

Village Action Plan – Sub-Committee Meeting

Sub08/002

Tuesday 3rd November 2008

7.30pm Committee Room Village Hall



Present:

Steering Committee: Carole Nicholson (Vice-Chair - acting as Chair up to Item 4), Tom Hawthorne (Chair from Item 4) Mac Gardiner, Michael Ward

Team Leaders/Representatives: Adrian Whittington (Road Safety), Kate Gold (Recycling & Village Tidiness), Mike Barnard (Wildlife), Reg Stone (Communications), Raymond Young (Policing & Community Safety), Terry Thompsett (Housing Data Analysis), Beverly Barrell (Facilities), Paul Nicholson (Business)

(Footpaths and Plumpton Goes Green Teams represented on this occasion by Kate Gold and Mike Barnard)

Apologies: Steering Committee: Peter Baker, Kelvin Speirs, Jonathan Taylor
Barry Taplin (Public Transport), Reg Stone (Communications), Terry Thompsett (Housing Data Analysis)

<u>Agenda Item</u>	<u>Discussion</u>	<u>Action</u>
1. Welcome and Apologies	<p>Carole Nicholson (CJN) acting as Chair welcomed everyone to this the second VAP Sub-Committee meeting. She thanked those Team Leaders that had sent in their reports, from which it was clear that a great deal of hard work was being carried out within the Teams. This was particularly rewarding for the Steering Committee to see the Teams responding in such a positive way to the Implementation Plan.</p> <p>Sincere apologies had been received from Tom Hawthorne (TH) who had been unavoidably held up elsewhere, but hoped to be able to join the meeting as soon as possible. Apologies had also been received from Peter Baker, Kelvin Speirs, Jonathan Taylor, Barry Taplin, Reg Stone and Terry Thompsett.</p> <p>CJN noted that this was Kate Gold's (Recycling & Village Tidiness) first meeting, and also Raymond Young's first meeting (Policing & Community Safety). CJN reminded the meeting that the Environment & Footpath Team had been divided into four sub-Teams. However, the four team-leaders would decide amongst themselves which two would be represented at each Sub-Committee meeting and would speak on behalf of the others. This would be dependent on which Team or Teams had a proposal closest to finalisation requiring approval by the Steering Committee.</p>	<p>K Gold, C Jackson, R. Segal, M Barnard</p>
2. Approval of Minutes	<p>The meeting approved the minutes of the meeting held on 7th October 2008 (meeting Sub08/002).</p>	
3. Matters Arising	<p>CJN noted that the overall number of volunteers committed to one or more Teams had risen slightly</p>	

<p>3.1. Number of Volunteers</p>	<p>since the 7th October to 78. David George had volunteered for the Business Team. A further volunteer had been in touch with TH and CJN. The meeting reviewed his background and agreed that he may be suitable initially for the Road Safety Team and the Communications Team, and perhaps in the longer term the Facilities Team. CJN agreed to facilitate the relevant contacts.</p> <p>One member of the Public Transport Team had decided to focus her attention on the Plumpton Goes Green Team for the time being.</p> <p>Team Leaders confirmed that there had been no other changes to the database of volunteers.</p> <p>It was agreed that all volunteers were free to ask others in the village to join the Teams, should they feel that their contributions would be of help to the various projects. CJN requested that the contact details (name, telephone and email) be forwarded to her, so that a 'global' database of volunteers could be kept up to date centrally by the Steering Committee.</p>	<p>CJN, AW, RS and BB</p>
<p>3.2. Communication Team Request</p>	<p>Reg Stone, Team Leader for the Communication Team, said that his team felt that it would benefit from having one or two more volunteers, who were parents with children at the village Primary School. The Team felt that it was vital to engage with this group of people and might have the added benefit of injecting more modern-day thinking about communications through electronic means.</p> <p>RS had drafted a note for Tom Hawthorne and CJN to present to the School's Headteacher, as they would be meeting with him on 4th November. (<i>Post meeting note – the Headteacher had agreed to put the notice in the next school newsletter</i>).</p>	<p>TH/CJN</p>
<p>3.3. Fund Raising</p>	<p><u>a) Jumble Sale</u> CJN confirmed that the decision had been taken to go ahead with the Jumble Sale to be held in the Village Hall on 29th November. Karen Beard and her team, for which the Steering Committee is very grateful, are offering help. Frank Botterill, a member of the Communications Team has offered to put fund-raising events in the Town & Country 'Parish Pump' column in the Middy to avoid the loss of publicity and reduction in numbers of attendees as a result of the understandable withdrawal by Reg Stone from preparation of his column. The meeting asked Reg Stone to pass on the meeting's thanks to Frank for taking on this vital role. CJN requested all Team Leaders to advise their team members to help publicise it as widely as possible – it will be the last Jumble sale of 2008. MG suggested that it would be sensible if as many volunteers as</p>	<p>R Stone</p>

