

**Minutes of the East Leake Community Plan Group held on
30th October 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
	Gary Grayston	Business owner/resident
	Donna Griggs	Lantern Lane School/Resident
	Lesley Way	Resident
	Greg Hewitt	RCAN
	Kevin Shaw	Parish Councillor/ Village Hall
	Carys Thomas	Parish Councillor
	Conrad Oatey	Parish Councillor
	Craig Baldwin	Business owner/resident
	Doris Elcock	East Leake Community Care

Item Number	Agenda Item	Action
1	<p>Apologies and acknowledgements Apologies received from Jenny Kirkwood, Felicity Rose and Julie Love.</p> <p>Congratulations to Felicity on the birth of Oliver from members of the Group.</p>	
2	<p>Declarations of Interest None.</p>	
3	<p>Minutes of the September 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 Local sport group – Kevin is no longer part of that project.</p> <p>Christmas lights along the brook – application to CEMEX not progress as wouldn't be in time for 2013 so applying in 2014.</p> <p>Kevin confirmed that there would be a Christmas Lights Switch on by Father Christmas in the village centre on the 30th November from 5pm. Details to be confirmed. Local businesses are involved.</p> <p>Local history society – Keith Hodgkinson has agreed to write the historical section and send to Jenny. Not received yet. Brenda to chase and ask Keith to send the text to Vicenta to forward to Felicity and Lesley.</p> <p>Copyright waiver form for the photography competition has been approved by the Parish Council.</p>	Brenda

	<p>Section 106 communication – clarification on the process about how much money is allocated would be useful. Conrad confirmed that there are two stages – agreement in principle for S106 at planning application stage and the developer pays it to RBC when the building starts. The money is ring fenced. Need to be able to demonstrate that the money is needed as a consequence of the development –must be a direct link. Can be complicated. Need to raise awareness in the community so groups can apply for funding. The Community Improvement Levy (CIL) is much clearer as there is a levy on each building and a proportion per house. The decision is taken locally. RBC has not moved to CIL. Build S106 into the action plan and issue a communication in the next Parish Council newsletter.</p> <p>There has been an excellent response to the photo competition with over 40 entries and a good variety of photographs. Need some shots of retail businesses in the village centre.</p> <p>Noticeboard – Gary confirmed that the land for the potential noticeboard site is a grey area in terms of ownership. A potential location is the corner where The Flower Shop is by the railings. There are new noticeboards to go on the corner opposite near CJ's hairdressers. Likely cost of new noticeboard is c£600-800 for a good one that will last and is lockable. Council apply for funding. Mel Roper at The Greengrocers has offered to hold the key. Could ask local businesses and have the noticeboard as 50:50 community notices and business information. There was feedback from the survey about residents wanting more communication about businesses. Build it into the Action Plan. Planning permission from RBC is probably needed as it's a conservation area. Traders Association has not got established yet – the Christmas light Switch On could be a catalyst. £2k is thought to be held in a "pot" somewhere to support the Association and the Treasurer is thought to be the former owner of a local business. It was suggested that there could be a larger noticeboard on Gotham Road by CJ Hairdressers and dedicate it to the 50% Parish Council news and 50% Community and Business news. Gary and Craig to follow up.</p>	<p>All Brenda</p> <p>Craig</p> <p>Gary & Craig</p>
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5	<p>Development of the Community Plan Felicity and Lesley have put a lot of work into the draft community plan brochure and still more work to be done. Lesley had sent a draft earlier this afternoon. Thanks to Donna for proof reading.</p> <p>For each section there will be a short background, what people said in the survey and what's going to be done about it. Lesley stressed that it's really important that the survey results, brochure and action plan all tie up and new items not introduced. Need to look at priorities identified by the survey report.</p> <p>Use readable user friendly language.</p> <p>The "how it's going to be achieved" section could be made briefer – Lesley will seek Felicity's advice on this. Some issues have come up in more than one section so need to decide whether they are included in all or just one.</p> <p>Agreed to link headings back to the headings used in the survey and drop in days so it's clear to readers – could use straplines.</p> <p>Some feedback from the survey is outside of our control e.g. evening and weekend bus services to and from Loughborough and Nottingham. Our role is to pass the information on to the relevant organizations. E.g. NCT.</p> <p>There was a discussion about how many points to include in each section-agreed to be guided by the priorities identified from the survey results analysis by Dr Kathy Seymour.</p> <p>All to review the draft sent by Lesley today (30th) and to check text against action plan and survey results. All to look at all sections not just own one as more pairs of eyes help. Constructive feedback is welcomed. Please send comments and amendments to Lesley cc Felicity by the 21st November.</p> <p>Lisa Gapp, Graphic Designer, will work on the design of the brochure and advise if we need to reduce text once the photos are included.</p>	All
6	<p>Review of draft Action Plan Feedback from Jenny Kirkwood to look at longer term actions and consider spreading some out due to resources as there are a lot for 2013/4. Any actions involving funding will take time. Action plan spans 10 years.</p> <p>Agreed to retain the explanation of the difference between the Neighbourhood plan and the Community plan in both the brochure and the action plan to set the context as the action plan is designed to be a stand-alone document.</p> <p>Want to encourage residents to take responsibility and not rely on others to do things. Need to be more collective and proactive. Times are changing: money is tight and there are less employment opportunities especially for</p>	

	<p>young people. Mentoring to support young people could be a welcome action. Would like to see more members of the community stand as Parish Councillors. Vision to encourage more people to get involved. "How can you make a difference?" E.g. join community Care; stand for the Parish Council etc. as the benefits are mutual. Could use case studies. Jenny to amend the section on getting involved to emphasise this.</p> <p>"Time banking" is an interesting concept and worth considering promoting. Greg to send details or organise a presentation.</p> <p>Action Plan will be reviewed periodically during the next 10 years and updated with progress and maybe new actions added. Need to add this to the brochure.</p> <p>Lesley has been approached by someone who has experience of funding and developing community initiatives who has offered to lend her expertise. Lesley to invite her to a future meeting to give a presentation. Greg confirmed that RCAN can also provide support in this area.</p> <p>All to send feedback by the 21st November to Vicenta to allow time for the Action Plan to be updated and circulated before the next meeting on the 30th November.</p> <p>Jenny asked Vicenta to ask the Parish Council to print some paper copies of both documents for the next meeting.</p>	<p>Jenny</p> <p>Greg</p> <p>Lesley</p> <p>All</p> <p>Vicenta</p>
7	<p>Any other business None</p>	
8	<p>Date of Next Meeting Thursday 28th November 2013 at 7pm venue to be confirmed.</p>	