

Village Action Plan – Sub-Committee Meeting

Sub08/003



Tuesday 25th November 2008 7.30pm Committee Room Village Hall

Present:

Steering Committee: Tom Hawthorne (Chair), Carole Nicholson, Peter Baker, Kelvin Speirs, Jonathan Taylor, Michael Ward

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

Apologies: Mac Gardiner, Mike Barnard (Wildlife), Ruth Segal (Plumpton Goes Green), Barry Taplin (Public Transport)

<u>Agenda Item</u>	<u>Discussion</u>	<u>Action</u>
1. Welcome and Apologies	<p>Tom Hawthorne welcomed everyone to the third meeting. It was very encouraging to see that the Teams were still working hard and that a huge number of initiatives were being progressed and lots of good ideas were emerging.</p> <p>Apologies had been received from Mac Gardiner and Barry Taplin. Catherine Jackson was representing the Wildlife Team and the Plumpton Goes Green Team this month.</p> <p>TH and Carole Nicholson (CJN) recognised that they had been sending out a number of quite weighty requests for further action (eg help with the Jumble sale, building of the Web-site, preparation for the Green Fair) and that they hoped Team Leaders did not feel under pressure that might be causing their enthusiasm to wane. If they were feeling overburdened they were encouraged to ask their Team members to help or seek advice/help from the Steering Committee. It was recognised that the success of the whole project depended on volunteer input, which must be equally spread, and could only work at the speed and time available to these people.</p>	
2. Approval of Minutes	The meeting approved the minutes of the meeting held on 3 rd November 2008 (meeting Sub08/002).	
3. Matters Arising - Number of Volunteers	CJN noted that the overall number of volunteers committed to one or more Teams has remained at 78. Harvey Elliott had joined the Road Safety team and the Communications Team, and Jake Hayman had joined the Facilities Team. Jake is at school in Chailey and is keen to represent the views of young people on the Facilities Team. Denis Durkin has had to stand down from the Policing & Community Safety Team due to other commitments. Alison Gardiner has decided to concentrate her efforts on the Road Safety Team, and	

	<p>has therefore withdrawn from the Recycling 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>	ALL
<p>3.1. Communication Team Request</p>	<p>At the previous meeting, Reg Stone, Team Leader for the Communication Team, had requested that the Headteacher be requested to put an advert in the school newsletter for a parent with a child at the school to join the Team. This had been carried out. However, there had been no response. The December Parish Magazine will also have an 'appeal' for such a volunteer to come forward. In addition, two members of the Team have spoken with parents to spread the word.</p> <p>Beverly Barrell agreed to ask Jake Hayman if he knew of anyone that might be interested in joining the Communications Team.</p>	Beverly Barrell
<p>3.2. Fund Raising</p>	<p><u>a) Jumble Sale</u> CJN confirmed that the Jumble Sale is to be held in the Village Hall on 29th November. Karen Beard and her team, for which the Steering Committee is very grateful, are helping with the actual sale of jumble. Reg Stone and the Communications Team are handling the Publicity aspects. Ruth Segal had requested that the school put a reminder in the newsletter to parents. Posters have gone up around the village, and flyers are being hand-delivered to each household. Gina Hawthorne, with others, is organising teas, cakes and tombola. Tom Hawthorne is arranging 'left-overs' to be removed. The meeting considered whether or not further publicity was needed. It was decided that enough had been done. Team Leaders were asked to ensure that as many team members as possible were seen to be helping out to help spread the load and create a real team spirit. It was suggested that it would be sensible if as many volunteers as possible were seen in the Hall on the day to give support to Karen Beard and her Team.</p> <p><u>b) Green Fair</u> The Steering Committee has decided to go-ahead with a Plumpton 'Green' Fair on Saturday 7th March 2009. All marketing material would make it clear that it is being run by the Plumpton Village Action Plan. The objectives are as follows:</p>	ALL

