

RUDDINGTON VILLAGE PLAN

STEERING GROUP MEETING

Tuesday 12th November 2013 commencing 8.00pm at St. Peter's Rooms.

Present (alph): Annette Auckland (Parish Councillor)

Cathy Brown

Phil Brown

Linda Cooke

Helen Opie (Parish Councillor)

Ali Ritchie

Barbara Venes (Parish Councillor)

Gavin Walker

Graham Wright

Also present: Peter McGowan (Chairman of Ruddington Parish Council)

Greg Hewitt (RCAN - Rural Community Action Nottinghamshire)

Apologies: Jenny Kirkwood (RCAN)

WELCOME

Helen Opie welcomed all members to the first meeting of the Steering Group and declared the meeting open.

Peter McGowan advised that he had decided to resign from the Steering Group to enable Helen Opie to continue with her work on the project as a representative of the Parish Council. Peter stated that he would be available to advise on financial matters as necessary although it was pointed out that he would not be able to hold office if he was not a member of the Steering Group. The group acknowledged and accepted Peter's resignation.

ELECTION OF OFFICERS

Chairperson to chair the meetings and liaise with other bodies as necessary -

Ali Ritchie was nominated by Linda Cooke and seconded by Barbara Venes. There were no other nominations and Ali accepted the post.

Secretary to convene and minute the meetings –

Linda Cooke was nominated by Helen Opie and seconded by Annette Auckland. There were no other nominations and Linda accepted the post.

Project Manager to push the project forward –

Helen Opie was nominated by Linda Cooke and seconded by Gavin Walker. There were no other nominations and Helen accepted the post.

Following the appointment of officers, the group had a general discussion about how the project should proceed.

TYPE OF CONSULTATION

The group considered various possibilities including personal interviews, internet questionnaires, market research on the street or at community events, or a general questionnaire which might be delivered to all properties and businesses.

After considerable discussion the majority were in favour of holding a series of consultation events for those people wanting to discuss issues in more depth before completing their questionnaire, and to enable the Steering Group to listen to all sides and gain a more balanced view of opinion. The events would be targeted at a specific subject or group of subjects to prevent confusion and would be followed by, or be held at the same time as, distribution of a questionnaire on topics which had been identified as appropriate and relevant. It was suggested that the questionnaire might be delivered by volunteers who would try to speak directly to the recipient, answer any questions and agree to collect the completed form at a later date if required. It might also be necessary to compile a separate questionnaire for businesses to ensure all aspects of living, working and trading in the village are covered.

Organisations and groups such as schools, sheltered housing, over 50's coffee mornings, youth groups, the Police, etc., as well as some of the harder to reach sections of the community, would be approached directly for their views to assist with collating questions, obtaining viewpoints and helping to respond to the questionnaire. In this way, the community will retain ownership of the plan.

TOPICS FOR CONSULTATION

The following were provisionally identified as topics for consultation although the list is not exhaustive and may be longer or shorter than detailed here.

Business and Commerce
Environment
Health and Welfare
Housing and Planning
Leisure
Transport and Highways
Young and Older People
Heritage and Tourism

Greg, the rep from RCAN, suggested that members of the group might consider standing with a clip board at events in the village or on the street during a busy shopping period and ask members of the public what is important to them. This would help to identify areas of interest that are not initially obvious.

SOURCE FUNDING

The following were identified as potentially incurring costs:

Room hire for meetings and consultation events
Printing / postage of mailshots, letters, etc. to organisations
Printing of promotional and advisory documents for consultation events

Printing of questionnaires

Printing of the final report

The Parish Council has provisionally agreed to allow the Committee Room/Lounge at St Peter's Rooms to be used for Steering Group meetings without charge when available and that some printing could be accommodated. However, this needs to be confirmed and the extent of printing agreed.

Other sources of funding later in the process might be: Business sponsorship, Borough Council/Councillors, County Council/Councillors, Awards for All and the Big Lottery small grants scheme. The representative from RCAN can advise when the time is appropriate.

PROJECT NAME & MISSION STATEMENT/OBJECTIVE

It was agreed that the project is called the 'RUDDINGTON VILLAGE PLAN' and the statement is 'THE STEERING GROUP WILL BE CONSULTING WITH THE COMMUNITY TO PRODUCE A PLAN WHICH WILL PRESENT YOUR VIEWS FOR RUDDINGTON'S FUTURE'.

Members were keen to emphasise that this is a Community Led Plan and is not influenced by the Parish Council. It was acknowledged that whilst some issues raised might appear to be in praise of the Parish Council, some might also be critical, and members and helpers must not feel constrained by the presence of Parish Councillors, or members of other organisations, on the Steering Group.

The Project Manager also expressed her wish that meetings are held in an informal manner to encourage member participation.

ACTIONS

1. An article is written for the Village Newsletter & Ruddington Parish Council website for December and January encouraging more helpers to come forward.
2. That the appropriate sites on Facebook and Twitter also cover these articles.
3. That the Parish Council is asked to confirm room hire, printing, etc.
4. That the Clerk to the Council is asked to provide an email to enable the group to receive communications without detracting from the work of the Parish Council.
5. That the Clerk to the Council is asked to provide a webpage on the Parish Council website to cover notices, developments and information about the Village Plan.
6. Agenda items for the next meeting:
 - a. To agree the Topics for Consultation and the scope of each topic
 - b. To discuss Parish Council reports
 - c. Any other items which may arise

CLOSE

9.05pm

The next meeting will be on Tuesday 21st January 2014, at St. Peter's Rooms commencing 7.30pm. Please contact the Secretary on villageplan@ruddingtonparishcouncil.gov.uk if you are unable to attend. Agendas will be emailed before the meeting.