



Steering Committee Meeting Monday 19th January 2009
7.30pm Pavilion

Present: Tom Hawthorne, Carole Nicholson, Peter Baker, Mac Gardiner, Kelvin Speirs, Jonathan Taylor, Michael Ward

<u>Agenda Item</u>	<u>Discussion</u>	<u>Action</u>
1. Welcome and Apologies for Absence	Tom Hawthorne (TH), as Chair, thanked everyone for attending. There were no apologies.	
2. Approval of Minutes	The Committee had already approved the minutes of 2 nd December 2008 (08/005) and 13 th December 2008 (08/006). The meeting approved the minutes of the meeting on 7 th January 2009 (09/001).	TH/CJN
3. Matters Arising from Meetings Held as in 2. above	<p><u>3.1 Feedback from Parish Council Meeting 13th January 2009</u></p> <p>CJN and KS reported that the proposal from the VAP Recycling Team to negotiate with Tetrapak via LDC for a Tetrapak collection facility to be introduced in Plumpton had been approved by the PC. CJN would be drafting a letter for TH to send on behalf of the Team to Trevor Watson (LDC Environment Officer) to send on to Tetrapak – the letter would give the background to VAP and the importance of such a facility to the village. It would also mention that the VAP was holding a Green Fair in response to residents' interest in Environmental issues as evident from the results of the VAP Questionnaire.</p> <p>The forthcoming update on kerbside collection facilities to be reported in the next Parish magazine had been noted by the PC.</p> <p>The Voluntary Slow Down Scheme, which is now being promoted by the Vale of Sussex, was noted by the PC as follows (extract from minutes): <i>"Mrs Wride had received the car stickers which had been funded by County Hall ESCC and showed these to the Council. She had obtained permission from the Pantomime Society to place flyers and pledge forms on seats at the pantomime. Signage for lanes were being looked at, and these could be attached to existing signs. The Leader fund had been approached for a grant of £10,000 for costs for the signs. The long term aim is to give the lanes 'Safe Lanes' designation to make the Vale of Sussex a thriving tourist area and to promote sustainability of shops, pubs, businesses etc. Hamsey, East Chiltington, Streat and Westmeston are all taking part in the scheme.</i></p> <p><i>Mrs Nicholson said that recent SID results had shown that 61/2% of motorists were doing more than 40 mph, and on 12th January, 2009 7 vehicles were doing more than 48 mph; most of the speeding takes place at around 3pm, by female drivers. Mrs Nicholson said that a campaign against speeding is taking place at the school.</i></p> <p><i>Mrs Wride said that the school would be informed of the voluntary scheme and asked if companies such as Hills, C and S Coaches could be asked to sign up to the scheme.</i></p> <p><i>A Vale of Sussex stand for the voluntary scheme would be held at a fair at Cooksbridge shortly, and also at the Green Day in Plumpton; it was hoped to put a flyer in the parish magazine."</i></p> <p>CJN said that at the PC she had been supportive of the scheme and had made the following comments:</p> <ul style="list-style-type: none"> • That the VSDS was timely in that it added weight to the SID results • That she had reviewed various websites which reviewed the success of such schemes used elsewhere. It was clear that the majority had failed to reduce speeding or accidents; however, those communities such as Grimsby that had succeeded in reducing fatalities had adopted an approach of educating the community about the dangers of speeding before asking people to sign up to the pledge • That she felt that as the SID results had indicated that there seemed to be a particular problem at school closing time, the Road Safety Team are hoping to work with school to try and reach out to parents about 	CJN/TH
		TH/CJN

the dangers of speeding. TH and CJN were going to meet with the new Head as soon as possible.

- That she felt that as speeding is such an emotive issue in the village it was important for the PC and VAP to work together on Road Safety issues and that some joint publicity for the scheme was more likely to succeed, especially as the majority of people are not aware of the Vale of Sussex
- That she and KS would discuss with the VAP Steering Committee whether it was appropriate for the scheme to be publicised as part of the Green Fair.

