

## **SHILDON PARISH PLAN**

### **Steering Group**

#### **Minutes of Meeting held 8<sup>th</sup> February 2006**

Present: Councillor Mike Stott - Shildon Town Council  
Chris Wood - Shildon Centre  
Ann Corrigan - SureStart  
Mona Quigley - Jubilee Fields Residents Association  
Carol Fletcher - Shildon Community Safety Group  
Helen Wright - Local resident  
Mal Carson - New Shildon Residents Association

#### Support Officers:

Gillian Fortune - CAVOS  
Mick Waterson - Shildon Town Council  
Tracey Bellas - Shildon Town Council

1. **Apologies for Absence**

An apology for absence was received on behalf of Councillor J. M. Smith and V. McCourt, Sedgefield Borough Council.

2. **Appointment of Chairman**

**Resolved** that Mal Carson chair the Meeting.

3. **Minutes of Meeting held 10<sup>th</sup> January 2006**

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**

Details were provided on the consultation timetable in the absence of Vicky McCourt. Tenders were to be sent out towards the end of February/March to prospective consultants with a 3 week return period. It was envisaged that the successful Consultants would be engaged in desktop work analysis followed by a household survey from mid May to June.

**Resolved** 1) That a representative from the Shildon Parish Plan Steering Group sit on the selection panel to recruit the Consultants.

2. That a meeting of the Steering Group be arranged in early May to speak with the successful Consultants.

3. That a Launch Event be held at the Shildon Civic Hall on 24<sup>th</sup> May 2006 from 2.00 p.m. – 4.00 p.m. and 6.00 pm - 8.00 pm to publicise the importance of the Parish Plan and commence community engagement in the process.

6. **Draft Community Consultation Strategy : Feedback**

**Resolved** 1. That the Community Consultation Strategy document be agreed with the addition of :-

Under Aims of 'Shildon Voices 2006' consultation event

- To work towards the formation of a Shildon Community Partnership.

Under Objectives of 'Shildon Voices 2006' consultation events

- To hold one large event, open to the public, covering all themes to launch Shildon Voices

2. That a Launch Event Working Group be set up to consider the organisation of the launch event to be held on Wednesday, 24<sup>th</sup> May, 2006 at the Shildon Civic Hall. Membership to comprise of Gillian Fortune, Freda Toon, Mal Carson, Helen Wright and Anne Frizell with any other member of the Steering Group invited to attend.

7. **Definition of Shildon Voices/Draft Letter to Groups**

Gillian Fortune presented to the meeting a short definition of Shildon Voices and an explanation.

**Resolved** subject to the amendments discussed, the definition of Shildon Voices be accepted and distributed to all members. (copy attached to Minutes)

8. **Publicity**

**Resolved** that the short definition of Shildon Voices – 'giving a voice to local people about the good and bad things that affect them' be placed in the local community newspaper as an advert for publication on 17<sup>th</sup> February, 2006. An explanation of Shildon Voices to be forwarded to the Community Newspaper in the near future.

Draft letters to Community Groups were given to Members for further consideration.

**Resolved** that members consider the draft letters for the next meeting of the Group along with the Parish Plan Timetable.

9. **Skills Audit/Training**

Details were provided on different types of training needed for group members to deliver key issues such as facilitation skills and community engagement. It was also identified that members delivering these key issues would need a brief which would be used by everyone.

**Resolved** that a brief be produced for use by the facilitators and any member requiring extra training in skill areas to contact Chris Wood at the Shildon Centre.

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

**Resolved** that the next meeting of the Steering Group be held on Wednesday, 15<sup>th</sup> March, 2006 at 2.00 p.m. at the Rest House, Hackworth Park, Shildon.