



**Minutes of Meeting held on Wednesday 4th November 2015, 7pm
At the Community Centre**

Present: Keith Smith Ken Saunders Ian Webb Sandra Rendall
Phil Baker Nick Gardiner Paul Newton-Smith Adrian Hares
Sarah Olnier Peter Arnel

Apologies: Matt Goddard Mark Pritchard Alison Durrant Shirley Colbeck-Smith

Visitor:

1. **Welcome:** The evening started with a special presentation of 'Citizen of the Year' to Paul Newton-Smith for all his hard work, especially the collaboration with agencies and making of a full sized plane at the Centre commemorating WW1 celebrations.

2. **Election of Officers:**

		Proposed	Seconded
Chair	Keith Smith	Paul Newton-Smith	Phil Baker
Treasurer	Ken Saunders	Phil Baker	Sandra Rendall
Secretary	Sandra Rendall	Phil Baker	Ian Webb
Vice Chair	Nick Gardiner	Ian Webb	Paul Newton-Smith

3. **Minutes of September Meeting:**

Minutes of previous meeting signed and filed. Proposed by **IW** seconded by **PNS**

4. **Matters Arising:**

7. **Smartwater** – Pauline Knott of Smartwater will only get involved if a sizeable community group or area interested. **IW** at Saturday Market spoke with PCSO Lee Wheeldon and Steve Kennington SBC Safety Community Team. Could go through Crime Commissioner, **PNS** will chase

11. **Post Boxes** – permanent box now inside Co-op

From September:

6. **NG** to look into

5. **Report from HTC representative: NG none**

6. **Nexus Project (Youth Café): SR**

This was successfully launched on Monday 2nd November with sponsors, HTC, SBC, Link, Advertiser, project panel, Rosie, Charlie, students, Headteacher and John of Puddleducks who cut the ribbon. The café setting looks impressive and about 30 people attended both opening sessions. John put on a good spread.

7. **Totally Locally: SR**

At the Retailers meeting on 17th September, about 15 businesses attended with one person joining the committee. There were useful points on marketing, with ideas on how to improve the Saturday Market. Lighthouse Bookshop are doing late night opening for a few weeks before Christmas. With the Post Office closure footfall has decreased.

On the 20/10 we gave feedback to HTC also discussing the Saturday Market

8. **The Vision and Neighbourhood Plan:**

Vision – looking at areas of deprivation, overall Highworth has less than 20%, however in a couple of areas deprivation is 40-50%. NG also looking into stats to see if he can do comparison tables. Hopefully he can encourage the use of this information in HTC decision making. The Vision will be finished by end of March.

Neighbourhood Plan – 400 people responded to the questionnaire and is now being analysed for peoples preferences. This will then go for technical survey of areas, then to SBC for environment, English Heritage checks etc. A draft plan ready by Jan 2016. Running 6 weeks behind schedule. Meeting on 23/11 where introduction will be written, still plenty to do.

9. Safe Places in Highworth: IW

Through WFCAP, Safe Places is an initiative for vulnerable people to feel safe whilst out and about. Shops and businesses who display the sticker have trained members who can assist/help if someone should enter scared, hurt or distressed. The scheme is supported by SBC, Age UK, Police, Victim Support and many more agencies. Training is simple usually with First Aid.

How do we progress it? IW has volunteered and will have something for New Year. We could do this with Totally Locally, Library, The Bridge? **SR** to send Cathy Caulfield, Circles SBC and Debra Brown details to **IW**

10. Community Shop – an idea: PA

PA will look into idea, find if there is any interest and investigate.

11. WfCAP: IW

Still looking for funding. HCPG will have to look into securing our own future insurance. Possibility of asking all those that HCPG hold money for to ask for donation towards, as this insurance also covers them. Community Engagement Meeting in Melksham, IW attending for valuable information. Maybe invite them to come to see us.

12. Programme for 2016:

- Fox Roundabout – although out of our hands, taking a long time, would be nice to see finished. Apparently at HTC meeting on 20/10 it was mentioned that flower boxes would be going on roundabout. **SR** to check with **MP and NG**
- Continue with projects already started: Totally Locally, Nexus, Vision, Neighbourhood Plan, Connexions
- SBC looking at Transfer of Assets, HCPG should monitor
- SBC looking at Highworth as a community pilot for many projects
- PA will look at doing an up to date list of Clubs and Societies. Maybe have a meeting next year either at Centre or outside Library under marquee.

13. Breakfast at Puddleducks:

Coventry Building Society running Breakfast for £10 with raffle, money to Children in Need
IW, SR, KS, PNS, KS will attend, decided on 8pm

14. Members Business:

PB – Simon Stacy from Surgery is starting Patient Participation Group again. They have a new business manager, nationally also struggling to recruit GP's

CAP – steady flow of clients with a second debt coach now employed

Foodbank – steady demand

KS – CAB have withdrawn outreach services to Highworth due to lack of funding

IW – Drain now cleaned. St Michaels posts removed, Newburgh Place car park has been cleaned of silt and trees cut