The meeting was pleased that the terms of the VSDS had now been clarified. It agreed that the best way forward was for the PC and VAP to work together to jointly publicise the scheme and the following was agreed:

- i) that CJN should meet with Katie Wride to agree the wording for an article in the next VAP report in the March magazine about the scheme CJN
- ii) that TH and CJN visit the school head about the VAP project generally TH/CJN
- iii) that CJN should discuss with KW whether the VSDS might be 'show-cased' at the Green Fair. CJN

CJN and KS reported that the PC had voted in favour of KW meeting with Mrs Stroude regarding the Half Moon Junction and the concept of a 40mph speed limit. Both CJN and KS had made it very clear to the PC that they felt very strongly that such issues should be part of a co-ordinated study into a range of safety measures across the village and discussions with ESCC only taking place once the community through the VAP process in conjunction with the PC had established exactly what it wanted.

CJN had asked that KW arrange the meeting with Mrs Stroude to be with VAP representatives as well. Subsequent to the PC meeting CJN and KW had spoken and KW had agreed to advise CJN a range of dates acceptable to KW and Mrs Stroude for CJN to liaise with VAP members. The meeting agreed that TH (as DC and Chair of VAP) and KS (as Chair of the PC Highways Committee and member of VAP Steering Committee) would also attend the meeting. CJN TH/KS

3.2 Insurance

TH tabled the insurance policy. The period covered was to 31/07/09 at a pro-rata rate of approx £86.96. This puts the policy on a co-terminus basis with Parish Council policies. The meeting approved the terms and asked TH to sign the contract. TH

3.3 Youth Champion

TH and CJN reported that they had met with Jan Murphy in December, from the Youth Development Service in ESCC. She was going to supply a member of her Team as a Youth Worker who had experience of working with communities wishing to set up Youth Councils etc, particularly in the Seaford area. TH and CJN would take this forward. It was hoped that volunteers would come forward to be Youth Champions once the Youth Worker was in place. TH/CJN

3.4 Communications Team Actions

TH reported that he had had a very useful discussion with Reg Stone the Communications Team Leader. The following had been agreed with Reg and was resolved by the meeting:

i) Maintain and improve communications

- The Team were going to look at the idea of a new village notice-board at the shop. It was likely that this would be on the South-facing wall so would need to be properly weather-proofed. It was anticipated that this would be for VAP matters for the first year. Thereafter, it could be used for general village publicity, but probably not PC as the PC had other notice-boards available to it. It was thought that volunteers might be found to make the Board, with material paid for by the VAP. R Stone
- The Team was also going to look at improvements to the notice-board by the railway crossing.
- KS offered the notice-board at the Pavilion for VAP publicity. TH
- The Team wanted to 'own' the Information Booklet project, but would co-ordinate input from other Teams. Comms Team
- That a meeting should be held between some members of the SC,

Reg Stone, S Green, N Satchell, other interested members of the Communications Team, and other representatives from other interested Teams (especially the Business Team) to resolve the issue of a need for an over-arching web-site

TH/CJN
to co-ord

- Whilst it was accepted that the Communications Team was probably too close to make an objective reassessment of the Parish Magazine, the meeting felt that changes would emerge gradually. The VAP four pages would be the first of these changes and others may well follow.

ii) Improve promotion of the PC website

That if the over-arching web-site was established, people would be more likely to look at this and then access the PC section via a clear link. Whilst it was noted that the issues regarding a possible over-arching web-site needed resolving, from which a link to the Parish Council web-pages would emerge and immediately improve access by residents, it was felt that the non-PC Steering Committee members should have a look at the PC web site and suggest to KS and CJN what improvements regarding the information on the site could be made. It would then be left to KS and CJN to discuss and take ideas further forward with PC colleagues. TH agreed to start this process by circulating a set of bullet-points round for update and comment. It was hoped that this process could be completed fairly quickly and an initial deadline of the next Steering Committee meeting of 10th February was set.

TH plus
MW, JT,
MG, PB

iii) Increase use of automated emails

It was also felt that there was no point in promoting this until the web-site issues were resolved. It was felt that the automated email system could be triggered by updates, as a minimum to the PC link, the VAP link and the PC magazine being posted on the site.

iv) Improve awareness of what the PC does

Reg had felt that this was not the Communication Team's remit. Therefore the SC would take ownership of this action point, with consultation with the Communications Team. As this was very much up to the PC to decide, it was agreed that KS and CJN would then work together to jointly present proposals to the PC for review. This may require meetings with a few individual PCs initially to ascertain their views.

SC

KS/CJN

3.5 Web-site - VAP own website

TH reported that S Green had set up www.plumptonvap.co.uk. This was felt to be a user-friendly name. The SC members and all Team Leaders were being asked to complete a standard form notifying SG of their email addresses and other contact details. TH agreed to remind Team Leaders to send the forms to him.

