

# Village Action Plan – Sub-Committee Meeting

Sub09/009



## Wednesday 2<sup>nd</sup> September 2009 7.30pm Committee Room Village Hall

Present:

Steering Committee: Tom Hawthorne (Chair), Carole Nicholson, Peter Baker  
Team Leaders/Representatives: Catherine Jackson (Footpaths), Paul Nicholson (Business), Vicky Murphy (Road Safety) Raymond Young (Policing & Community Safety)

Apologies: Mac Gardiner, Kelvin Speirs, Jonathan Taylor, Michael Ward, Kate Gold (Recycling & Village Tidiness), Emma Greening (Housing Data Analysis); Ruth Segal (Plumpton Goes Green), Oliver St John (Public Transport). Reg Stone (Communications), Carol Turner (Youth Forum), Beverly Barrell (Facilities)

<u>Agenda Item</u>	<u>Discussion</u>	<u>Action</u>
<b>1. Welcome and Apologies</b>	<p>Tom Hawthorne welcomed everyone to the 11th meeting.</p> <p>Apologies had been received from those listed above. Catherine Jackson was representing both the Recycling &amp; Village Tidiness Team and Plumpton Goes Green Team, as well as the Footpath Team</p> <p>It was noted that up until now the Team Leaders from the four Environment Teams had rotated their attendance. However, as the Wildlife Team no longer attended as it had met its objective of setting up the Wildlife &amp; Habitat Group, and the Recycling Team would be merging with the Plumpton Goes Green Team in October, it would be appropriate for all the Team Leaders to attend all future Sub-Committee meetings.</p>	
<b>2. Approval of Minutes</b>	<p>The meeting approved the minutes and Team Leader report of the meeting held on 7<sup>th</sup> July 2009 (meeting Sub09/008).</p>	
<b>3. Matters Arising - 3.1. Number of Volunteers</b>	<p>CJN noted that the current number of volunteers that are working in a VAP Team is 78. The total number of people who have worked on Teams, included those that have stood down, mainly due to pressing work or family commitments, is now 88.</p> <p>It was noted by the meeting that this does not take into account those that are associated with VAP in other ways, eg:</p> <ul style="list-style-type: none"><li>• Fund-raising</li><li>• Members of the new Plumpton Wildlife &amp; Habitat Group</li><li>• Volunteer drivers under the Voluntary Driving Scheme and potential passengers</li><li>• Volunteers assisting with the HLC project</li><li>• Volunteers trained to use SID</li></ul>	

	<ul style="list-style-type: none"> <li>• Volunteers who help with catering at VAP events</li> <li>• Local producers participating in fairs/markets</li> <li>• Attendees at VAP events eg Green Fair; Societies Day</li> <li>• Clubs/societies that participated in the Societies Day</li> </ul> <p>TH commented that this helps to illustrate the real sense of engagement across the community, which VAP has helped to generate – villagers are able to make happen what they want for themselves through participatory empowerment.</p>	
<b>3.2. Garden Open 5<sup>th</sup> July 2009</b>	<p>CJN confirmed that the total net profit made for VAP funds from the event was £1,025.98.</p>	
<b>4. Future Events</b>	<p><b>4.1. Annual Meeting 25<sup>th</sup> September 2009</b>  This will be held in the Pavilion at 7.30pm.  The arrangements for the event were outlined as follows:</p> <ul style="list-style-type: none"> <li>• Very short formal overview by Steering Committee</li> <li>• Short updates from each Team setting out what the Team had achieved in the year, and, if wanted, presentation boards on plans for the next 12 months for discussion with other VAP Members (CJN had written to all Team Leaders with suggested instructions for this part of the event)</li> <li>• Question and Answer session</li> <li>• Adoption of revised Constitution</li> <li>• Adoption of Annual Accounts</li> <li>• Refreshments</li> </ul> <p>Once the formalities are concluded, TH explained that he hoped that it would be an opportunity to socialise and celebrate the completion of the first year's VAP project and look forward to further activities in the pipeline. The bar would be open and perhaps some nibbles.</p> <p>Team Leaders were encouraged to make sure that they advised their team members about the event, and encourage as many of them to come. Team Leaders were asked to confirm to CJN how many from their teams were coming to help with seating and refreshments.</p> <p>The meeting reviewed the draft Constitution that MG CJN and TH had worked on, in consultation with Trevor Leggo from SALC/AIRS. TH explained that as the previous document had been written to launch the Steering Committee and to set initial ways of working, it was now necessary to make some changes that define VAP members and their rights eg adopting the Constitution at the Annual Meeting, ratifying the accounts and voting for the Steering Committee members every two years.</p>	<p>ALL</p>

