

# Fleckney PARISH PLAN

## First meeting minutes/notes

Meeting held on 24<sup>th</sup> April 2007 (7.30pm, Fleckney Village Hall)

### Present:

Anne	Gilhespy-Muskett		Helen	Neave
Emma	Harding		Steven	Robertson
Gary	Harding		Roy	Shipman
Peter	Leigh		G	Theobald
Jan	Leigh		B	Vanderpool
Gary	Lilley		Lizzie	Clarke (RCC)
Fred	Muskett			

**Apologises:** Rev Sean Fountain

### 1. Reintroduction from the RCC

Introduction from Lizzie: She (the RCC) will be available throughout the whole process to support the group. She can attend one meeting a month in Fleckney and so advises the group make the most of her time when she attends meetings. She asks the group to arrange the meetings they would like her to attend when she is available:

- Monday-Thursday for evening meetings
- 9-5 Monday-Friday
- Contact by phone (0116 2689716) and email (lclarke@ruralcc.org.uk)
- Group meetings are also welcome at Community House during office hours (Loughborough Road).

She emphasised the importance of being able to contact her – any question/query – please feel free to call or email or drop by at Community House (please arrange in advance). Lizzie gets booked up pretty quickly so arrange meeting dates in advance if you would like her to attend.

### 2. Overview of Parish Plans

Lizzie gave a quick recap of Parish Plans as mentioned in the Open Meeting. She handed out a folder containing the whole process. This information will help the group work through from start to finish. Lizzie reminded the group that there was £1000 available for the Parish Plan, held by the PC.

### 3. Introductions from the group

- A map of the Parish was passed around for people to mark when they live.
- Group introduced themselves; names, interest, representing a group.

### 4. Brainstorming about Fleckney

Open discussion on the issues to consider in the Parish Plan. The following came up:

Facilities for young people  
Environment, wildlife (protection)  
Youth  
Development (housing)  
Policing (not effective, more visible presence)  
Should focus on more than one single issue

Facilities for the youth were discussed at length. It was pointed out that an Outreach Worker was doing some form of consultation so it will be important not to duplicate work, but to joint work.

Lizzie went through the various consultation techniques.

- Questionnaires are the most widely adopted as they have the potential to reach most residents in one go. You can offer a variety of questionnaires – adults, youth, children, businesses... Lizzie briefly explained the set questions compiled by the RCC and the County Council. These are based on topical issues. The questions have been developed to help reduce volunteer time when designing questions and also to help the County Council allocate its resources within the Parish. These questions can be added to – in particular when addressing topics the group feel are a concern.
- HDC also pay for the printing of questionnaires which is one less thing to consider in the budget.
- Open events – are suitable for a forum/one day consultation
- Village walk – useful to point out the ‘good bits and bad bits’ of the Village
- Focus groups/interviews – good for consulting a group, in depth.
- Competitions can be arranged and have been a popular way to consult the youth
- You can also obtain voting handsets from the County Council which can be used for consulting residents
- The RCC can loan equipment (such as video cameras) for consultation

Lizzie agreed to bring a flip chart to the next meeting to help decide on the youth consultation.

## **5. Appointments**

To keep the plan on course appointing a Chair, Secretary and Treasurer helps to maintain structure. These roles are not demanding and a pack was given out to each member respectively.

A vote was taken and the following were appointed:

Helen Neave – Chair  
Peter Leigh – Secretary  
Fred Muskett – Treasurer

Lizzie pointed out that minutes or notes should be taken at meetings to keep a record of what was decided. Once agreed, any resident of Fleckney should be allowed to see a copy if they wish. The RCC also recommends sending a

copy to the Parish Council Clerk. It is a good idea to keep the PC informed on the developments to make sure no work is being duplicated. Minutes should also be circulated around the group for agreement (preferably by email to save printing!).

## **6. Press releases**

Lizzie explained that a successful Parish Plan engages the community. A good way to do this is put press releases out where possible (newsletters, local papers, community websites, leaflets, posters). It was agreed that Leicestershire Villages will be updated throughout.

## **7. Date and times of meetings**

Meetings can be held anywhere – but they do have to remain open to the residents of Fleckney so people can join in and input at any stage. They should be advertised where possible. In kind funding is a great help, so seek out community buildings.

## **8. Items for the next agenda**

Apologises  
Constitution (Lizzie)  
Protocol (Lizzie)  
Timeline (Lizzie)  
Completed Parish Plan/Action Plans (Lizzie)  
Set questions (Lizzie)  
Issues brought up last meeting (All)  
Senior citizens (All)  
Other issues to address (All)  
Consultation choices (All)  
Brainstorming youth issues and consultation (All)  
AOB (All)  
Items for the next Agenda  
Date of next meeting, venue, time (Helen, Peter)

## **9. Date of next meeting**

8<sup>th</sup> May (7.30 p.m, Library Meeting Room)