

**Minutes of the East Leake Community Plan Group held on Wednesday 14<sup>th</sup>  
December 2011 at 7.30 pm at the East Leake Parish Council office.**

Present: Jenny de Villiers	Co-operative Sector & Neighbourhood Watch (Chair)
Vicenta Rose	Resident (Secretary)
Craig Baldwin	Something Special Card Shop
Kevin Shaw	Parish Council
Carys Thomas	Parish Council
Conrad Oatey	Parish Council
Barbara Wright	Micropropagation Services & St Mary's Church
Anne Remzi	Derbyshire House
Lesley Way	Resident
Andy Warren	East Leake Health Centre
Paul Stanley	2 <sup>nd</sup> East Leake Scouts
Julie Love	Love & Piste
Peter Tyers	Micropropagation Services

Item Number	Agenda Item	Action
1	<b>Introductions</b> All people present introduced themselves. Lesley Way (Resident) and Andy Warren (East Leake Health Centre) were welcomed to the Group.	
2	<b>Apologies</b> Apologies received from: Keith Hodgkinson, Doris Elcock, Brenda Lewis, Graham Legg, Donna Griggs, Michael Owen, Felicity Rose and Shirley Fox.	
3	<b>Minutes of the November meeting</b> The minutes were approved as a true and accurate record of the meeting held on the 9 <sup>th</sup> November 2011.	
4	<b>Matters arising not on the agenda</b> Jenny has received a very positive response from Kenneth Clarke. He has confirmed that the development of the Community Plan fits with the Government's plans to devolve more influence to communities and has asked to be kept informed. He has also looked forward to hearing of progress and learning which representative groups are involved. Jenny will reply.  Paul Stanley confirmed that the Scouts are happy to take on the delivery of the questionnaires if required and that when they carried out a similar exercise for the Rugby Club, they received a donation of £250. The Co-operative Group Central & Midlands Region have agreed to donate a hamper and refreshments for the public drop in sessions in March as it's part of their values and	Jenny de Villiers

	<p>principles to engage with local communities. ELCPG will send a letter of thanks.</p> <p>It was suggested that we could put boxes of questionnaires in the East Leake Co-op store, library etc.</p>	
5	<p><b>Relationship between this plan and “Neighbourhood Development Plan”</b></p> <p>A paper from the Sub Group meeting held on the 29<sup>th</sup> November had been circulated to the group on the 8<sup>th</sup> December.</p> <p>The Sub Group had a useful meeting with Keyworth Parish Council. They have produced a Village Design Statement to say what they want Keyworth to look and feel like in the future. Keyworth are one of the first communities to do this. There is funding available from Rushcliffe Borough Council to help with the process.</p> <p>East Leake Parish Council agrees that it is the responsibility of the Parish Council to develop the Neighbourhood Plan so it was agreed to change the name of this sub group to “Housing and Planning Group” to make a clear distinction. Peter Tyers confirmed that funding has been secured for 4 days consultancy from the Design Council. The design is about the type of built environment. The role of the Parish Council is to determine the feel of the village, where to build, public consultation etc.</p> <p>Peter proposed using one of the day’s consultancy to scope out what sort of community is possible for East Leake and what types of options we could have. We could use these for the public drop in days so that people have something positive to look at. Agreed to meet them early January and feedback to the main meeting. Use the expertise of the Design Council to input on technical issues.</p> <p>Rushcliffe Borough Council have put together a Local Development Framework. The Borough wide plan is for housing. East Leake has been identified as one of the key areas for development. A paper is going to the full RBC Council for final approval on the 15<sup>th</sup> December 2011 so no more opportunity to influence that but we can still influence the infrastructure, where houses are built etc. Therefore the Neighbourhood Plan is a priority. The information from the Housing and Planning Group is to feed into that and conduct a joint consultation rather than two separate ones.</p>	