	<ul style="list-style-type: none"> • Show-case what the VAP has achieved and is planning • Raise awareness of environmental issues in the village • Engage and hopefully enthuse the community • Encourage people to get involved in supporting the sustainability of the community • Provide information • Get young people involved <p>The four Environment Team Leaders and Michael Ward had met recently and had made excellent progress on setting out suggestions for the day.</p> <p>The meeting agreed that the event would raise awareness of sustainability issues in the village and demonstrate the progress of the VAP so far.</p> <p>The meeting agreed that the event would run from 12 noon to 4pm.</p> <p>TH and CJN had met with the School's Headteacher, who had indicated that he would very much welcome the opportunity for the children at school to be involved with the Green Fair and would be very happy for VAP representatives to involve him with the planning and encourage the participation of children. The meeting thought that the suggestion that children should open the event was a good idea, and Ruth Segal and Adrian Whittington were asked to liaise with the School's Headteacher to arrange this. The child that 'cut the tape' might be the winner of a competition to design the front cover of a future Parish Magazine on the theme of 'Slow Down'.</p> <p>The meeting also agreed that it would be a good idea if Meg Stroude, ESCC, and Norman Baker (who opened a similar event in Newick) were invited. This would mean that our District Councillor, County Councillor and local MP were all showing support for the VAP. TH agreed to organise..</p> <p>i) <u>Green Issues</u> The following had already been booked:</p> <ul style="list-style-type: none"> • ESCC Compost Doctor • LDC Sustainability Bus • ESCC Rethink Rubbish Bus (<i>check</i>) • Nick Rouse's energy bike and other interactive gadgets <p>The meeting agreed to the following ideas being pursued:</p> <ul style="list-style-type: none"> • Horticultural Society to demonstrate vegetable plots and composting • OVESCO and/or Southern Solar re energy information 	<p>R Segal, A Whittington</p> <p>TH</p>
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	<ul style="list-style-type: none"> • Footpath Team (re work on ESCC Improvement Plan) <p>It was possible that the new VAP website might be ready to demonstrate. TH would liaise with Stuart Green.</p> <p>Team Leaders were reminded that they should concentrate on thinking about how they could demonstrate progress in developing each of the Action Plans for their areas.</p> <p>The Steering Committee would work with all Team Leaders to help plan this part of the event.</p> <p>iii) <u>Local produce market</u></p> <p>The meeting agreed that there should be a small number of local produce stalls – the number being dependent on how much space might be available. The following would be approached in the New Year:</p> <ul style="list-style-type: none"> • Townings • Court Gardens Farm in Ditchling • Middleton Common Farm • Ashurst Organics • Nolands Farm • Plumpton Green Stores • Heath Farm • Plumpton Mill • Susie Martin Lavender products • Karen Beard for chutneys • Cheese Please in Lewes • Ouse Valley Foods • WI • Horticultural Society • Craft workers (eg greeting cards) <p>Everyone was encouraged to advise Ruth Segal of any suggestions as soon as possible.</p> <p>The four Environment Team Leaders had indicated that they would be happy to organise this part of the event. CJN suggested that they ask Karen Beard if she might be interested in helping with the organisation.</p> <p>The meeting agreed that each stall holder would be asked to pay a donation by way of contribution to the VAP to help cover costs of running the event. If asked for an idea of how much a figure of £10 was agreed.</p> <p>TH and CJN thanked the four Environment Team Leaders and Michael Ward for the great progress that had already been made. It was agreed that all the other logistics could be discussed at the ‘special’ meeting on 26/1/09.</p>	<p>TH</p> <p>ALL</p> <p>K Gold, C Jackson. R Segal, M Barnard, M Ward</p> <p>ALL</p>
<p>3.3. Liaison with Primary School Head</p>	<p>TH and CJN met with the school head on 4th November to go through the VAP and specifically pick up all the children’s’ survey issues. The head was very enthusiastic for the school and the children to be involved in the VAP process generally and hoped that there were specific projects that the school could help</p>	

