

**Minutes of the East Leake Community Plan Group held on Wednesday 15th
February 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)
Craig Baldwin	Something Special Card Shop
Conrad Oatey	Parish Council
Barbara Wright	Micropropagation Services & St Mary's Church
Lesley Way	Resident
Doris Elcock	East Leake Community Care
Shirley Fox	Women's Institute
Felicity Rose	Resident
Lorna Pilbin	Friends of Meadow Park
Peter Tyers	Micropropagation Services

Item Number	Agenda Item	Action
1	Introductions All people present introduced themselves and Lorna Pilbin, Friends of Meadow Park Committee Member, was welcomed to the Group.	
2	Apologies Apologies received from Brenda Lewis, Paul Stanley (ongoing), Andy Warren (ongoing), Carys Thomas, Kevin Shaw, Donna Griggs, Alison Scally, Michael Owen and Jenny Kirkwood.	
3	Declarations of Interest None declared.	
4	Minutes of the January meeting The minutes were approved as a true and accurate record of the meeting held on the 18 th January 2012.	
5	Matters arising not on the agenda Jenny has updated Kenneth Clarke and sent him a copy of the minutes from this meeting in order to give him an overview. Jenny has also updated Nottinghamshire County Councillor Lynn Sykes and invited them both to attend the March Drop in sessions. Shirley confirmed that the WI can serve the refreshments at the Drop in sessions on the Saturday so will need volunteers for the Friday. WPC Kelly Warwick is on leave for the Drop in sessions but it is hoped that the PCSOs can attend at some point. The Constitution has been updated in accordance with feedback at the last meeting. Jenny has booked to attend the Locality Event in Birmingham on the 22 nd February 2012.	

6	<p>Housing and Planning Sub Group update</p> <p>Peter and Carys have met with Andy Beard a Consultant from CABE and he has recommended running two workshops for members of the Parish Council, the Community Plan Group and possibly local businesses etc. Each workshop can accommodate up to 30 people and are led professionally. The focus will be on how to make the village more sustainable, what is good urban design and what tools are available to help improve quality. It's important to have the right infrastructure to support the development of the village and to have footpaths, streets etc that maintain accessibility to the village centre.</p> <p>The workshops are financed by DEFRA as part of the Rural Masterplanning Fund. Each workshop covers different topics and people can attend one and not the other or they could attend both. Dates booked are the 24th March 2012 and the 28th April 2012 at the Baptist Church Hall in East Leake. It was agreed that the cost of booking the Hall (£75 per day) is to be charged to the Community Plan Group Budget Timings are to be confirmed. VR to circulate information to Community Plan Group members once all details have been confirmed by Conrad.</p> <p>There has been an initial meeting of the Parish Council to look at the Neighbourhood Plan and they are now having monthly meetings. There hasn't been any notification to date that Rushcliffe Borough Council have opened the consultation on their Local Development Plan. The Community Plan is about the feel of the village and feeds into the Neighbourhood Plan. The Neighbourhood Plan is likely to be a brief document. It's important to draw a distinction between the Community Plan and the Neighbourhood Plan so that people in the village are not confused.</p>	Conrad/ Vicenta
7	<p>Consultation and Communication Proposal</p> <p>Craig updated the Group in Alison's absence about the two recent Consultation and Communication Sub Group meetings held on the 25th January and the 8th February to plan the public drop in sessions. Notes from these meetings have already been circulated.</p> <p>At the last meeting a stall was set up to see how it would look etc. It was agreed as a principle that wherever possible any items bought from the budget, such as balloons, banners etc would be used for future events to promote the village such as the carnival, questionnaires etc. in order to maximize value for money.</p> <p>There are a number of copies of the 2004 Parish Plan available from the Parish Council offices to distribute at the events.</p> <p>A proposed expenditure of £1700 was agreed. Vicenta will</p>	

	<p>distribute a spreadsheet with the breakdown of the items once costings have been finalized. VAT is reclaimable and this is easier to reclaim if items are ordered via the Parish Council. Vicenta will check with Kevin about the cost of hiring the Village Hall.</p> <p>Will need to confirm who is doing what and identify any areas where more resource is needed.</p> <p>The design for the flyer, poster and banner has been agreed and is to be distributed as soon as possible. Community Plan Group members could email the flyer round to their own networks in order to promote the events further and also enlist more volunteers. Vicenta will issue it to the Group. Could also put it in the book bags at schools. Vicenta to check with Paul Stanley ASAP about the delivery of the flyers by the Scouts.</p> <p>Some time was spent looking at the questions to be used for the stands. The purpose of these is provoking thought from attendees about what areas we should target in the questionnaire. They should be open questions (not leading) and also need to capture any items that we have not thought about. Any questions not finalized in the meeting are to be sent to Vicenta ASAP.</p>	<p>Vicenta</p> <p>Vicenta</p>
8	<p>Scope of Plan This item was deferred to the next meeting.</p>	
9	<p>Rural Community Action Training Jenny thanked Lesley Way for attending the above training event and for distributing some notes. Lesley will send Vicenta the slides from the training when she receives them so they can be distributed to the Group. There is a 7 step process to follow for consultation which aids any funding applications. It was also suggested that we could use their Survey Monkey access for the questionnaire. Lesley to explore in more detail and check costings. Agenda item for the next meeting.</p>	<p>Lesley Vicenta</p>
10	<p>Any other business None.</p>	
11	<p>Date of Next Meetings All at 7.30pm in the Parish Council Offices. Provisional date of Wednesday 29th February 2012 if needed to finalise the details for the March drop in events. Wednesday 28th March 2012 Wednesday 25th April 2012 Monday 28th May 2012 (please note this is a change to the date agreed in the meeting of the 23rd May as that is when the Parish Council Annual meeting for the public is being held)</p>	