

**Minutes of the East Leake Community Plan Group held on
19th May 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)
	Donna Griggs	Lantern Lane School/Resident
	Jenny Kirkwood	RCAN
	Craig Baldwin	Business owner/resident
	Julie Love	Business owner/resident
	Gary Grayston	Business owner/resident
	Kevin Shaw	Village Hall/Resident
	Sue Cripps	Resident
	Pam Barnard	Resident
	Steven White	Business owner/resident
	Stephen Perriman	Resident
	Lesley Way	Resident

Item Number	Agenda Item	Action
1	<p>Apologies and acknowledgements Felicity Rose, Conrad Oatey, Doris Elcock, Brenda Lewis, Carys Thomas and Mike Park (new member)</p> <p>The new members of the Group, Steven, Stephen, Pam and Sue were welcomed warmly and everyone introduced themselves.</p>	
2	<p>Declarations of Interest None.</p>	
3	<p>Minutes of the April meeting 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>Review of the Community Plan launch event held on the 26th April 2014 Attendance of approx. 150 people so very pleased with that.</p> <p>Everyone felt the event went very well. Worked well to have the playground exhibition in the middle of the room as that drew people in and was a lively atmosphere with the children.</p> <p>Perhaps could have promoted the Action Plan a bit more.</p>	

	<p>Jenny de Villiers sent publicity to Rushcliffe Reports, the Echo and East Leake Times. Was also mentioned in the Parish Council newsletter.</p> <p>Kevin reported that after the launch, Adlards had been asked to change 8 photographs and had to restructure 14 pages so the cost increased by £150-200. Donna will need to confirm actual costs for the budget so will liaise with the Parish Clerk.</p> <p>Craig informed the Group that Thistlebank Graphics can now produce banners cost effectively for future reference.</p> <p>All agreed the brochure looks excellent and very effective. Big thanks to those who worked hard on the brochure.</p>	Donna
6	<p>Delivery of Community Plan brochure and action plan Agreed that the ELCPG members would deliver the brochures and action plans. Aim to complete deliveries by the end of May 2014. Could employ David again to cover any gaps in deliveries.</p> <p>Jenny to pass list of Group members who can do deliveries to Carys and ask if she could co-ordinate the rounds again as it worked very well last time.</p> <p>Deliverers need to collect brochures and action plans from Kevin.</p> <p>Could put spare copies in the Parish Council Office, Library etc.</p>	Jenny & Carys
7	<p>Future of East Leake Community Plan Group Jenny de Villiers placed on record her thanks to the Group for their hard work over the past 2½ years. Jenny also thanked Vicenta for her support as Secretary.</p> <p>Jenny feels it's time for her to step down as Chair now that we've got to this point and let someone else take the Community Plan and Action Plan forward.</p> <p>Vicenta also feels it's time to hand over the role of Secretary</p> <p>Craig proposed that Jenny remains as Chair for the time being for continuity. Agreed. Jenny informed the Group that the Co-operative Group's new strategy is to support and work with Community Groups more closely. Jenny is now on the Board of the Co-operative Group.</p> <p>Donna offered to help with Secretary duties e.g. minute taking. Appreciated. The role of Treasurer is not an onerous one as it just involves keeping a track of expenditure so please let Donna know if anyone else would like to take that on. Not likely to incur much expenditure now the Community Plan and Brochure have been launched so workload will be less.</p>	All

	<p>Help with publicity also welcomed.</p> <p>Jenny will check with the Parish Clerk what the position is for the 2014/15 financial year.</p> <p>Group will now become the East Leake Community Plan Action Group.</p>	<p>All</p> <p>Jenny</p>
8	<p>Implementing the Action Plan Agreed to have a minimum of 2 people per section of the action plan to implement the actions. It's a 10 year plan so the workload should be less onerous now.</p> <p>Business – Craig confirmed that the Traders Association is re-forming so that will drive the business section. Craig, Julie and Steve White to lead business section.</p> <p>Planning and housing – covered by the Neighbourhood Plan. Carys to lead this section.</p> <p>Environment – Stephen Perriman interested in this section as was Ceri Griffiths from the launch event. Mike Park is happy to lend occasional support - work permitting. Post meeting note: Brenda Lewis offered to lead.</p> <p>Health and Social Care – Conrad and Doris to lead</p> <p>Education – Donna and Lesley Way to lead</p> <p>Culture, leisure and sport – Kevin to lead. Need another volunteer please.</p> <p>Young people – Gary to lead. Large part of this section is the playground so the Playground Taskforce, of which Felicity is a member, will lead that action.</p> <p>Transport and Crime Prevention – fits with Neighbourhood Watch to a large extent – Jenny to take proposal to the next meeting. Brenda?</p> <p>Craig suggested having mini drop in days themed to a particular area e.g. dog fouling, litter picking and this may generate more volunteers from people interested in that topic.</p> <p>Agreed to meet twice a year to monitor progress against the action plan and identify areas where more support may be needed.</p> <p>Need to ensure that any new housing developments receive a brochure when people start to occupy houses.</p>	<p>All</p> <p>Jenny</p>

	<p>Put an advert in the next East Leake Times about what we're doing and to advertise for more volunteers.</p> <p>Vicenta will compile a contact sheet of peoples' names, areas they are leading on and email addresses.</p> <p>Please let Jenny or the Parish Clerk know if any further support is needed.</p> <p>Could advertise dates of future meetings in the East Leake Times, Parish Council Newsletter etc. to increase volunteers.</p> <p>Lesley suggested that when we advertise for volunteers that we make it specific about what we want people to get involved in rather than generic e.g. looking after a flowerbed in liaison with the Parish Council as that is more likely to attract help.</p> <p>Vicenta will ask Lisa for an electronic copy of the brochure and action plan to put on the website and to send to Craig for the Traders Association.</p>	<p>Vicenta</p> <p>Vicenta</p>
9	<p>Any other business None</p>	
10	<p>Date of Next Meeting Thursday 17th July 2014 at 7pm in the Parish Council Offices.</p>	