TH

CJN had received 6 extracts from Team Leaders for their pages for the web-site. The Facilities Team were known to be working on theirs and were expected by CJN shortly. It was agreed that CJN should ask Paul Nicholson to draft the one for the Housing Team (for review by the Housing Team) as Terry Thompsett (Team Leader) was tied up with the pantomime.

BB
CJN/
PWN

MW kindly agreed to co-ordinate the work for all the pages. It was hoped that the Road Safety, Public Transport and Communications Teams would provide drafts; however, MW agreed to help with these if required. Drafts would be available for the next SC on 10th February which would allow S Green time to load the material up for the Green Fair on 7/3/09.

MW

3.6 Web-site – Plumpton's over-arching site

See 3.4 (i) above

4.1 Road Safety Team

The following was agreed

- That TH, CJN and KS would attend the next Road Safety Team meeting on 28th January 2009 and become Team members
- That CJN would be acting as Deputy to KS and/or TH; however as a minimum two out of three from TH, CJN and KS would always attend
- That the Road Safety Team would be advised that all liaison with the PC and outside agencies would be carried out by TH, CJN and KS on the Team's behalf
- That the Road Safety Team should re-elect a new Team Leader. It was hoped that this person would be from the original volunteer group allowing TH, KS and CJN to be part of the Team but in an advisory capacity. However, if the no-one emerged TH agreed to fulfil this role
- That the remit for the Road Safety Team was to carry on with the work set out clearly in the roles and responsibilities paper drawn up by A Whittington. It was recognised that the discussions on the 40mph limit

TH, CJN,
KS

TH, CJN,
KS

**4. Issues
Arising from
Sub-Committee
meeting held on
12th January
2009 09/001**

initiative in the outskirts of the village and the Half Moon Junction would need extra careful liaison with the PC. However, the Team would be free to come up with their ideas and ask TH, CJN and KS to take them forward with the PC to ESCC when appropriate.

- That TH would ring all the Road Safety Team members ahead of the RST meeting on 28/1/09 to advise them of the above new arrangements. TH
- That it was hoped that the raised profile would be seen as good news by the Team demonstrating the commitment from SC members.
- That it was hoped that one of the Team members would agree to act as Chair for the meeting on 28/1 and thus circulate the agenda calling the next Road Safety meeting. TH to arrange this. TH
- That, whilst TH and CJN were going to make arrangements to meet with the new School Head, it was hoped that a member of the Road Safety Team would take ownership of this important aspect of the Team's work. This would be put on the RST agenda for the next meeting. TH/CJN

4.2 Public Transport Team

TH reported that unfortunately Barry Taplin had confirmed that he was no longer able to lead the Team due to other commitments. It was agreed that TH and BT should call a meeting of the Public Transport Team as soon as possible, with the following objectives:

- To re-focus the Team's attention on the actions required
- To establish whether there was sufficient resource in the Team to carry on as a separate Team; or
- Consider merging the Team with another. The Road Safety Team seemed the most obvious option due to the agreed involvement of TH, CJN and KS in that Team (ie DC and PC representation)

The meeting also discussed how VAP could assist TH, in his capacity as DC, to lobby on behalf of the community for consultation on future changes to train timetables, and to voice the communities anger over the recent changes made to the timetable by Southern Railway. The meeting hoped that TH could work with the Public Transport Team on this. He agreed to report back to the SC in due course. MW suggested that it might be possible to find some new volunteers from the commuters that attended the 'Trains' meeting on 14/1/09. TH would consider sending an email round to these people.

4.3 Recycling & Village Tidiness Team - Cardboard Collection

The main issues regarding this proposal are as follows:

- The proposal suggested that the collection facility might be at the Scout HQ. The ownership of this site needed to be established as a priority;
- Wherever it was placed would need careful liaison with nearby residents;
- Publicity would need to be carefully handled as it was important not to attract too many business users in the district.