	<p>The changes were noted by those present. Following discussion it was agreed that some points made by Team Leaders would be referred to the full Steering Committee for further discussion. Once finalised, CJNI would send it out to Team Leaders with the agenda for the Annual Meeting.</p> <p>All residents were welcome to attend the Annual Meeting as VAP is of relevance to the whole community, not only members of VAP teams. It was considered that specific invitations should be sent to those people not actually on Teams, but had offered help to VAP in other ways eg fund-raisers, artists, producers, voluntary drivers and potential passengers, youth etc. CJNI was asked to send out these invitations.</p> <p><b>4.2. Safari Supper 26<sup>th</sup> September 2009</b>  Lesley Satchell had sent the flyer to CJNI detailing the event, which CJNI had sent out to all Team Leaders. Lesley had indicated to CJNI that she had received acceptances from 23 households. (<i>Post meeting note – the total number of participants had risen to 30 couples</i>).</p> <p><b>4.3 HLC Event Small Hall Sunday 4<sup>th</sup> October 2009</b>  This is being hosted by David Millum, who is leading the Historic Landscape Characterisation Study, on behalf of the VAP Plumpton Goes Green Team. It is open to all people in the village to attend and it is hoped that it will attract people with a range of skills to be involved.</p> <p>Team Leaders were asked to pass on the details to their team members and other contacts in the village.</p> <p><b>4.4. Festive Fair 21<sup>st</sup> November 2009</b>  Catherine Jackson, Paul Nicholson and Ruth Segal had met recently to review the arrangements for the Plumpton Green Festive Fair on 21<sup>st</sup> November 2009. Both the Large Hall and Small Hall had been booked. The following points were noted:</p> <ul style="list-style-type: none"> <li>• Timing – the Fair would be from 12 noon to 4pm.</li> <li>• The Village Hall would be available for set-up by producers from 8am. The Hall is not available the evening before.</li> <li>• To date 15 producers and craft workers had confirmed their attendance, including Plumpton College. They would be charged £10 or 10% of takings to cover the room hire, etc</li> <li>• The planning for the event would be delegated to a small working group as for the successful Green Fair. CJNI would set up a spreadsheet as before with the main issues to be planned. RS agreed to invite Alison Taylor to help with space planning again.</li> <li>• It was agreed to use the ‘postcard flyer’ concept to</li> </ul>	<p>CJNI</p> <p>CJNI</p> <p>CJNI, R Segal</p>
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	<p>help market the event. CJN and CJ would liaise on the content for this. These would be inserted in the November magazine, and placed in the shop, station, and local farm shops. The Communications Team would be asked to help with posters, adverts, etc</p> <ul style="list-style-type: none"> <li>• It was agreed not to have ‘VIP’s’ as such this time, but suggestions were made about exploring the possibility of having guest appearances from well-known stars of interest to children. Ruth Segal would be looking into this.</li> <li>• The meeting agreed that it would make the event even more appealing if lunches and teas were served. For lunches soup, ploughman’s, and/or bacon butties; for teas – cream teas and home-made cakes and mince pies. Paul Nicholson agreed to liaise with Sylvia Johnson and Sheila Humphrey.</li> <li>• It was agreed that as the event needed to be self-financing if possible, that it would be useful to have a raffle with good quality prizes, and a tombola. PWN agreed to organise the raffle with the first prize being a local produce box</li> <li>• It was agreed that one of the reasons that the Green Fair was successful was due to the variety of activities. It was agreed that there should be activities for children. There would also be a small VAP stand for sale of the VAP Footpath Team Calendar, and issue of update leaflets, etc. There would be a VAP display board.</li> </ul> <p><b>4.5. Jumble Sale 5<sup>th</sup> December 2009</b> Arrangements for this event would be dealt with at the next meeting.</p> <p><b>4.6. Road Safety Week 21 – 28 November 2009</b> TH and VM noted that the Road Safety Team have been considering since May (as per the Team’s minutes) the idea of a low-key early stage consultation event during National Road Safety Week. It was felt that as road safety is such an emotive issue in the village, it was important to allow the community to have its say and to see how ideas are emerging for traffic-calming measures throughout the Parish, and for people to voice their views. Feedback could then be taken into account by VAP and the PC, before discussions with Highways in the SLR (Strengthening Local Relationships) meetings.. The Small Village Hall had been provisionally booked for Saturday 28<sup>th</sup> November. The VAP Road Safety Team members were addressing whether or not the timing was appropriate for them. It was agreed not to publicise the event further until after the next Road Safety Team meeting.</p> <p><b>4.7 SALC/AIRS Conference</b> CJN reported that Trevor Leggo on behalf of</p>	<p>CJN, CJ</p> <p>R Stone</p> <p>R Segal</p> <p>PWN</p> <p>PWN</p>
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	<p>SALC/AIRS has invited VAP to have a stand at their annual conference to help publicise the achievements of VAP. Trevor hoped that this would be a joint stand with the Parish Council. It was agreed that VAP would definitely participate as it was an opportunity to meet with other parish councils and other leaders in the County. It was not yet known if the PC wished to participate. <i>(Post meeting note – the PC do wish to participate and CJN and Terry Thompsett have agreed to liaise, nearer the time)</i></p>	
<p><b>5. Liaison with Parish Council</b></p>	<p><b>Team Leaders were asked to note the following and pass the information on to their respective Team members as appropriate:</b></p> <p><b><u>VAP Plumpton Goes Green Team – Proposal to hold further Fairs/Markets including the Plumpton Green Festive Fair 21<sup>st</sup> November 2009</u></b>  CJN reported that the Parish Council had noted the proposal and wished VAP well with the organisation.</p> <p><b><u>VAP Youth Champion</u></b>  CJN reported that the PC had noted the proposal for the launch of the Youth Forum in September 2009, following a meeting with 36 young people in July.</p> <p><b><u>VAP Policing and Community Safety Team Proposal to submit a Funding Bid to ESCC Transport Operations</u></b>  CJN reported that the PC had noted the progress made by the Team and quoted a letter from the Clerk <i>“to thank all those that that worked with the PC on the Voluntary Driving Scheme, which has been successful in obtaining funds from ESCC. This involved many hours of hard work, which is much appreciated by the PC”</i>.</p> <p><b><u>VAP Road Safety Team Proposal for use of Speed Radar Devices</u></b>  It was reported that the PC had not accepted the proposal to work with Highways to operate 3 speed radar boxes to obtain more accurate information to augment the results from SID and the findings of the work being undertaken towards recommendations for traffic calming measures. The Team Leader, Oliver St John, and TH have both written to the PC seeking clarification of the reasoning, as it would seem that there has been a misunderstanding. It was hoped that further clarification would emerge from the next PC meeting on 8/9/09.</p>	
<p><b>6. Team Leader Reports</b></p>	<p>Each Team Leader/Team representative gave an overview of the Team’s work since the last Sub-Committee meeting. Where the Team Leader was not present, the meeting made reference to their minutes/reports that had been submitted.</p>	<p>ALL</p>

