

**Minutes of the East Leake Community Plan Group held on Wednesday 9th
November 2011 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 Card Shop
Shirley Fox	Women's Institute
Donna Griggs	Lantern Lane Primary School
Brenda Lewis	Resident
Michael Owen	Resident
Alison Scally	East Leake Guides
Kevin Shaw	Parish Council
Carys Thomas	Parish Council
Conrad Oatey	Parish Council
Barbara Wright	Micropropagation Services & St Mary's Church
Anne Remzi	Derbyshire House
Felicity Rose	Resident

Item Number	Agenda Item	Action
1	Introductions All people present introduced themselves. Anne Remzi (Derbyshire House) and Felicity Rose (Resident) were welcomed to the Group.	
2	Apologies Apologies from: Hayley Masom; Andy Warren; Peter Tyers, Keith Hodgkinson, Doris Elcock, Julie Stables and Neal Wright.	
3	Minutes of the October meeting The minutes were approved as a true and accurate record of the meeting held on the 13 th October 2011.	
4	Matters arising not on the agenda Neal Wright is no longer able to fulfil role of Treasurer due to other commitments. Jenny de Villiers to talk to Lesley Bancroft (Parish Clerk) about the process for expenditure. Jenny de Villiers has written to Kenneth Clarke and spoken to his secretary who will obtain a response from him. Jenny to report back at the next meeting. Article has been included for the next edition of the Parish Council newsletter and the East Leake Times.	Jenny de Villiers Jenny de Villiers

	Awaiting quotation from Scouts re delivery of questionnaires etc.	Paul Stanley
5	<p>Relationship between this plan and “Neighbourhood Development Plan”</p> <p>Barbara Wright circulated a brief report (attached) from the Sub Group meeting held on the 18th October 2011.</p> <p>Cerys Thomas has arranged to meet with Keyworth Parish Council on the 10th November 2011 to benefit from their experience on the plans and the relationship with the Parish Council. Sub group will report back at the next meeting.</p> <p>Conrad Oatey and John Thurman from the Parish Council have joined this sub group.</p> <p>Agreed to develop relationships with Rushcliffe Borough Council and establish how the Neighbourhood Plan fits with their plans. Peter Tyers will pursue this item.</p> <p>Idea of photographic competition was proposed to appeal to different people and all agreed it was a good idea. It was agreed to keep the focus positive. Visionary concept of the types of houses rather than identifying actual properties and potentially causing offence. Could vet/screen entries.</p> <p>Wellbeing of East Leake – planning is part of the remit and not dominant theme. Clarify objective of the group. Neighbourhood plan – opportunity to look wider than housing. Important that two processes of community plan and neighbourhood plan are closely linked.</p> <p>Jenny de Villiers proposed that the East Leake Community Planning Group should have a constitution to confirm its objectives clearly, its status i.e. not for profit, membership, meetings, declarations of interest etc. All agreed that this was good governance. Vicenta and Jenny will circulate a draft constitution for agreement at the next meeting.</p> <p>Cerys requested to send minutes from this meeting once approved to the Parish Council to keep them updated and also to update them informally in the meantime. Agreed. The Neighbourhood Plan Sub Group will continue to meet on a regular basis. Need to link into Communication and Consultation Sub Group for the questionnaire and data collection to avoid duplication.</p>	<p>Neighbourhood Plan Sub group</p> <p>Conrad Oatey</p> <p>Peter Tyers</p> <p>Jenny de Villiers/Vicenta Rose</p>

6	<p>Consultation and Communication Proposal</p> <p>The proposal outlined in the paper circulated with the agenda was agreed. February or March would be better for the public meeting to allow time for the publicity after Christmas.</p> <p>Would be useful to draw up a timeline and action plan of key dates and milestones. Felicity Rose and Vicenta Rose to draw up a Gantt Chart.</p> <p>A co-ordinator for each sub group under agenda item 7 is required. Each Sub Group needs to be ready for the public meeting early next year.</p>	Felicity Rose & Vicenta Rose
7	<p>Scope of Plan</p> <p>The following sub groups and co-ordinators were proposed and agreed. Note that this will evolve over time.</p> <ul style="list-style-type: none"> • Health and Wellbeing – Andy Warren • Business and Agriculture – Craig Baldwin • Environment and Crime Prevention – Jenny de Villiers • Housing and Planning – Barbara Wright • Leisure – Jenny de Villiers to speak to Leisure Centre management and identify other contacts • Transport – Conrad Oatey and Jenny de Villiers • Young people – Alison Scally • Education and culture – Donna Griggs • Older people and disabled (including community care) – Anne Remzi <p>Brenda Lewis volunteered to join the Environment and Crime Prevention sub group and Felicity Rose volunteered to join the Young People sub group</p> <p>There was some discussion whether to broaden the headings to make them easier to understand and have less of them e.g. “Our surroundings”, “Getting together”, “Getting around”, “Keeping in touch” etc. Agreed to keep sub groups as above for the time being and for each co-ordinator to draw up a brief scope for their group and discuss at the next meeting whether some can be merged. Some cross over is inevitable.</p> <p>Questionnaire – will need to get as high a response rate as possible for the results to be valid. Consider follow up to increase response rate. Offer help in completing the</p>	<p>Jenny de Villiers</p> <p>Sub Group co-ordinators</p>

	<p>questionnaire to those who need it. Lots of publicity beforehand. Communication to include what has been achieved from the 2004 Parish Plan and if something hasn't been achieved then include the reason why not so that people who contributed get feedback on their input to encourage further engagement. Kevin Shaw agreed to provide information from Parish Council.</p> <p>Public Open Days – offer a raffle prize to attract people and refreshments e.g. fair-trade drinks and biscuits from the Co-operative. Jenny de Villiers to make contact. Dates agreed were: Friday 9th March 2012 10am – 1pm (Evergreens meet at 12.30); Saturday 10th March 2012 10am – 1pm and Sunday 11th March 2012 2pm – 5pm. All subject to Village Hall being available.</p>	<p>Consultation and Communication group.</p> <p>Kevin Shaw</p> <p>Jenny de Villiers</p>
8	<p>Building Community - Locality This is a community organised programme that has a government led website with lots of details of support available: http://locality.org.uk</p>	
9	<p>Any other business Add a link to the ELCID website for this Group for communication and publicity. Conrad Oatey and Craig Baldwin to liaise with the ELCID webmaster. Hugh Estill (Resident) nominated to upload documents to the webpage once they have been drafted. Possibly add a link to a Facebook page.</p>	<p>Hugh Estill</p>
10	<p>Dates of Next Meetings Wednesday 14th December 2011 Wednesday 18th January 2012 Wednesday 15th February 2012</p> <p>All at 7.30pm at the Parish Council Offices.</p>	