TH and CJN agreed to work with the Team Leader to review the above, especially the ownership of the Scout HQ area as a first priority. TH, CJN, K Gold

4.4 Plumpton Goes Green Team – Low Carbon Building Programme Grants

Ruth Segal, Team Leader had noted that Southern Solar would conduct an initial survey first with advice on what can be done to reduce energy and that grants for low Carbon Buildings run out in the current tranche in July:

- a) the church annex – CJN had agreed to put R Segal in touch with Iain Miller – this has been done
- b) the Scout HQ – R Segal would liaise with R Hills
- c) the pavilion – decision awaited on whether a new build project was going forward. R Segal would be involved if this is the case.
- d) The Village Hall – CJN requested a briefing paper. CJN and Ruth Segal would be meeting shortly

It was felt that Ruth Segal would need to liaise with the Facilities Team Leader as well. CJN agreed to advise Ruth of this. CJN, RS, BB

4.5 Wildlife Team – New Society

Whilst no formal proposal had been tabled by the Team in time for the meeting, CJNI felt confident that the Team had almost finished the Constitution work, and were ready to launch the Society. TH, CJNI and MW agreed to work together to finalise the proposal and to agree the publicity in support of the launch of the Society in the Parish Magazine VAP update for March.

TH, CJNI,
MW

4.6 Footpath Team – Calendar Ideas, Etc

The meeting asked TH to advise the PTA that VAP intended to launch the photographic competition in time for a VAP calendar for 2010. Provided there was no major objection, the meeting agreed that CJNI could advise the VAP Footpath Team of this decision.

TH
CJNI

4.7. Community Safety Team – Transport Ideas

CJNI updated the meeting, advising as follows: that the Team is looking into various forms of transport to/from surgeries/hospitals including the following:

- a) the Blue Bird scheme, which is a mini-bus dial-and-ride scheme, operated and funded by WSCC. It is available to residents in East Sussex, but only for visits to hospitals and not to doctors. An East Sussex resident must register with the scheme and pay £6 to use the bus. A Team member is meeting with Cathy Fordham of the Rural Sussex Village Project to discuss funding and if scheme could be extended to cover visits to doctors.
- b) Team are also starting to make enquiries of doctors' practices at Newick, Chailey, Lewes and Ditchling. Newick surgery operates a voluntary driver scheme with 45 drivers in the pool.
- c) Team making enquiries about a dial-a-bus service.

The SC said that it would also like the Team to open up discussions with local doctors about the possibility of reinstating surgeries in Plumpton.

CJNI agreed to attend the next Community Safety Team meeting on 9/2/09 to understand the proposals further and to encourage the Team members to finalise their proposals.

CJNI

4.8 Green Fair – Steering Committee Responsibilities

SC would be responsible for

- a) co-ordinating the Team stands
- b) making sure there were enough display boards, tables etc
- c) lunches and teas and refreshments – pref using local produce
- d) general publicity via Reg etc
- e) would we want a tombola or other small money raising idea to raise funds

The meeting felt that the Team Leaders should be encouraged to think of ways in which they could seek more volunteers to join their Teams at the Fair. Now that tasks are becoming clearer, volunteers may like the idea of clearly defined jobs rather than committee-type work.

ALL

CJNI was asked to send out an agenda.

CJNI

4.9 Facilities Team – Societies' Day

MG reported that a Team member was writing out to all Societies advising them of the Day.

He also reported that the Team was working well with tasks being allocated to Team members.

Two new volunteers had joined the Team, both with project management experience.

The Team hoped to take children from the Primary School to other playparks in the area, to give them ideas for the design of a possible new one in Plumpton. It was acknowledged by the Team that this project would need careful handling in conjunction with the potential new Pavilion project.

It was agreed that an extra Steering Committee would need to be held, as for the Green Fair, to finalise arrangements for the Societies Day. CJNI was asked to organise this after the Green Fair.

CJNI

5. Publicity

5.1 Magazine

The meeting agreed the following approach:

- Each month there would be a page dedicated to 'Shoptalk' and another local producer, possibly with a shop special offer linked to the producer
- Each month there would be a page dedicated to a particular Team, starting with the Wildlife Team being show-cased in the March edition to help launch the new Wildlife Society. The meeting felt that the Facilities Team should be show-cased in the April magazine as it would be timely for the Societies Day on 19/4 and the possible announcement about a new Pavilion. At this stage, subject to review of forthcoming proposals it was felt that the May edition might show-case the Business Team.
- If the new Pavilion project went ahead there would probably be a need for a half-page on this each month
- The rest would target approved proposals and/or VAP Events eg the April magazine would target the Societies Day

CJN said that whilst she was very happy to organise the VAP pages, she indicated that she would need assistance from other SC members, sometimes at short notice due to tight copy deadlines.

