

Minutes of the East Leake Community Plan Group held on Monday 28th May 2012 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)
Kevin Shaw	East Leake Village Hall
Lesley Way	Resident
Doris Elcock	East Leake Community Care
Shirley Fox	Women's Institute
Gary Grayston	Business owner & Resident
Felicity Rose	Resident
Brenda Lewis	Resident
Craig Baldwin	Something Special
Donna Griggs	Lantern Lane School
Carys Thomas	Parish Council
Jenny Kirkwood	Rural Community Action Nottinghamshire (RCAN)
Barbara Wright	Micropropagation Services & St Mary's Church

Item Number	Agenda Item	Action
1	Introductions Jenny welcomed Jenny Kirkwood from Rural Community Action Nottingham to the meeting and everyone introduced themselves.	
2	Apologies Apologies received from Conrad Oatey	
3	Declarations of Interest None declared.	
4	Minutes of the April meeting The minutes were approved as a true and accurate record of the meeting held on the 25 th April March 2012. The date in the headline needs amending to reflect the April date. Vicenta will upload them onto the East Leake website.	Vicenta Rose
5	Matters arising not on the agenda The pedestrian crossing will be built sometime in June 2012.	
6	Questionnaire <u>Health & Housing & Planning sections</u> – discussions still ongoing with the sub groups. <u>Business</u> – agreed to expand question 5 to include storage, offices etc. Include a question whether people shop in the village. Question 7 is possibly repeated in environment section. Any comments from the	

Drop In days about a particular business could be fed back directly to that business and questions should be generic.

Older People and Disabled – Doris Elcock & Shirley Fox were concerned that the questions in this section were repeated elsewhere and wanted to clarify that disability is not age related. It was therefore agreed to not have a separate section in the questionnaire for these groups but to ensure their views were captured elsewhere in the questionnaire. See proposal from Carys below re demographic data.

Environment & Crime Prevention; Education, Leisure & Culture; Young People and Transport – no further comments on draft questions circulated.

It was agreed to have simple ratings of agree/disagree/not applicable etc with a free text box at the end of each section for comments.

A discussion took place about commissioning an independent person/company to review the questionnaire. Jenny Kirkwood from Rural Community Action Nottinghamshire offered to carry out this role free of charge as she is fully funded for this work in Rushcliffe. She shared her experiences of other communities going through a similar process:

- Bestwood Village have just completed their questionnaire. Steering group of 15 people and 850 houses. Questionnaires were hand delivered and followed up door to door with support offered to complete questionnaires. 45% response rate. Very labour intensive so bear that in mind for a village the size of East Leake.
- Burton Joyce paid an organisation to deliver questionnaires and had collection points for their return, 20% response rate.
- Both villages used Survey Monkey for online versions of their questionnaires.
- Recommended to issue questionnaire per household not per resident; to ask as few open questions as possible; think about how to consult with young people – separate? Promotion of the questionnaire is key to completion rates and as a Group need to be realistic about the distribution of the questionnaire to a relatively large village.
- Recommended having another Drop in Event(s) after the questionnaire has been analysed to prioritise issues, feedback the results of the questionnaire and develop the action plan. This was agreed by the ELCPG as the previous Drop in Days had been so successful and the feedback from residents was that they very much welcomed the opportunity to have their say and be listened to.

	<p>Carys suggested having a section in the questionnaire to capture demographic data. This would also ensure that the feedback from older people would be captured. Agreed.</p> <p>Felicity Rose suggested it was an opportunity to use the questionnaire to gather statistical data to inform the strategic plan. Agreed.</p> <p>Next steps – all sub groups to send Vicenta final drafts of their questions by Friday 1st June for collation and forwarding to Jenny Kirkwood of RCAN. Jenny will review them w/c 4th June and return the draft questionnaire to Vicenta in time for further discussions and hopefully approval at the next meeting.</p> <p>Plan is to issue questionnaire late July/early August and have the hard copies printed professionally.</p> <p>Felicity will ask Lisa Gapp, Graphic designer and Resident who very kindly designed the promotional material free of charge for the Drop in Days if she would draft a leaflet to promote the questionnaire that could be issued at the East Leake Carnival on the 23rd June as well as being used as poster to be displayed around the village. Vicenta will ask for volunteers to help with this from the wider ELCPG.</p> <p>Expenditure of up to £300 was approved for the use of Survey Monkey for the questionnaire and data analysis. *****</p> <p>A discussion took place about the link with the Neighbourhood Plan and the timings for the information from the Community Plan to feed into the Neighbourhood Plan. The Parish Council may need to conduct more consultation on the Neighbourhood Plan and it may encourage people to complete the Community Plan questionnaire if their answers feed into the Neighbourhood Plan and planning. It was agreed that the timings of the Neighbourhood Plan should not influence the Community Plan as they are two separate processes although the Parish Council may extract data from the Community Plan to feed into the Neighbourhood Plan. The Parish Council are keen to ensure that the number of surveys conducted as minimised to avoid overloading people and that the two plans concur with each other.</p>	<p>All Vicenta Rose Jenny Kirkwood</p> <p>Felicity Rose</p> <p>Vicenta Rose</p>
7	<p>Training and Development</p> <p>The CABE workshop held on the 28th April was excellent and the subject was about good design principles regarding housing and development. The knowledge gained will be very useful to the Planning Committee and the Parish Council has commissioned two more sessions at its own expense in order to draw up a project schedule for the neighbourhood plan, and to develop the vision statement for it.</p>	

8	<p>Update from the Annual Parish Meeting and Community Forum</p> <p>Approximately 20-30 members of the public/local interest groups and 12 Parish Councillors attended the above meeting on the 23rd May 2012. ELCPG had been invited to give an update on their work to date and Vicenta Rose and Felicity Rose had agreed to attend in Jenny de Villiers absence.</p> <p>The format for the evening had been unclear and unfortunately we were not informed that a laptop and PowerPoint would be available as a more impactful presentation could have been delivered in order to communicate the importance and progress of the Community Plan. Despite this, Felicity and Vicenta delivered an impromptu presentation supported by photographs taken by Hayley Masom Photography.</p> <p>Kevin Shaw stated that it was an excellent presentation and complimented Felicity and Vicenta on how they engaged the audience through interactive participation and their strategic placing at the front and back of the hall in order to maximise the audience engagement.</p>	
9	<p>Any other business</p> <ul style="list-style-type: none"> • Facebook etc – Jenny Kirkwood advised the Group that other villages are using Facebook as part of their consultation process and that she learnt from a recent course that the biggest users of social networking sites are in the 25-40 age group. The Facebook page could be added to the flyer to promote it further and a wall post could be made after each ELCPG meeting with an update. Events can be added too. • Discussion re car parking situation in the village which seems to have worsened recently. Could be as a result of the Nottingham City workplace car parking levy. Issue needs to be addressed by the Parish Council. It was suggested that local business owners could have a permit to park all day in the Co-op car park. Jenny de Villiers to discuss with the Co-operative Group. • It was agreed not to include the question about whether East Leake should remain a village or become a town in the questionnaire as it is not within our control. 	<p>Vicenta Rose</p> <p>Jenny de Villiers</p>
10	<p>Date of Next Meeting</p> <p>Monday 18th June 2012 at 7.30pm in the Parish Council Offices.</p>	