	Year, pending the advice from AIRS and ESCC.	
3.7. Insurance	<p>Kelvin Speirs had established that Insurance cover was provided under the Village Hall cover for the Jumble sale event.</p> <p>TH had also confirmed that the SID volunteers are covered under the PC insurance.</p> <p>TH is also liaising with Liz Cullen, PC Clerk, regarding the overall insurance cover arrangements for the VAP, together with taking advice from his own business insurance broker and Action in Rural Sussex.</p>	TH
3.8. Liaison with Parish Council	<p>CJN noted that there were several issues that came up at the last meeting that required mentioning to the PC. This had been done. CJN said that she would cover these aspects under each of the individual Team Leader reports. CJN noted that all the approvals that were requested were given.</p>	
	<p>Tom Hawthorne joined the meeting at this point and took over as Chair from Carole Nicholson.</p>	
4. Team Leader Reports	<p>It was agreed that each Report would be on a rotational basis each meeting so that Team Leaders were given equal opportunities to speak. However, if a major proposal is being submitted by a Team/s, the Chair may decide to focus attention on this earlier in the meeting.</p> <p>Each Team Leader/Team representative gave an overview of the Team's work during the first month of operation. Where the Team Leader was not present, the meeting made reference to their minutes/reports that had been submitted.</p> <p>The following comments were made in general:</p> <ul style="list-style-type: none"> a) Team Leaders were reminded that the Steering Committee found the 'matrix' reporting schedules the most useful – it would be helpful if all Team Leaders could adopt this form of reporting. b) For future meetings, it would be helpful if Team Leaders would try and restrict their presentations to no more than five minutes, unless they were seeking approval for a specific proposal, when further time may be needed. Such a discipline would then allow adequate time for proper exchange of views and ideas. c) It was clear that there were areas of overlap of work emerging between the Teams. To ensure that knowledge was shared and that there was not duplication of effort, Team Leaders were asked to be aware of this and ensure that they adequately communicated with one another. d) Several Teams were thinking about producing an Information Booklet for households. The meeting was encouraged by this. In due course it was likely that this would need co-ordination 	<p>Team Leaders</p> <p>Team Leaders</p> <p>Team Leaders</p> <p>Team Leaders</p>

	<p>by one or two of the Teams – most likely to be the Communications and/or Business Teams. There would be further discussion on this at a later meeting once Teams had formulated their proposals in more detail.</p> <p>e) Whilst the VAP project has no funds available at present (albeit the Jumble sale should help to remedy this) and the Parish Council does not feel able to set funds aside in the current economic climate, Steering Committee members made it clear to Team Leaders that this was not to hinder their lateral thinking about options. Funds may well be available from other sources, such as Government grants or local fund-raising initiatives, It would be up to the Steering Committee to decide whether a proposal was fundable and prioritise the use of available funds at the time.</p> <p>The feedback from these reports is given in the attached Team Leader Reports.</p>	Steering Committee and Team Leaders
5. Any Other Business	<p>a) Website Stuart Green had made some proposals for the future redesign of the VAP website. Whilst the Steering Committee would look at the ‘umbrella’ text, he had suggested that each team might give an introduction to their teams, written by each Team Leader, giving an idea of their goals and objectives – about 250 words, together with contact details and identify a photo from the VAP book that would act as their logo. Whilst it was suggested that this should be ready before the Eco-Fair event, some Team Leaders indicated that they would start writing their sections straight away. All submissions should be made in the first instance to TH and CJN.</p>	All Team Leaders
6. Dates for Future meetings	<p>25th November 12th January 2009 3rd February 2009 3rd March 2009</p> <p>(For information the Steering Committees are likely to be on 11th November; 2nd December; 19th January; 10th February 2009, 9th March 2009) (For information the Parish Council meetings are likely to be on 18th November, 9th December, 13th January, 17th February 2009, 17th March 2009)</p>	
7. End of meeting	The meeting closed at 22.00pm	

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)