ALL

5.2 Publicity Generally

The meeting agreed that every opportunity should be taken to publicise the work of the VAP as follows:

- The regular 4 pages in the magazine was an excellent mechanism
- Print these 4 pages for people to pick up at the shop and at the station and put up at the shop and the station, and the Pavilion
- Possible inserts in the magazine
- Publicity in the local newspapers and magazines whenever proposals were adopted and launched ideally with photographs
- Use of the village notice-boards
- Crisp, clear presentation at the APM on progress of VAP
- Possible motivational event for volunteers

TH requested that SC members keep submitting ideas in this regard. It was hoped that the Communications Team could help in this regard, once proposals had been through the VAP/PC agreed process.

ALL:

6. Treasurer's Report

6.1 Income and Expenditure Summary

Funds brought forward from 2/12/08 meeting:	£ 846.73
Footpath maps reproduction (saving of £8.40 on estimate)	£ (18.00)
Insurance – (TH holding £52.04 as CJN gave TH £139 from funds)	£ (86.96)
Website (TH holding 0.45p as CJN gave £50 from funds)	£ (49.55)
TOTAL FUNDS NOW AVAILABLE AS AT 19/01/09	£ 692.22

(TH holds £52.49; CJN holds £639.73)

6.2 Approval of Expenditure

No expenditure proposal was submitted for approval.

However, CJN reported that she had purchased the domain name www.plumpton.uk.net as a possible website name for an over-arching site should this be finally agreed as the way forward. The meeting agreed the name was a good one as it was readily memorable and would approve the expenditure from VAP funds if this was the agreed way forward. CJN confirmed she was happy with this.

It was also noted that some funding may be required by Teams to print documents for their Team stands at the Green Fair. Teams would be reminded on 26/1/09 of the need to submit expenditure proposals to the SC before committing the expenditure.

6.3 Setting up of Bank Account

MG reported that he sought approval to set up an account with a bank which had a cashing facility at the local post office as the previous proposal to use National Westminster was difficult for him as there was no Nat West branch near his office in London, and Nat West was not used by the Post Office cashing facility. The meeting agreed to this proposal and MG agreed to

MG

conclude the setting up of a VAP bank account shortly.

7. Any Other Business

TH reminded the Steering Committee that CJN had agreed to take on the joint roles of Vice-Chair, Secretary and Publicity Officer subject to review in January 2009. TH said that the role had proved to be much more difficult in respect of co-ordination with the PC, in particular, than originally envisaged. He, in particular, was very aware of the considerable strain and stress that this had caused CJN from time to time and felt that the whole SC needed to know this. However, at no time had this affected her commitment to the project or the timeliness or quality of the work achieved. The meeting warmly acknowledged this and thanked CJN for her efforts.

TH had discussed this at length with CJN and had asked if she was happy to continue in the various roles. CJN confirmed that she was very content to carry on the role, as she enjoyed the project and knew that the VAP project was serving the community in the way requested. The co-ordination with the committed volunteers was a particularly pleasurable part of the role. It was suggested that whilst it would be difficult to agree that a new volunteer join the Steering Committee at this stage, that CJN should be encouraged to seek help from anyone she felt able to work with to assist her, perhaps as a co-opted member, should the need arise.

TH asked that all SC members to help CJN by responding to emails promptly, and where specific projects (such as the web-site co-ordination or the finalisation of editorial for the magazine) needed extra input to volunteer to help CJN. Deputies would be required from time to time to cover CJN if holiday or work commitments had to take precedent.

ALL

10. Dates of Future Meetings

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|----------------------------|--|
| Sub-Committee: | 26th January 2009 (Green Fair)
3rd February 2009
3rd March 2009
TBA (re Societies Day)
7th April 2009
5th May 2009 |
| Steering Committee: | 10th February 2009
9th March 2009
14th April 2009
11th May 2009 |
| PC: | 17th February 2009
17th March 2009
21st April 2009
19th May 2009 |

SC members were asked to advise CJN if any of the above dates are unsuitable to them as she would need to ensure the meetings were always quorate.

End of Meeting The meeting closed at 22.30pm

Signed as a correct record:

CHAIR

(These minutes have been agreed by a quorum of the Steering Committee for lodging on the website. They are subject to ratification at the next Steering Committee meeting)