**The feedback from these reports is given in the attached Team Leader Reports.**

The following items, as part of the Team Leader reports were tabled for particular discussion:

**VAP Policing and Community Safety Team**

CJN and Raymond Young updated the meeting on progress as follows:

The Voluntary Driver Scheme is being launched 1/9/09. The following summarises the background:

- 9 volunteer drivers have come forward to date. They have established their own working practices in terms of charges, hours of working, destinations.
- Whilst each driver will need their own insurance cover, additional public liability and employer liability insurance cover has been taken out through CaSE. It is anticipated that in future years there will be an 'affiliation' between CaSE and AIRS, following introduction by VAP.
- ESCC have agreed to act as the 'umbrella body' for CRB checks on all the drivers.
- An office in a 'bag' with dedicated stationery and mobile phone has been established.
- The Scheme co-ordinator, Gill Medhurst, has held a coffee morning to 'launch' the scheme and to give drivers and potential passengers an opportunity to meet with one another. Over £100 was raised for the Scheme.
- Over-size postcards designed by Lindsey Smith are to be inserted in the September magazine for each household.
- Funding has been promised (although not yet received) from ESCC's Community Transport's Pilot Grant Scheme – Plumpton being the first to be awarded such funding. This money will be used to help finance the insurance, CRB checks, marketing postcards, portable office, etc.
- An additional grant application for up to £400 has been made to the South Downs Council for Voluntary Services to help fund further leaflets and first aid training for the voluntary drivers.
- An 'educational' training film has been made by ESCC of the VAP people involved with the Scheme and members of the Parish Council's Public Transport Committee.
- An invitation had come from the Brighton & Sussex Hospital Trust to participate in a photoshoot with the Chief Executive, Duncan Selbie, which is being arranged for 4/9/09 where he will meet Gill Medhurst and a passenger using the scheme at Princess Royal Hospital to help promote the Voluntary Driving Scheme further. The main objective is to help promote the Trust in the local community as it

