

**Minutes of the East Leake Community Plan Group held on  
8<sup>th</sup> January 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  
 Gary Grayston Business owner/resident

Item Number	Agenda Item	Action
1	<p><b>Apologies and acknowledgements</b>            Carys Thomas, Felicity Rose, Conrad Oatey and Julie Love</p> <p>Thanks placed on record to: Felicity Rose for her hard work in producing the first draft of the brochure and organizing the photo competition; Lesley Way, Donna Griggs and Vicenta Rose for the time they spent working on the brochure (including giving up a full day of their Christmas holidays) and to Brenda Lewis for proof reading the document.</p>	
2	<p><b>Declarations of Interest</b>            None.</p>	
3	<p><b>Minutes of the December meeting</b>            Approved as a true and accurate record.</p> <p>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></p>	Vicenta
4	<p><b>Matters arising not on the agenda</b>            None</p>	
5	<p><b>Community Plan Brochure</b>            Paper copies of the brochure and action plan had kindly been provided by the Parish Council for those members who prefer this format. Thank you.</p> <p>Lesley emphasized the need to reference to the survey results for consistency as that is what people of the village said in their responses.</p> <p>Environment - add in to the section about the Millennium stone and that there is a time capsule under it that was planted in 2000 to be opened in 2050. Kevin will provide Lesley with some wording. There are 471 new properties in current planning applications that already have full or outline</p>	Kevin

	<p>planning permission plus there are a further 150 in the application process.</p> <p>Agreed it would be useful to include some statistics on crime and these are available from the Parish Council, the Beat Manager and Neighbourhood Watch.</p> <p>Long discussion about the Business section and agreed that we should word this section carefully to ensure that any businesses are not getting “free” publicity when others are not and also that it reflects what was said in the survey results. Same principle applies to the photographs for the brochure.</p> <p>Agreed to ask Felicity Rose to review the document and advise the Group of any suggested amendments other than formatting or minor drafting changes by the 20<sup>th</sup> January 2014. [Post meeting note: Felicity has agreed to this timescale}</p> <p>ELCPG will have the week commencing 20<sup>th</sup> January to conduct a final review of both documents before it is sent to Jenny Kirkwood of RCAN on the 27<sup>th</sup> January 2014 so she can issue it to stakeholders.</p> <p>Deadline for feedback from stakeholders is the 28<sup>th</sup> February 2014. Assume that if no feedback is received then the stakeholder is happy with it.</p> <p>Lisa Gapp can be working on the design of the documents in parallel.</p> <p>ELCPG meeting to be held on the 6<sup>th</sup> February to start planning the launch event on the 26<sup>th</sup> April 2014. All to bring ideas for speakers, presentations, activities, etc. to that meeting. Some initial suggestions are: other communities who are further down the process to share their experiences; time banking; successful examples of volunteer run projects and community projects such as community run pubs, shops etc. Jenny will invite the Rt Hon Kenneth Clarke, MP for Rushcliffe, to open the event.</p> <p>ELCPG meeting to be held on the 3<sup>rd</sup> March 2014 to review the stakeholder feedback and make final amendments.</p>	<p>Lesley</p> <p>Felicity</p> <p>All</p> <p>Lisa</p> <p>All</p> <p>Jenny</p> <p>All</p>
6	<p><b>Action Plan</b> As County Councils are making budget cuts, some services such as libraries will be devolved to the Parish Councils. An example of this in Leicestershire. This will require Parish Councils to be active in how they manage this.</p>	

	<p>Agreed to change abbreviations in the document to full titles for ease of reference e.g. East Leake Community Plan Group not ELCPG. Remove jargon key as no longer required.</p> <p>Headings to be put at the top of each page when the plan is finalized again for ease of reference.</p> <p>Street lighting – the Parish Council voted by a majority of 1 to leave them as they are i.e. switched off. No evidence that crime has increased. Need to amend wording in brochure and action plan.</p> <p>People completing the actions need to confirm the timescales. Still have a lot of short term actions so consider moving some to the longer term.</p> <p>Annual return to be issued by RCAN to Community Plan Groups requesting updates on progress.</p>	<p>Vicenta</p> <p>Vicenta</p> <p>Vicenta</p> <p>All</p>
7	<p><b>Finance</b> Jenny confirmed that the Parish Clerk will accrue the 2012/13 budget allocation of £3800 (£3500 from the Parish Council and £300 from Cllr Lynn Sykes) for the following financial year in response to Donna's email.</p> <p>Agreed to acknowledge Lisa Gapp's time in some way (voucher?) as she will spend a significant amount of time on designing the brochure and action plan.</p> <p>Agreed to obtain 2 quotations for printing the brochure and action plan purely for forecasting purposes (NB: 3 quotations are required by the Parish Council when it comes to placing the order) Donna to ask Notts County Council and Kevin to ask Adlards. Preference is to deliver to every household in the village if costs permit.</p> <p>The hire of the Village Hall for half a day for the launch event is £45.</p> <p>Will need to purchase refreshments unless they are donated.</p>	<p>Donna and Kevin</p>
8	<p><b>Any other business</b> The Neighbourhood Plan Project Team has organised a Building for Life Training Day in East Leake on Saturday 8<sup>th</sup> February 2014 (provisionally 10am – 4pm, venue to be decided). Please email the Parish Clerk if anyone wishes to attend.</p>	
9	<p><b>Dates of Next Meetings</b> Thursday 6<sup>th</sup> February 2014 and Monday 3<sup>rd</sup> March 2014 at 7pm at the Parish Council offices.</p>	