



Minutes of Meeting held on Wednesday 7th March 2007 at 7pm

The Council Community Rooms, Highworth

Meeting chaired by Keith Smith

1. Present:

Keith Smith	Tom Aherne	Katy Frost	Sandra Rendall
Nicki Coyne	Ian Young	Shirley Colbeck	Peter Hinton
Paul Newton Smith			

Visitors:

Charles Coffin, Facilitator, MCTA	Peter Wilcox, Wroughton Representative
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Apologies:

Maureen Penny	Joanne Cook	Martin Miles	Alfie Howe
Helie Franklin			

Absentees:

Connar Arthur	Carly Nesbitt	Shaun Vockins
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KS – The Steering Committees good wishes went to PC Martin Miles following his accident.

2. Minutes of the previous meeting:

Minutes of previous meeting signed and filed. Proposed by **KF** seconded by **TA**.

3. Matters Arising:

Website – PNS Website highworthpartnership.co.uk is now up and running.

Misspelling of HYPER – Highworth Youth Partnership Empower and Relate.

- **KF** – HYPER event being held on Friday 13th April has 35 different organizations attending with sponsorship from McDonalds.
- **PH** – The launch and signing of contract to be held at St Michaels Church, Geoff Sowden more than happy to accommodate us. Numbers will be required for catering.

- **KS** – Lap top computer and projector have been ordered, will be kept with KS marked as property of HCPG and covered under his insurance. Please request use of.
- **SR** – Kelly Stook of BBC Radio holding a live radio show from the Library on Monday 12th March, **AH** talking on behalf of HADs who passed on this information, **KS** representing HCPG at 7.30am. Kelly's details stored for future reference.

4. Presentation by Charles Coffin:

Charles is a facilitator who will help us through the process of our Town Plan which will be run as a Management Project, this will encourage us to work this way. There are five stages

- I. Planning Stage
 - II. Organization, Community Strategic Plan
 - III. Implementation
 - IV. Projects and Delivery
 - V. Review by MCTA after 18 months for evaluation
- Statistics are available from the South West Observatory where economy, social and environment issues in and around Highworth will be looked at – consistency of statistics needed when applying for funding.
 - From today 7th March 2007 – looking at 8 weeks to launch. Formal launch about the process involving the community, business and groups. If an intense understanding of certain areas needed, MCTA will bring people in from Planning Aid. A good idea to bring someone in from another already up and running Town to speak on how they did it and what to expect.
 - In 14 weeks, hold workshops with local groups to get them involved in themed groups, once launched, implementation, this is when consultants are needed (could use the free 7 days consultancy at this stage) CC will help, Prioritise actions and leaders, use as a working document.
 - In the next 7-8 weeks, skills audit of Stakeholders (these are clubs, societies, Parishes also Swindon Borough Council). What's going on and whether they would like to be involved.
 - Parishes – CC says we have to make it clear that it is about developing Highworth (which is a Service Centre to the Parishes) when Parishes become involved and

how they use it. It has to be manageable. **KS** will invite Parishes personally to the launch.

- **KS and CC** to meet with Highworth Town Clerk and our Treasurer.
- We need to become constituted at some point.
- By the next meeting, a firm date is needed for the launch and a carefully worded questionnaire on the themes devised for use at the meeting.

Date and time of next meeting is Wednesday 4th April in the Library.