	<p>starts to prepare for Foundation Trust status; however, there will obviously be a small benefit to the Voluntary Driving Scheme as well.</p> <ul style="list-style-type: none"> <li>• It had been hoped to arrange publicity for VAP with ESCC and the Parish Council when the funding arrived. However, the funding has been delayed by ESCC and so a launch photo opportunity was not possible to arrange. However, ESCC do want to provide some publicity and will arrange this at a future date – as a follow-on as the scheme progresses.</li> <li>• Action in Rural Sussex has also offered to publicise the launch.</li> </ul> <p>The meeting congratulated the Team on the initiative and wished those involved best wishes for its successful operation. TH asked that particular thanks be noted to Gill Medhurst and CJN for their hard work – without which the scheme would not be possible.</p> <p><b>VAP Communications Team – Proposal for new Notice-Boards</b></p> <p>A proposal was submitted for the setting up of 8 new notice-boards around the Parish. The Team was in the process of seeking permissions from the various landowners.</p> <p>Geoff Gamble has offered to construct these at a cost of £300. It was proposed to seek funding by way of contribution from all societies and clubs for a sum of £25. VAP had already indicated that it would also like to contribute to the cost as it would be a user for marketing of VAP events.</p> <p>The meeting was encouraged by the initiative. It is anticipated that firmer proposals will be made by the Team at the next Sub-Committee meeting.</p>	
<p><b>7. Fund-raising Ideas</b></p>	<p>The following ideas had been put forward:</p> <ul style="list-style-type: none"> <li>• Glenda Bowden has suggested an Opera evening ‘Music from the Shows’ on October 17th. The meeting had some reservations about the timing in terms of the planning and marketing involved. <i>(Post meeting note – Glenda liaised further with the Steering Committee and it was decided that because of the popularity of the Group that the event should go ahead on October 17<sup>th</sup> as she was confident that the event would be successful).</i></li> <li>• Glenda Bowden has suggested a Treasure Hunt around the Parish followed by a BBQ at someone’s house. The meeting supported this proposal and it would be discussed with Glenda in more detail next year.</li> <li>• Glenda Bowden has suggested a recipe book. It is understood that the Plumpton Goes Green Team may be working on a book of local produce recipes.</li> <li>• The Road Safety Team put forward a ‘Street</li> </ul>	

	<p>Party' – this could link in with the PGG idea of 'the Big Lunch' using local produce.</p> <ul style="list-style-type: none"> <li>• Auction evening</li> </ul> <p>The meeting was very encouraged by these ideas. For future events it was felt that the time was fast approaching when targeted fund raising may be more appropriate, now that VAP has a sizeable amount of general funds available to support efforts being made by Teams – thanks to the hard work of many volunteers.</p>	
<b>8. Any Other Business</b>	<p><b>October magazine:</b></p> <p>It was agreed to focus on the following:</p> <ul style="list-style-type: none"> <li>• Voluntary Driving Scheme</li> <li>• Station Survey Results</li> <li>• Adverts for the HLC Event on 4/10/09, Plumpton Green Festive Fair 21/11/09</li> <li>• Reminder about the VAP Calendar on sale</li> <li>• The Music evening</li> </ul> <p>It was intended to insert a leaflet giving the community an update on VAP's activities in the first year.</p>	
<b>9. Dates for Future meetings</b>	<p>29th September 2009; 27<sup>th</sup> October 2009, 24<sup>th</sup> November 2009</p> <p>(For information the Steering Committees are likely to be on; 9<sup>th</sup> September 2009, 6<sup>th</sup> October 2009, 4<sup>th</sup> November 2009, 1<sup>st</sup> December 2009)</p> <p>(For information the Parish Council meetings are likely to be on, 8th September 2009, 13<sup>th</sup> October 2009, 10<sup>th</sup> November 2009, 8<sup>th</sup> December 2009)</p> <p><b>VAP AGM: 25<sup>th</sup> September 2009</b></p>	<p>ALL</p> <p>ALL</p>
<b>10. End of meeting</b>	The meeting closed at 21.45 pm.	

Signed as a correct record:

CHAIR

*(These minutes have been circulated to all attendees and also lodged on the website. They are subject to ratification at the next sub-Committee meeting)*