

Shildon Parish Plan

Steering Group

Minutes of a meeting held on Wednesday 26th April 2006

Present:

Mal Carson	-	New Shildon Residents Association
Ann Corrigan	-	Sure Start
Mona Quigley	-	Jubilee fields Residents Association
Freda Toon	-	Shildon Centre
Chris Wood	-	Shildon Centre
Helen Wright	-	Local Resident
Carol Fletcher	-	Shildon Community Safety Group
Jude Peto	-	Shildon Centre (Placement student)
Cllr M. Stott	-	Shildon Town Council

Support Officers:

Mick Waterson	-	Shildon Town Council
Tracey Bellas	-	Shildon Town Council

1. Apologies for absence

Gillian Fortune	-	CAVOS
Vicky McCourt	-	Sedgefield Borough Council
Tom Bennett	-	Sedgefield Borough Council

2. Appointment of Chair

It was **resolved** that Helen Wright would chair the meeting.

3. Introductions

No introductions were needed.

4. Minutes of Meeting held 5th April 2006

Resolved (i) that the name of Mona Quigley be added to Apologies for Absence.

(ii) that the Minutes be approved as a true record.

5. Matters Arising

It was reported by Chris Wood that she had not looked at the cost of providing a Banner but would do so.

6. Recap of Current Position

Chris Wood gave a recap of the current position:-

- timetable awaited from Sedgefield Borough Council
- Helen Wright as the Group's representative on the panel to appoint prospective Consultants with Mal Carson being the reserve representative.
- moving forward on the preparation of the Launch Event and promotion
- headed paper now being used to promote Shildon Voices
- website had been revamped and included Minutes of Meetings.
- Calendar also been included within the website to promote events.

7. Consultation Timetable

The Secretary reported on a telephone conversation with Vicky McCourt (Regeneration Team – Sedgefield Borough Council) regarding the consultation timetable. It was reported that the final tender documents would be ready within the next 2 weeks and would be circulated to the group for consideration. It was proposed that the group view the documents and make any necessary amendments within one week. The documents would then be issued to prospective tenderers for a return within one month from receipt. It was anticipated that the consultants would be appointed mid to late June and be required to commence work immediately with a 6 month timescale.

Resolved (i) that the consultants be asked for certain parts of the consultation to be scheduled away from holiday periods to ensure that the community can respond.

(ii) that a meeting date of Tuesday, 16th May, 2006 at 1.00 p.m. at the Rest House, Shildon, be agreed to look at the tender documents.

(iii) that if the tender documents were not received by this date then another meeting be arranged quickly upon receipt of the document.

8. Update on Youth Consultation Process

Freda Toon gave an update on the progress made on the setting up of a Committee to look at the Shildon Parish Plan Youth Consultation Event. The Youth Consultation Event would take place in partnership with Sunnydale School in order to reach the majority of young people aged 11 to 16 yrs. The event would be based around the key themes of the Local Strategic Partnership with each issue having a stand/display.

It was intended that each year group would have a chance to look at the stalls and express opinions on what is good/bad about Shildon through post it

stickers, prompt signs, comment boards. Gillian Fortune was to collate the information and feed it back to the consultants.

There was also to be mini sessions held at St. John's School, Bishop Auckland to talk to young people from Shildon. It was also agreed that a mini session could be held at King James School, Bishop Auckland and for a stand to be situated in the reception area at Bishop Auckland College for students living in Shildon. Freda Toon would also be contacting local primary schools to consult with pupils via questionnaires. It was pointed out that at present the above was a draft proposal. (See Planning Meeting Minutes)

Freda Toon, requested on behalf of the Shildon Parish Plan Youth Consultation Event Planning Committee, for a contribution of £48 towards the cost of the event from the money allocated for the development of the Parish Plan

Resolved (i) that the above information be noted.

(ii) that £48.00 be made available.

9. Parish Plan Action Plan

Resolved that this item be deferred to the next meeting of the Steering Group.

10. Launch Event – Update

An update was presented to the Meeting on the current position regarding the Launch Event including organisations attending and the set up of the hall.

11. Publicity

Resolved that posters and leaflets be produced and distributed by the Town Council after a draft had been agreed at the next Launch Event Working Party as well as press releases and information for the website.

12. Any Other Business

Resolved that Mrs Maureen Hopper be asked to participate on the Shildon Parish Plan Steering Group as a representative for Sunnysdale Residents.

13. Date of Next Meeting

Resolved that the next Meeting of the Shildon Parish Plan Steering Group be held on the 16th May, 2006 at 1.00 p.m. at the Rest House, Central Parade, Shildon.

Information purposes

Please note that Helen Wright agreed to work with Freda Toon on the Youth Network Consultation Event.