	with in the Green Fair. The head was content, for the time being, to be the main point of contact for Team Leaders, where relevant, to discuss engagement with school on their particular areas. TH requested that he and CJN should be advised of these discussions.	Team Leaders
3.4. Youth Champion	CJN had met with Meg Stroude who had given her a contact in ESCC that helps communities establish Youth Councils etc. TH and CJN were due to meet with Jan Murphy on 10 th December. Following this, another contact of Meg's, in Chailey, would be followed up. It was hoped that through Mark McTaggart it might be possible to get advice from AIRS as well.	TH, CJN
3.5. Insurance	TH is continuing to liaise with Liz Cullen, PC Clerk, regarding the overall insurance cover arrangements for the VAP. Whilst it seems not possible for the VAP to be covered directly under the PC umbrella, a side policy may be possible at a cost of £139 per year (may be able to negotiate this down a little). The meeting generally felt that such insurance was essential. TH agreed to take this to the Steering Committee for final ratification.	TH
3.6. Website	CJN had previously sent out a request for each Team to prepare a short resume of their Team's objectives and approach so that a page for each Team could be placed on the new website, currently being built by Stuart Green. TH enquired if anyone had any problems with it and asked if anyone had completed their draft for review. TH requested that they be submitted as usual for initial review by TH and CJN, as soon as possible, It would be helpful if this could be before the next meeting on 12/1/09. However, Michael Ward had kindly agreed to collate everyone's into a cohesive product.	ALL
3.7. Liaison with Parish Council	CJN noted that all the approvals that were requested from the PC were given. The PC had noted the Information Template regarding the training and use of SID from the Road Safety Team, and the Publicity campaign for the PO/Village Shop from the Business Team. Richard Taylor, PC Chairman, had advised CJN that he felt the systematic approach of the VAP (ie through the sub-committee, Steering Committee then to PC) was clear and useful and seemed to be working effectively.	
4. Team Leader Reports	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. <i>(Secretary's note – now that Teams have gone beyond the fact-finding/clarification of objectives stage and are firmly into focussing on actual action plans, I have attempted to shorten the Team Leaders' report to only mention the work going on in direct correlation to implementation of the Plan. I hope that you find the new approach useful and would encourage you all to liaise with one another in between Sub-Committee</i>	ALL

	<p><i>meetings if you feel there are areas of overlap, etc)</i></p> <p>The feedback from these reports is given in the attached Team Leader Reports.</p>	
5. Any Other Business	<p>Romy Conroy, a member of the VAP Footpath Team had made a suggestion that for Christmas 2009 a Plumpton VAP calendar should be produced, with profits going towards the VAP. She said that it would be good if a monthly photographic competition could be held to choose each month's picture. She also had ideas about greeting cards/notelets/mugs etc. The meeting generally liked the ideas, but wondered if the calendar might detract from the annual one produced by the PTA which raised significant funds. TH felt this should be discussed further by the Steering Committee.</p> <p>Bim Patel has made a generous offer to sponsor the cost for the production of an extra 4 pages per month, for one year, in the Parish Magazine. Bim would like to have the 4th page dedicated to the Post Office/Shop and other businesses in the parish (ie as decided by the Business Team). TH hoped that there would be enough material to start this by the February 2009 edition, but if not definitely to launch the Green Fair for the March edition. The meeting was delighted with Bim's support and asked that Paul Nicholson, Business Team Leader, pass on thanks to Bim.</p> <p>TH reported that the Steering Committee had agreed that it would be good for everyone involved with the VAP to meet for pre-Xmas drinks (volunteers paying themselves, ie not from VAP funds) at 8pm on Monday 15th December 2008 at the Fountain pub. Team Leaders were asked to spread the word to their Team members.</p>	<p>Steering Committee</p> <p>PWN</p> <p>ALL</p>
6. Dates for Future meetings	<p>12th January 2009 3rd February 2009 3rd March 2009 7th April 2009</p> <p>(For information the Steering Committees are likely to be on 2nd December; 19th January; 10th February 2009, 9th March 2009, 14th April 2009) (For information the Parish Council meetings are likely to be on 9th December, 13th January, 17th February 2009, 17th March 2009, 21st April 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)