	<p>Draft vision is to be submitted after the public drop in sessions in March so that the data gathered there can be incorporated. A suggestion was to put up a large scale map of East Leake at the sessions and for people attending to put a dot on there to say where they live. Action point for the Housing and Planning Sub Group is to draw up an outline of areas and questions.</p>	
6	<p><b>Consultation and Communication Proposal</b>  A paper was circulated on the 12<sup>th</sup> December with notes from the Sub Group meeting held on the 21<sup>st</sup> November.</p> <p>Compass is delivered to approx 650 houses and deadline for submission of articles for February's edition is the 12<sup>th</sup> January. Need to be ready with communications for all publication early January. A more detailed discussion took place under the next agenda item.</p> <p>Vicenta circulated a Gantt chart with the timeline. Any amendments, additions etc to be submitted to Vicenta for updating.</p>	All
7	<p><b>Scope of Plan</b>  Discussion took place about the headings and grouping them to make them more appealing for the communication e.g. "Getting Around" etc. Sub Group Co-ordinators to formalise their reports for the meeting in January so that we can identify overlaps and draw out themes for the public drop in sessions in March.</p> <p>The co-ordinator of the sub groups gave a short update on work to date:</p> <ul style="list-style-type: none"> <li>• Health and Wellbeing – Andy Warren – scoping paper to follow</li> <li>• Business and Agriculture – Craig Baldwin scoping paper to follow</li> <li>• Environment and Crime Prevention – Jenny de Villiers – Brenda Lewis now working with Jenny on this. Dennis Fox keen to get involved in any work on footpaths. Vicenta attended the Friends of Meadow Park AGM and gave a short presentation on the work of ELCPG which was received positively. A rep from FMP has been identified to work with this Sub Group. VR to contact FMP and Dennis for their input.</li> <li>• Housing and Planning – Barbara Wright – update given under agenda item 5</li> <li>• Leisure – Vicenta has contacted Dave Curtis, General Manager of the Leisure Centre and he is keen to get</li> </ul>	<p>Sub Group Co-ordinators</p> <p>Vicenta Rose</p>

	<p>involved. He has been invited to the next meeting</p> <ul style="list-style-type: none"> <li>• Transport – Conrad Oatey and Jenny de Villiers – paper circulated on the 5<sup>th</sup> December.</li> <li>• Young people – Alison Scally - scoping paper to follow</li> <li>• Education and culture – Donna Griggs – paper circulated on the 15<sup>th</sup> December. Vicenta had received feedback from Keith Hodgkinson that a museum and village trail has been discussed at the Local History Society and that assistance would be required to implement a village trail.</li> <li>• Older people and disabled (including community care) – Anne Remzi – good discussion with residents at Derbyshire House. Paper to follow.</li> </ul> <p>Communication and Consultation: It was discussed about the most effective method of monitoring who has completed the questionnaire. As there are 2500 properties in East Leake, it was agreed that the most effective way would be for 25 people from the Community Planning Group, Sub Groups and other interested parties to deliver questionnaires to 100 properties each in person so that we know who has completed them and also offer assistance and further information if required. Aim to issue questionnaire in May 2012 therefore communication is a priority. Keep it simple and focus on the future vision for East Leake. Consider using the Parish Council for printing of questionnaires.</p>	
8	<p><b>Training</b> A free training event is being run by Rural Community Action Nottinghamshire in early 2012 (flyer circulated on the 18<sup>th</sup> November). Jenny de Villiers and Lesley Way expressed an interest in attending and will feed back to the main group.</p>	Jenny de Villiers & Lesley Way
9	<p><b>Constitution</b> Vicenta will re send the draft constitution in an older version of Microsoft Word so that all can open the document. It was agreed to add Declarations of Interest to the agenda as a standing item.</p>	Vicenta Rose
10	<p><b>Any other business</b> None. A Happy Christmas was wished to all!</p>	
11	<p><b>Dates of Next Meetings</b> Wednesday 18<sup>th</sup> January 2012 Wednesday 15<sup>th</sup> February 2012 All at 7.30pm at the Parish Council Offices.</p>	