



**Minutes of the Meeting held on Wednesday 1 August 2007 at 7 pm  
The Council Community Rooms, Highworth**

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**Meeting chaired by Keith Smith**

**1 Present:**

Keith Smith                  Charles Coffin                  Peter Hinton                  Ian Young  
Paul Newton-Smith          Shirley Colbeck-Smith

**Visitor:**

Nick Johnson                  Joan Webb (minute secretary)

**1 Apologies:**

Sandra Rendall                  Joanne Cook                  Tom Aherne                  Nicki Coyne  
Pauline Webster

**Absentees:**

Katy Frost                          Helie Franklin                  Alfie Howe                  Connar Arthur  
Carly Nesbitt                      Maxine Bromley                  Martin Miles

Keith welcomed Nick Johnson a colleague of Shirley Colbeck-Smith. Keith informed the committee that Sandra had been taken ill on her return from holiday and had surgery. She was now home recuperating. The committee agreed to send a card and flowers. **Keith to organise.** Keith introduced Joan who was attending the meeting to prepare the minutes in Sandra's absence.

**2 Minutes of the previous meeting dated 4 July.**

Ian proposed these minutes be accepted, Paul seconded. Keith signed as approved.

**3 Matters arising**

- i) Ian asked at what point do absentees be assumed they no longer wished to attend. The committee felt it best to keep them on until the AGM when this could be re-assessed.

- ii) Christmas Decorations. Keith had booked the community rooms for Saturday 3 November. **He agreed to inform Katy to get the information into The Link.**
- iii) Keith had not yet written to David Lane to increase petty cash to £80. **He agreed to attend to this.**
- iv) Paul informed the committee that he was obtaining three quotes for a portable ice skating rink; some also included manning the rink. **Paul agreed to bring a proposal to the next meeting.**
- v) Cheese and Wine Evening. **Booked for Tuesday 28 August 2007.**
- vi) Ian stated that he had a few copies of Warneford School magazine if any committee member would like a copy.
- vii) Keith stated that he had met with Richard Scotchmer in order to get our Vision endorsed by HTC. David Lane was willing to send to all councillors, however it will go to a full council meeting for formal endorsement.

#### 4 Election of Vice Chair

The committee agreed that all elections for officers should take place in September at the AGM. The committee felt that it would be useful to have a councillor as the Vice Chair. **Keith agreed to approach Pauline Webster with a view to becoming Vice Chair.**

#### 5 Meeting with Town's business community

Cheese and Wine: Keith had obtained a list of businesses within the SN6 postcode area, which he had shortlisted to Highworth only. The committee discussed distributing these, however **lan stated that he would ask The Post Office to distribute within the postal system.** It was agreed that the committee would approach prominent traders personally. **Shirley agreed to approach the Co-op for a donation of wine and cheese from their community budget.** If this proved impossible, **Peter agreed to approach Steve at Tesco's for wine, cheese and glass hire.**

Agenda:	6 – 6.15 pm	Help themselves to wine and cheese
	6.15 pm	Keith to introduce and describe the Vision
	6.25 pm	Charles – MCTI
	6.35 pm	Peter – ideas
	6.45 pm	Split into discussions groups
	7.05 pm	Bring back to whole meeting for groups to report back what they want for the town centre

All ideas could be listed on flip charts (**Shirley to provide**)

Volunteers for the evening: **NJ / IY / SCS / KS / PH**  
5 pm – set up room

Concerns were expressed that sufficient people may not attend the evening, it was suggested that perhaps a breakfast meeting at, perhaps The Saracens

Head with bacon rolls could be another idea. Shirley suggested that upon registration traders could leave their e-mail address. **Peter and Keith agreed to set a list of questions for traders to discuss**, ie. how would you rejuvenate the town centre; what would make life better for you; what do you want Highworth to do for you; Tourism, how would you attract visitors.

