

**Minutes of the East Leake Community Plan Group held on Wednesday 28<sup>th</sup>  
March 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)
Conrad Oatey	Parish Council
Kevin Shaw	East Leake Village Hall
Julie Love	Resident & Business owner
Lesley Way	Resident
Doris Elcock	East Leake Community Care
Shirley Fox	Women's Institute
Peter Tyers	Micropropagation Services
Gary Grayston	Resident & Business owner
Carys Thomas	Parish Council

Item Number	Agenda Item	Action
1	<b>Introductions</b> All people present introduced themselves and Gary Grayston, Resident and business owner, was welcomed to the Group.	
2	<b>Apologies</b> Apologies received from Brenda Lewis, Donna Griggs, Alison Scally, Mike Owen, Felicity Rose, Craig Baldwin, Keith Hodgkinson and Jenny Kirkwood.	
3	<b>Declarations of Interest</b> None declared.	
4	<b>Minutes of the February meeting</b> The minutes were approved as a true and accurate record of the meeting held on the 15 <sup>th</sup> February 2012.	
5	<b>Matters arising not on the agenda</b> Jenny has received another letter from Kenneth Clarke. He is hoping that we get good attendance at the Drop in Days and he is glad to hear that this Group is working closely with the Parish Council. Jenny will keep him and Councillor Lynn Sykes updated with our progress.  Jenny attended the Locality Event and found it very useful. She has given a copy of the information to Lesley Bancroft, Parish Clerk so that it is available if anyone wants to read it.	Jenny de Villiers
6	<b>Feedback from the Public Drop in sessions 9<sup>th</sup> &amp; 10<sup>th</sup> March 2012</b> A big thank you was placed on record to all those who helped organise the event and took part in it. Jenny asked Kevin to pass on our thanks to the Carnival	

	<p>Committee members who helped set up the stalls</p> <p>The Drop in days were very successful with over 350 people attending as well as a class of 28 children from Brookside school. Vicenta reported that the feedback that she had received via various sources such as email, Facebook and verbally was very positive. People felt that the event was well organised and thought out, visually appealing, fun, easy to give views and people really valued having the opportunity to have their say about the future of the village. Disappointment was expressed that only two Parish Councillors attended apart from those on the ELCPG</p> <p>The questionnaire is planned to be issued in the summer and it's important to issue regular updates and press releases to keep the momentum going after the success of the drop in days. Articles with an update from the Drop in Days and photos have been issued to the East Leake Times, Parish Council Newsletter and Loughborough Echo.</p> <p>The responses to each area have been collated and it was agreed that each Sub Group should meet and draft some initial questions for discussion at the next meeting. Conrad and Lesley will look at Health and Kevin will look at Young People. It might be useful to have a statement with a 1-5 scale against it, e.g. strongly agree, agree, neutral, disagree, strongly disagree as well as some open questions and free text. The actual wording can be finalised after the initial discussions.</p> <p>There was some useful feedback for the Parish Council from people attending the Drop in Days and Carys, Conrad and Kevin will meet up to identify this so that it can be relayed to the Parish Council.</p> <p>A resident from year 6 of one of the local primary schools had put a lot of work into designing the zebra crossing and the play area for the park which was submitted at the Drop in days. It was agreed to send a letter of thanks and a £5 Amazon voucher to acknowledge the effort and ideas and also to extend an invitation to get involved in the work of the Group.</p> <p>Kevin informed the Group that Rushcliffe Borough Council have the funding in the 2012/2013 financial year for a zebra crossing from Salisbury Avenue to the Co-op. This was welcome news as a zebra crossing featured highly in the feedback from the Drop in Days.</p> <p>Hayley Masom Photography kindly took some photographs of the</p>	<p>Communication and Consultation sub group</p> <p>Sub Group leaders</p> <p>Carys, Conrad &amp; Kevin</p> <p>Vicenta &amp; Jenny</p>
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	<p>Drop in day on the Saturday and provided the Group with a disk free of charge. It was agreed to write to Hayley to thank her for her generosity and support for the Group.</p> <p>It was agreed that the Scouts would receive a donation of £250 for delivery of the flyers.</p> <p>Vicenta is awaiting the results of the children's colouring competition from Alison so she can issue the Amazon vouchers as prizes.</p>	<p>Vicenta &amp; Jenny</p> <p>Alison Scally</p>
7	<p><b>Training and Development</b>  The first CABA workshop was held on the 24<sup>th</sup> March and had 9 attendees. It was an interactive workshop and very interesting. There was a lot of discussion at the workshop about creative ideas for the centre of the village as well as walkways, parking and the visual appeal of the village. The workshop on the 28<sup>th</sup> April will focus more on housing and attendance is encouraged. Peter Tyers was thanked for making the initial contact about the workshops.</p> <p>Lesley attended an RCAN workshop and the toolkit had been circulated to Group members. There is a 9 step process within the toolkit and it was noted that the work of this Group is following that process.</p>	
8	<p><b>Any other business</b>  Vicenta will no longer be able to be part of the Consultation and Communication Sub Group due to increased work commitments. Gary Grayston kindly offered to join the group and update Facebook, Twitter etc.</p> <p>It was agreed to dedicate the majority of the next meeting to the questionnaire and also to discuss how we're going to issue it e.g. door to door, one per household or resident, section for young people, online etc. Vicenta to structure agenda accordingly.</p> <p>Peter notified the Group of a Design Council event in London on the 1<sup>st</sup> May 2012. It would appear that it is aimed at people carrying out similar work to this Group in other areas. Peter will clarify whether it is about the Community Plan or the Neighbourhood plan.</p> <p>The Parish Council would like a short update from this Group about our work and progress at the meeting on the 23<sup>rd</sup> May.</p>	<p>Vicenta</p> <p>Jenny</p>
9	<p><b>Dates of Next Meetings</b>  Both at 7.30pm in the Parish Council Offices.  Wednesday 25<sup>th</sup> April 2012  Monday 28<sup>th</sup> May 2012</p>	

