

SHILDON PARISH PLAN

Steering Group

Minutes of Meeting held 10th January 2006

Present:	Councillor Mike Stott	-	Shildon Town Council
	Chris Wood	-	Shildon Centre
	Ann Corrigan	-	SureStart
	Anne Frizell	-	Community Empowerment Network
	Heather Carter	-	Sedgefield Learning Borough
	Mona Quigley	-	Jubilee Fields Residents Association
	Carol Fletcher	-	Shildon Community Safety Group
	Helen Wright	-	Local resident
	Lucy Hoplewhite	-	Tourism Officer, Sedgefield Borough Council

Support Officers:

	Tracey Bellas	-	Shildon Town Council
	Gillian Fortune	-	CAVOS

1. **Apologies for Absence**

Apologies for absence were received on behalf of Mr M. Waterson and Mrs. F. Toon.

2. **Appointment of Chairman**

Resolved that Councillor M. Stott chair the Meeting.

3. **Minutes of Meeting held 12th December 2005**

The minutes were confirmed as a true record and accepted.

4. **Recap of Current Position**

Christine Wood (Shildon Centre) presented the current position to the Meeting.

5. **Consultation Timetable**

T. Bellas advised that Vicky McCourt had been asked for a firmer consultation timetable but that no response had been received to date.

Resolved that Vicky McCourt be asked to give the steering group a consultation timetable for the full appraisal by the appointed consultant.

The timetable was important in identifying actions and considerations within a Marketing Strategy in terms of letting people know what Shildon Voices 2006 is. Providing teaser information to the public to create interest and then by

formal press releases at least one month prior to the start of the Community Appraisal along with regular updates. .

6. **Engagement with Community and Voluntary Groups**

Chris Wood distributed a draft of Shildon Voices 2006 to members on a community consultation strategy which included aims of Shildon Voices 2006, objectives, proposed methods of consultation along with considerations to be taken into account.

Resolved that members consider the draft report at the next meeting.

7. **Publicity**

It was agreed by the Steering Group that all press releases should be kept to simple jargon and be agreed by the Steering Group before publication

Resolved that an advert be placed in the local community newspaper as follows:-

Edition 20th January 2006 – ‘Happy New Year – Shildon Voices will be heard in 2006. www.shildonvoices.info.’

Edition 3rd February 2006 – ‘Will **your** voice be heard in 2006? – Shildon Voices. www.shildonvoices.info’

Press Release to define what is Shildon Voices to be followed by another teaser advert ‘Be part of it..... Shildon Voices. Make your voice heard.’

Follow up letter together with press release of consultation event dates.

It was further **resolved** that the next agenda should include for discussion the definition of Shildon Voices, further consideration of press releases along with a draft letter to go to Groups which would be prepared by Gillian Fortune and Heather Carter. A list of contact details for steering group members would also be circulated for information purposes.

8. **Training for Steering Group**

Resolved that this item be deferred until skill needs were identified.

9. **Date and Time of Next Meeting**

Resolved that the next meeting of the Steering Group be held on Wednesday, 8th February, 2005 at 2.00 p.m. at the Rest House, Hackworth Park, Shildon.