Charles stressed that we needed to ask for solutions as well as ideas. Whatever was planned we need to make sure it can be carried out.

Paul stated that we should also ask all councillors – they needed to hear what the traders felt.

Ian stated that some traders wanted to start a Traders Association. Perhaps HCPG could help make it happen.

## **6 Update on Socio-Economic Profile**

SHirley and Keith had met with Hannah Reynolds when it was agreed that 31 August gave too little time to complete. It was therefore agreed to move this date to the end of September. Keith had provided Hannah with all the information necessary. SBC had been very helpful in providing information. Keith had discussed payment to Hannah and it had been agreed to ask WFCAP to pay her direct and send the balance from the £3,000 to HCPG. **Keith agreed to follow this up.**

It was agreed that **Charles and Keith would invite HTC, SBC and Michael Wills** to the launch of the profile.

## **7 Further consultation on The Vision**

Keith stated that he had spoken to Jo Clark – Highworth Historical Society who was keen to get a historical element on tourism in Highworth. Shirley stated that on 28 September the Society were giving a talk in the Library on tourism, followed by a series of talks on the tunnels and the railway. Paul suggested that any photos could be added to the website and indeed set up on a computer in the library. **Paul and Keith agreed to liaise with the Historical Society and organise a joint meeting.**

Keith stated that the Great Western Community Forest had spent or were to spend £20,000 this year on gates and fences in the Pentylands Country Park. **Keith agreed to contact Ken Saunders to discuss this.**

Transport: It was agreed to bring this up at the AGM highlighting the public safety aspect. Shirley stated that there was now a Community Engagement Officer – Kati Woods who was interested in coming to Highworth. **Shirley agreed to invite her to the AGM.** Ian suggested she be seconded to the committee. It was agreed to identify groups and link them into the Vision. It was agreed however to hold this over until October.

## 8 Communication Strategy

Keith had prepared the draft and sent this to Helen Lloyd however this had yet to be agreed. **Keith agreed to send a copy to Charles who would then liaise with Helen.**

## 9 Administrative Support

We should by now have received the first tranche of £20,000, however this could not be confirmed until receipt of a bank statement. **Charles agreed to contact the finance department and e-mail Keith the date the BACs was sent.** Once the money is received HCPG would have the capacity to employ someone to do the admin work. The committee agreed that payment should be made for the admin work, on a self employed basis which would then not involve the committee with on-costs. **Keith agreed to send a list of tasks to Charles. Charles would then prepare a job description and build in training. The number of hours and an hourly rate would then be agreed. This post would be offered to Sandra, in the first place.**

## 10 Members' business

Paul – still working on website. He will re-vamp and contact Keith.

Keith reported that he attended a meeting on 11 July of the Stronger Communities Forum. A report will be going back to SBC.

Ian stated that we needed to promote Credit Union. They provided loans to people with no bank accounts. It cost £1 to join and was supported by the Mid-Counties Co-op. It was also a way of saving. There may be a change of name to Community Bank.

Shirley stated that Stratton Library runs a CAB – a solicitor offers free advice. It was hoped to start this in Highworth Library.

Fair Trade Town. With 2/3 outlets selling fair trade tea/coffee and with commitment from the council Highworth could become a Fair Trade town. **Keith agreed to e-mail Alison Durrant.**

Saturday 18 August – consultation on podium. Council officers will be attending. Committee members are urged to go along and give their views.

Action for Market Towns. HCPG has now joined. There was an interesting piece about Faringdon in Policy into Practice. **Keith will contact their Town Council.**

**Date of next meeting: AGM Tuesday 5 September 2007 – 7 pm – Community Rooms**

Followed by committee meeting

Agenda for AGM:

Apologies

Minutes of Inaugural Meeting

Matters arising

Chairman's Report

Treasurer's Report

Election of Officers

(Charles to chair)

Anyone who would like to be an officer – let Keith know.

Meeting closed 9 pm