

**Minutes of the East Leake Community Plan Group held on
3rd March 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
 Karen Tarburton RCAN
 Kevin Shaw Parish Councillor/ Village Hall
 Craig Baldwin Business owner/resident
 Doris Elcock East Leake Community Care
 Julie Love Business owner/resident

Item Number	Agenda Item	Action
1	<p>Apologies and acknowledgements Felicity Rose, Brenda Lewis, Conrad Oatey, Carys Thomas and Jenny Kirkwood (Karen Tarburton deputizing)</p> <p>Karen Tarburton from RCAN was welcomed to the meeting</p>	
2	<p>Declarations of Interest None.</p>	
3	<p>Minutes of the February meeting</p> <p>Approved as a true and accurate record.</p> <p>Vicenta to ask the webmaster to upload them onto the East Leake Website. http://www.east-leake.co.uk/community-led-plan.html</p>	Vicenta
4	<p>Matters arising not on the agenda None</p>	
5	<p>Stakeholder feedback Jenny Kirkwood had sent the draft brochure and action plan to all stakeholders on the 29th January with a request to respond by the 28th February thereby giving a full month. Despite a couple of reminders including one stating that lack of response implies agreement, only one response from the East Leake Parish Council had been received.</p> <p>Vicenta was concerned that the lack of response implied lack of buy in to the action plan and others were concerned that the documents might not have filtered through to the organisations in the action plan and had remained at a strategic level. There was some discussion about whether we needed to undertake further consultation and it was decided that we had undertaken sufficient consultation especially with the "Making it Happen" event in 2013 and use of social media, website, updates in press etc.</p>	

	<p>The feedback from the Parish Council was reviewed and a number of changes made to the action plan. Achievements that occurred after the community planning process commenced should be included and not those from before. Karen confirmed that the Parish Council adopt the action plan and as they are the legal entity they will be contacted by RCAN for updates on the action plan.</p> <p>The action plan is a fluid document and stakeholders/actions can change as it progresses.</p> <p>The Neighbourhood Plan is voted on and is a legal document. It was agreed to update the action plan to read “Neighbourhood Plan” and to remove the words “project team”</p> <p>Karen informed the group that Rushcliffe Borough Council is going through the process of adopting the Community Infrastructure Levy (CiL) rather than section 106. Under CiL, 25% goes to the Parish Council and is not ring fenced for certain items. The Community Plan can say to the Parish Council that it’s in the action plan that the residents of East Leake want the money spending on certain areas/items.</p> <p>Important that the action plan goes to the Planning Department at Rushcliffe Borough Council so they can bear it in mind when in discussions with developers.</p> <p>Developers can talk directly to the community and Parish (not Borough) Councillors. Developers will tend to do their background work on the needs of a location e.g. waiting lists for allotments.</p> <p>On the Action Plan, agreed to move the Skate park to the playground section and to make it clearer who is doing what.</p> <p>Karen raised the point that after 2016 the East Leake Neighbourhood Plan Project Team will no longer exist so the Parish Council will take on the monitoring role from 2016. Need to amend the action plan to reflect this.</p>	<p>Vicenta</p> <p>Vicenta</p> <p>Vicenta</p>
6	<p>Community Plan Launch event (26th April 2014) Banners can now only be up for 28 days maximum. Kevin will order 8 banners and arrange for them to be put up around the village including outside the village hall to publicize that the event is taking place there.</p> <p>Jenny confirmed that David at the Post Office can deliver the leaflets and will discuss payment methods with the Parish Clerk.</p> <p>Agreed to use Adlards for the printing as of the 3 quotations received as they were the most cost effective.</p>	<p>Jenny</p> <p>Kevin</p>

	<p>Oversight in that we hadn't checked with Lisa Gapp that she could meet the deadlines set for producing the brochure. Felicity has checked with her and luckily she can make them although it will be tight.</p> <p>Vicenta to check who can produce the flyers and A4 posters.</p> <p>A draft programme has been drawn up and will be added to as people and organizations confirm attendance.</p> <p>The Co-operative Group has kindly donated £50 of vouchers for refreshments. Could use some as a raffle prize? Jenny to write a thank you note to them.</p> <p>Jenny has contacted the East Leake Times, Loughborough Echo and Rushcliffe report with the date of launch. Vicenta has created an event on the Facebook page and asked the webmaster to add it to the village website. Could also contact BBC Radio Nottingham and East Midlands today nearer the time.</p> <p>Jenny has emailed all those with email addresses in the East Leake Community Directory to invite them to the launch event. Vicenta will ask Brenda if she can follow up those without emails. Vicenta has invited local businesses to the event to promote them.</p> <p>If the ELCPG continues fare the launch to oversee implementation of the action plan, we will need to revisit the constitution/terms of reference. Karen advised that we could become a constituted group and therefore apply for funding in our own right.</p> <p>Will have a sheet on each table for people to leave their contact details if they want to get involved in the action plan. Felicity is drafting a leaflet to promote recruitment of volunteers. Will need A2 size sections of the action plan for each table. Will also need labels and titles for the edge of each table. Lesley mentioned that we could use stick on flipchart type paper that can be written on so we can collect comments and feedback.</p> <p>Meeting of all those interested to be held Monday 19th May provisionally (time and venue to be confirmed) to form the Action Plan Group(s) and agree a way forward to deliver the actions.</p>	<p>Vicenta</p> <p>Vicenta & Jenny</p> <p>Jenny</p> <p>Vicenta/ Brenda</p> <p>Felicity All All Lesley</p> <p>All</p>
7	<p>Any other business None</p>	
8	<p>Dates of Next Meetings Monday 7th April 2014 at 7pm at the Parish Council offices. Launch event Saturday 26th April 2014 at the Village Hall 10am to 12.30pm Action planning meeting Monday 19th May – time and venue tbc</p>	