

**Minutes of the East Leake Community Plan Group held on  
6<sup>th</sup> February 2014 at 7.00 pm at the East Leake Parish Council Offices.**

Present:	Jenny de Villiers	Co-operative Sector & Neighbourhood Watch (Chair)
	Vicenta Rose	Resident (Secretary)
	Brenda Lewis	Resident
	Donna Griggs	Lantern Lane School/Resident
	Lesley Way	Resident
	Greg Hewitt	RCAN
	Kevin Shaw	Parish Councillor/ Village Hall
	Craig Baldwin	Business owner/resident
	Carys Thomas	Parish Councillor
	Conrad Oatey	Parish Councillor
	Doris Elcock	East Leake Community Care

Item Number	Agenda Item	Action
1	<b>Apologies and acknowledgements</b> Felicity Rose and Julie Love	
2	<b>Declarations of Interest</b> None.	
3	<b>Minutes of the January meeting</b> Agreed to include an acknowledgement of Felicity's hard work in producing the first draft of the brochure and organizing the photo competition.  Approved as a true and accurate record.  Vicenta to ask the webmaster to upload them onto the East Leake Website. <a href="http://www.east-leake.co.uk/community-led-plan.html">http://www.east-leake.co.uk/community-led-plan.html</a>	Vicenta
4	<b>Matters arising not on the agenda</b> Vicenta confirmed that the draft Community Plan brochure and action plan had been sent to Jenny Kirkwood at RCAN on the 28 <sup>th</sup> January for distribution to the stakeholders. Deadline for feedback is the 28 <sup>th</sup> February. The Parish Clerk has confirmed that it has been circulated to the Parish Council and that she will collate the responses.  Jenny and Vicenta attended the Parish Council meeting on the 28 <sup>th</sup> January to give an update on progress and next steps. Felt that it went well and positive feedback from the Parish Councillors.  Reviewed the 3 quotations for printing. Adlards was the most cost effective so agreed in principle to use them.	

5	<p><b>Planning for Launch event 26<sup>th</sup> April 2014</b>  Rt Hon Kenneth Clarke, MP for Rushcliffe is unable to attend the launch event but sends his best wishes and hopes it goes well.</p> <p>Alternative suggestions: Mayor of Rushcliffe and Nicky Morgan Member of Parliament for Loughborough.</p> <p>Greg advised inviting Borough and County Councillors.</p> <p>Agreed the following outline timetable:  10am Open doors and refreshments  10.30am Opening talks from Jenny and Vicenta about the overview of the community plan and the work to date.  10.40 Official launch  10.45 Local case study – East Leake Playground – Felicity Rose (TBC)  10.55 Talk from: Transition West Bridgford or Hathern Community Group or Rushcliffe Community and Voluntary Service</p> <p>Vicenta to ask Felicity if she would give a 10 minute talk on how she initiated discussions about refurbishing the Gotham Road Playground and became a member of the Parish Council Playground Task Force as a good example of residents making things happen.</p> <p>Some discussion about whether East Leake has any local celebrities we could invite. Sports people are usually popular and draw people in. All to think of names. Could have somebody to talk about Community Activism?</p> <p>Issue confirmation of date and time of launch event to get it in people's diaries – East Leake Times, Parish Council Newsletter and Loughborough Echo.</p> <p>Also ask the webmaster to include it on the home page of the village website.</p> <p>All thought that the publicity for the first event worked very well so agreed to replicate that.</p> <p>Banners and posters in the village and flyers in the shops.</p> <p>Jenny will ask if The Co-operative will donate refreshment again and maybe a raffle prize.</p> <p>Vicenta to ask Shirley Fox if the Women's Institute can help with serving the drinks. Vicenta's husband, Mike Dickens, has been volunteered to help again.</p>	<p>Jenny</p> <p>Vicenta</p> <p>All</p> <p>Jenny or Vicenta</p> <p>Vicenta</p> <p>Jenny</p> <p>Vicenta</p>
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	<p>Invite local traders to attend to showcase their businesses as well as local clubs, societies to promote their activities and recruit more members. Could have a shared community activity table. Have copies of Community Round UP available on the day. Vicenta to contact Matt Youdale re traders.</p> <p>Vicenta will invite Rachel Scott, Community Care Officer in Reablement and Coproduction Project from the Rushcliffe &amp; Gedling Mental Health Team to have a display about timebanking.</p> <p>The hire of the Village Hall is £45 for the morning.</p> <p>Agreed to deliver leaflets promoting the launch event to every household week commencing 7<sup>th</sup> April. Jenny will invite David at the Post Office to tender for this. Use the balloon design again for the posters etc.</p> <p>Agreed to deliver a copy of the Community Plan to each household the week after the launch.</p> <p>Put banners and A4 posters up 2 weeks before the event. Post meeting suggestion from Julie Love: put a banner and balloons up on the Village Hall itself so that people know the event is being held there.</p> <p>Tables around the room for each section to display their bit of the action plan. Section "owners" to staff the tables to engage with people and hopefully recruit people to help deliver the actions in the action plan.</p> <p>Already have some balloons so will just be the cost of the helium.</p> <p>Doris to provide colouring books and pens for children.</p> <p>After the launch, the ELCPG will oversee implementation of the action plan. Could have joint working parties with the Parish Council for each area? Have a meeting after the launch of all those who are interested to agree how to drive it forward and set up a structure.</p>	<p>Vicenta</p> <p>Vicenta</p> <p>Jenny</p> <p>All</p> <p>Kevin/Section "owners"</p> <p>Craig</p> <p>Doris</p>
6	<p><b>Any other business</b></p> <p>Greg Hewitt will no longer be working on the Rushcliffe area after the end of February 2014 and Jenny Kirkwood will be rejoining the Community Plan Group. Thanks were placed on record to Greg for his enthusiasm and advice and the Group wished him well for the future. Conrad is not available on the 26<sup>th</sup> April but will help as much as he can before and afterwards.</p>	
7	<p><b>Dates of Next Meetings</b></p> <p>Monday 3<sup>rd</sup> March 2014 at 7pm at the Parish Council offices.</p> <p><b>Launch event Saturday 26<sup>th</sup> April 2014 at the Village Hall 10am to 12.30pm</b></p>	