

## Draft MINUTES

<b>Title:</b>	Shotley Parish Plan Board
<b>Purpose or Mandate:</b>	Implementation and monitoring of the Shotley Parish Plan
<b>Date:</b>	22/03/06
<b>Place:</b>	Shotley Village Hall
<b>Time:</b>	7.00pm
<b>Attendees:</b>	Anna Long (AL), Graham Steel (GS), Jeremy, Becky Harty (BH)

<b>Item No.</b>	<b>Item Description</b>	<b>Relevant business considered, facts noted, the decision taken and its rationale</b>	<b>Lead Officer</b>
1.	Apologies	-	
2.	Minutes of the previous meeting	First meeting of this group	
3.	Criteria as a group: mission and purpose	<p>Agreed that P29, Para 3 of the plan sets out the purpose of the group- implementation and monitoring and the responsibility to report back to the Parish Council.</p> <p>Agreed that minutes of this group should be distributed to the Parish Council. A Chairman's report should be a standing item on the Parish Council agenda.</p> <p>Agreed that a grid should be created to track progress of the plan- a Parish Plan Work-plan.</p> <p>Agreed that the group should meet once a month for a short time, until established and then after that once every three months.</p>	
<p><b>Actions Agreed &amp; Target Date:</b> J to design a grid/work-plan which could be included on the website- 26/04/06</p>			
4.	Officers and Membership	<p>It was agreed that AL would Chair the group, no other officers were thought necessary at this time. Minute-taking duties would be shared by the group</p> <p>It was thought that the Board would aim for a membership of 4-6. Membership might be on an ad-hoc basis depending on the issues focussed upon.</p> <p>A discussion followed on possible candidates to join the group. It was suggested that the group should aim for two new recruits for the next meeting.</p>	

Actions Agreed & Target Date: By 26/04/06  
 GS to contact Phil Radley, Caroline Radley and Trish Butler  
 AL to contact Avril Miller, Sue Cushing, Neil Diplock  
 J to contact Sheila Frost and Mike Mitchell

5.	Work-plan	<p>Agreed that some of the work is already underway e.g item 1</p> <p>Priorities were agreed as:  <b>10-</b> Youth Issues- following the recent youth consultation – young people have expressed a need for somewhere to go and be with their friends and relax. Not just a youth shelter but somewhere safe, warm and dry. AL, Mel Matthew and BH to focus on this element of the plan.</p> <p>The Shotley Peninsular Youth Forum was discussed. It was agreed that the group would see how this initiative progresses.</p> <p><b>12-</b> Adult Education Offer- BH explained the difficulties of attracting organisations to deliver courses in the area. It was suggested that the website could research need for adult education. GS volunteered his contacts with University of 3<sup>rd</sup> Age and Workers Education Association.</p> <p>J identified the need for an ICT access point. The idea of computers in pubs was discussed.</p> <p><b>13-</b> Recruitment and retention of volunteers and access to external funding was discussed. It was agreed that it will be necessary to work in partnership with other parishes.</p> <p>15-18- J is drafting a communications strategy and setting up a separate committee to look at the website.</p> <p>It was agreed that local organisations should be aware of how they can access media training and also the local media.</p>	
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Actions Agreed & Target Date: By 26/04/06  
 BH to contact the Youth Service and to update on the Youth Forum  
 BH to write a side of A4 on the issue of attracting adult education providers to the area  
 GS to explore computers in pubs with the landlords.  
 GS to look into costings/ purchase of noticeboards- one side open, the other locked.  
 Mel Matthews to send the list of community organisations to GS to distribute media info.

6.	Babergh monies	<p>GS suggested that a letter should be drafted to Tim Mutum outlining spending plans.</p> <p>In addition a letter should be sent to all of the</p>	
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		<p>community groups informing them that the Parish has the money and asking how their groups can contribute to the plan and in spending decisions.</p> <p>It was suggested that the business directory should have a launch. Local business people could be invited along with guest speakers. This would be an opportunity to find out if local businesses want to set up a forum.</p>	
<p>Actions Agreed &amp; Target Date:  GS and Linda Rowlands to draft a letter to Tim Mutum and to the community groups  26/04/06  Business directory launch to be discussed 26/04/06</p>			
7.	Annette Gray Letter	<p>Some of the suggestions and contacts were discussed:  AL is involved in the committee looking at facilities for the elderly and will update the group.</p> <p>Transport for young people was touched upon during the consultation at Holbrook High. The young people are not very impressed with the Xplore Card</p> <p>J and BH thought the digital cinema was worth looking at again- maybe to be located upstairs at the marina?</p> <p>AL is keen to look into the Farmers Market initiative- linking with the allotments.</p>	
<p>Actions Agreed &amp; Target Date:  AL involved with facilities for the elderly- ongoing  AL looking into farmers markets- update when appropriate  J and BH to update when appropriate</p>			
8.	Annual Parish Meeting	<p>AL and J to put together a presentation- with help from BH on the Parish Plan Board and work-plan.</p>	
<p>Actions Agreed &amp; Target Date:  Date of next meeting 26/04/06 at 7.00pm venue tbc</p>			

