

**Minutes of the East Leake Community Plan Group held on
17th September at 7.00 pm at the East Leake Parish Council Offices.**

Present:	Jenny de Villiers Vicenta Rose Brenda Lewis Gary Grayston Julie Love Donna Griggs Lesley Way Felicity Rose Greg Hewitt	Co-operative Sector & Neighbourhood Watch (Chair) Resident (Secretary) Resident Business owner/resident Business owner/resident Lantern Lane School/Resident Resident Resident RCAN
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Item Number	Agenda Item	Action
1	Apologies and acknowledgements Apologies received from Jenny Kirkwood, Doris Elcock, Kevin Shaw, Conrad Oatey, Carys Thomas and Craig Baldwin.	
2	Declarations of Interest None.	
3	Minutes of the August meeting Approved as a true and accurate record. Vicenta to ask the webmaster to upload them onto the East Leake Website. http://www.east-leake.co.uk/community-led-plan.html	Vicenta
4	Matters arising not on the agenda Greg would be interested to know more about the local sport group referred to at the last meeting as RCAN could potentially provide some support. Kevin to contact Greg with details. Christmas lights along Brookside – Greg offered to look over any funding application as it's his area of expertise. He also has information on some funds that Kevin could apply for. Draft letter not yet received by Jenny or Vicenta. Kevin to send draft letter and to contact Greg. The builder's huts have now been removed from the side of the skate park following several complaints. Information in relation to S106 money received under the Freedom of Information request submitted by Vicenta on behalf of ELCPG was reviewed. Concern that money is not spent and is lost. Agreed to ask Parish Councillors about proposals for the unspent money. Brenda had prepared a draft communication on Section 106 to raise awareness of the availability of the money and to utilise money for the benefit of the community. Community Plan survey results could feed into the	Kevin Kevin Parish Councillors

	<p>process about priorities and what the community wants. Could be a policy statement in the Neighbourhood Plan?</p> <p>Photographic competition – Felicity has put posters and flyers in a lot of the shops in the village. It is also advertised on the website and Facebook page. Closing date for entries is 18th October 2013. Discussion over permission for including photographs of children. Vicenta confirmed that it is Parish Council policy not to use photographs of children as it is difficult to establish consent.</p>	
6	<p>Review of draft Action Plan Went through the Action Plan and added some timescales.</p> <p>Locality offer training and offer model for community based organisations that are not for profit.</p> <p>Community based care organisation in Shepshed works very effectively. Could be a long term action for the Action Plan.</p> <p>Could have a volunteering event to match up people with skills “time banking” concept could work. This is where people give some of their time by doing something they are knowledgeable in or skilled at in return for someone else doing something for them. Rushcliffe Borough Council is supportive of this concept.</p> <p>On the subject of playgrounds, there is concern that developers build their own play parks and therefore don't have to include S106 money for the community. The on-going maintenance is then an issue.</p>	
5	<p>Development of the Community Plan Felicity and Lesley have been working on the draft community pan brochure and have produced a template based on the Bestwood Village document.</p> <p>Felicity has amended a copyright form she uses in her work at University of Nottingham so that anyone sending images allow us to use them at no cost and permission is gained if anyone is identifiable. Felicity had sent the form to the Parish Clerk for approval but has not received a reply yet.</p> <p>Lisa Gapp, Graphic Designer, would like to see some dynamic photographs in the brochure e.g. people in shops, people doing activities and enjoying themselves.</p> <p>Agreed to list the members of ELCPG who have attended and contributed on a regular basis and the rest will be acknowledged in a separate section. The group photo taken at the drop in day by Hayley Masom photography included people who have now left the group and didn't include some of the key members such as Jenny, Vicenta or Felicity Jenny insisted that the group photograph for the brochure should include the current members. Agreed to take a photograph of the group at the next ELCPG meeting.</p>	

	<p>Vicenta to check if Hayley or her assistant is free to take the photograph or if anyone can do it if they are not available. All to wear the "I love EL" T shirts for the photo. Need to think about how to include Felicity in the photograph.</p> <p>Felicity and Lesley have done some editing of the sections for the brochure they have received so far and are missing the following sections: Young People - Gary Business – Julie and Craig Sport – Kevin (need some text even though there aren't any actions in the action plan as it was a section in the survey. Please send to Felicity and Lesley.</p> <p>No response from Local History society so still awaiting text from them. Brenda kindly offered to follow up.</p> <p>Some background sections need expanding. The current draft reads a bit like a report and needs to be more magazine-like and easier to read. The detail is in the survey report if residents want to see more information. Some of the points in the text were different to the Action Plan and they need to cross reference to each other and to the survey, in particular the top priorities identified by residents. Felicity will send an email with guidance for people to review the draft brochure.</p> <p>Need to include current population of East Leake.</p> <p>Will take several iterations to get document right.</p> <p>Section headings – agreed to use catchy heading such as "Getting about" for transport, "Our surroundings" for the environment etc.</p> <p>Lesley is taking over from Felicity on the brochure for the next few months whilst Felicity is on maternity leave. Lisa will work on the brochure design in the meantime and needs the text to do that.</p>	<p>Vicenta</p> <p>Gary, Julie, Craig & Kevin</p> <p>Brenda</p> <p>Felicity/All</p>
7	<p>Any other business Donna provided a finance update. Only expenditure to date has been £17.50 for printing the flyers and posters for the photo competition.</p> <p>Gary reported that the landlord of the land outside the Flower Shop and the Greengrocer would allow us to erect a noticeboard for the community. Jenny asked Gary to look into the process and planning permission. Agenda item for discussion at the next meeting. Could re-apply to the East Midlands Airport community fund for a noticeboard.</p>	<p>Gary</p>
8	<p>Date of Next Meeting Wednesday 30th October 2013 at 7pm in the Parish Council office.</p>	