

**Minutes of the East Leake Community Plan Group held on
29th May 2013 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)
 Craig Baldwin Something Special/Resident
 Donna Griggs Lantern Lane School/Resident
 Doris Elcock East Leake Community Care/Resident
 Brenda Lewis Resident
 Gary Grayston Business owner/resident
 Julie Love Business owner/resident
 Jenny Kirkwood RCAN
 Greg Hewitt RCAN

Item Number	Agenda Item	Action
1	<p>Apologies and acknowledgements</p> <p>Apologies received from Kevin Shaw, Felicity Rose, Conrad Oatey, Carys Thomas and Lesley Way.</p> <p>Greg Hewitt from RCAN was welcomed to the meeting.</p>	
2	<p>Declarations of Interest</p> <p>None.</p>	
3	<p>Minutes of the April 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.</p>	Vicenta
4	<p>Matters arising not on the agenda</p> <p>Appointment of a Vice chair – Donna Griggs</p> <p>Shop Front Improvement Scheme – Jenny K confirmed that she had sent information to the Parish Council. Parish Council have issued letters to the shops. Would be interesting to see what Parish Council has received.</p> <p>Vicenta to check with Felicity about the photography competition.</p> <p>Volunteer recruitment event – deal with under item 5</p>	Vicenta

5	<p>Development of the Community Plan <u>Review of Community Forum and Annual Parish Council meeting 25th May:</u> Turnout was lower than expected despite the publicity, banners etc. Had some more feedback on developing the Action Plan. Thank you to the ELCPG members who attended the event.</p> <p><u>Action Plan</u> Long discussion over the link between the Neighbourhood Plan and the Community Plan. Agreed to finalise the Action Plan by adding the remainder of the sections. Please send to Vicenta ASAP.</p> <p>Agreed to liaise with the Neighbourhood Plan Group and to have a joint meeting preferably with Parish Councillors present. The aim is to define areas of responsibility together. From that discussion, we will then work towards engaging the community in strands that are in the remit of the Community Plan.</p> <p>The format and lay out of the Bestwood Village action plan was felt to be good – A5, concise, black and white and laid out clearly.</p> <p>Vicenta will “tidy up” the draft Action Plan and remove duplicate actions ready for the next ELCPG meeting. Important not to “over promise and under deliver”</p> <p><u>Timescale and next steps</u> Vicenta to contact Carys to liaise over a date for a joint meeting to be held after the next ELCPG on the 19th June as the Action Plan will be more developed. Potential dates are 9th, 10th and 22nd July. ELCPG meeting on the 3rd July to go ahead unless we don’t need to meet. Decide at the ELCPG meeting on the 19th June.</p>	<p>Vicenta</p> <p>Vicenta</p>
6	<p>Changing the Culture All had read the document prepared by Carys and circulated with the papers. Agreed it was a good document. Will refer to it at the next stage.</p>	
7	<p>Finance Now it is the new financial year (2013/14) confirmed that we have £3500 budget from the Parish Council and £300 donation from Cllr Lynn Sykes. £3800 in total so far and no expenditure. Have applied for £500 from the Co-operative Community Fund and are waiting to hear the outcome.</p> <p>Donna will send the spreadsheet tracking the ELCPG expenditure to the Parish Clerk on a periodical basis to confirm the expenditure against budget.</p>	<p>Donna</p>

	Agreed in principle to use a printer in East Leake for printing of Action Plan and Community Plan in order to keep it local. Aware of needing 3 quotations to be submitted to the Parish Council with our recommendation.	
8	<p>Any other business</p> <p>Photographs of ELCPG to go on the website– to be discussed at the next meeting to confirm purpose. Agreed that it would be voluntary.</p> <p>Agreed on the following wording when referring to the retail offering in the Business section “Should be a wider range of shops/supermarkets in the village”</p>	All
9	<p>Dates of Next Meetings</p> <p>All at 7.30pm at the Parish Council office.</p> <p>19th June 2013 (upstairs room) 3rd July 2013</p>	