir arrived at the meeting and apologised for his late arrival.

4. To approve and sign as a correct record the minutes of the meeting held on 27th April 2026.

RESOLVED: The minutes were approved and signed as the correct record of the meeting held.

5. To approve and sign as a correct record the minutes of the previous meeting adjourned on 18th May 2026.

RESOLVED: The minutes were approved and signed as the correct record of the meeting (not) held.

6. To receive public comments.

No public comments were received.

7. The following 3 items were deferred from the adjourned meeting (18th May 2026). They are presented for noting only:

- a) To receive and discuss the draft survey and consider any amendments.
- b) To agree distribution dates and allocate responsibilities.
- c) To discuss assistance for residents and the establishment of a survey helper group (or similar).

Note: These matters have been superseded following the completion of the survey and are therefore included for the Committee's information only.

RESOLVED: The items were noted.

8. To receive an update on the (completed) survey process.

RESOLVED: The update was received.

9. To receive and discuss the outcomes of the Community Survey.

RESOLVED: The committee received a presentation from the survey provider and discussed the final report of the survey outcomes.

10. To consider the draft Community Plan.

RESOLVED: The priorities for the Community Plan, together with its form and layout, were discussed. The committee noted that the first draft of the plan had been prepared by the Clerk several months earlier and would be updated to reflect the priorities identified during the discussion.

11. To agree the date of the next meeting.

RESOLVED: It was noted that further committee meetings were unlikely to be required. The full Parish Council will meet on 22nd and 29th September 2026 to consider the Community Survey results and the draft Community Plan.

11:54 – Meeting ended.