

# DRAFT

## Minutes of the East Leake Community Plan Group held on Monday 18<sup>th</sup> June 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
Julie Stables	Love & Piste
Lesley Way	Resident
Doris Elcock	East Leake Community Care
Gary Grayston	Resident
Felicity Rose	Resident
Brenda Lewis	Resident
Craig Baldwin	Something Special Card & Gift Shop
Donna Griggs	Resident & Lantern Lane School
Jenny Kirkwood	Rural Community Action Nottinghamshire (RCAN)
Carys Thomas	Parish Council

Item Number	Agenda Item	Action
1	<b>Introductions</b> Jenny welcomed everyone to the meeting	
2	<b>Apologies</b> Conrad Oatey; Shirley Fox; Anne Remzi; Barbara Wright;	
3	<b>Declarations of Interest</b> None declared.	
4	<b>Minutes of the May meeting</b> The minutes were approved as a true and accurate record of the meeting held on the 28 <sup>th</sup> May 2012.	
5	<b>Matters arising not on the agenda</b> Jenny de Villiers informed the group that the East Leake Co-operative store Manager Dean Anderson has confirmed that he will issue a permit to local business owners to park there all day upon completion of a form. This was welcomed by all concerned and thanks placed on record to the Co-operative Society.  It was noted that the car park at the rear of the Health Centre is closed for a week. Could have offered parking at the Co-operative Store as an interim but this is a matter for the Parish Council. Parking is an agenda item at the Parish Council Amenities meeting this week.	
6	<b>Questionnaire</b> Each question area was discussed and agreed or amended. Agreed to include a map so that it's clear where areas are in the village.  Agreed to a trial questionnaire on people not involved in ELCPG in order to test how easy it is to complete and understand so that amendments can be made prior to printing.	

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	<p>The group need to agree in more detail how the views of young people are captured i.e. via schools; questionnaire section etc – separate questionnaire and start numbering at “1”.</p> <p>Questionnaire will need branding; designing; contact details; return address etc.</p> <p>Felicity Rose contacted the survey unit at University of Nottingham regarding survey analysis. They no longer provide these services outside the University but she was put in touch with a freelance researcher who provided an estimated cost of circa £700. Felicity had circulated estimate previously. Agreed in principle. The work would include a review of the questions; data analysis and input. An updated quote will be sought once the freelance researcher has reviewed the updated questionnaire to gauge the amount of work involved. It was agreed to obtain 2 further quotations in order to comply with Parish Council Guidelines and one of these could be from RCAN. Felicity will forward the brief she prepared.</p> <p>A further meeting will be required to finalise the questions. Felicity will issue the updated questionnaire to ELCPG for each member to trial the questionnaire on someone not on the Group and feedback any minor amendments (no major amendments at this stage)</p> <p>Timing for issue of the questionnaire is still late summer.</p> <p>Flyer for EL Carnival – Felicity had contacted Lisa Gapp Graphic Designer who assisted with the posters etc for the Drop in days. Lisa had produced some designs which Felicity had circulated to the Group. Agreed the “balloon” design was the most appealing. The Parish Council can produce flyers in the office – 500 to be produced for the Carnival.</p> <p>Volunteers: Donna, Kevin, Jenny, Felicity &amp; possibly Carys. All to wear the “I Love EL” T-shirts and to meet at 4.30pm outside the Three Horseshoes.</p> <p>A poster was also designed by Lisa Gapp and circulated by Felicity. Again the “Balloon” design was the preferred option. The promotion of the Facebook page will be by a separate poster. Thanks placed on record to Lisa for her work and great designs.</p>	<p>Jenny de Villiers Jenny Kirkwood Felicity Rose</p> <p>Donna, Kevin, Carys &amp; Jenny de V</p>
7	<p><b>Any other business</b> None</p>	
8	<p><b>Date of Next Meeting</b> <i>Tuesday 3<sup>rd</sup> July at 7.30pm in the Parish Council Offices.</i> NB this meeting is purely to finalise the questionnaire.</p>	