



Notes of meeting
Wednesday 23rd January 2019
6.30 pm at Shepshed Town Council Offices

Present: Andy Marston, (chair), Cllr Joan Tassell, Cllr Christine Radford(CC), Cllr Robert Ewing, Peter Grainger, Roger Haycock, John Hardwick, Philip Hutchinson, Cllr Jane Lennie, Cllr Myriam Roberts, Cllr Glenys Timson, Brenda Snape (Clerk, STC), David Hankin, (CBC).
 Minutes recorded by Anne Collier, Secretary

Agenda Item	Comments	Decision/Action
1) Apologies	Cllr Eric Vardy (CBC), Daniel Cook, John Walker, Cllr Claire Poole.	Accepted
2) Minutes of meeting on 26.09.18	<ul style="list-style-type: none"> • These were proposed as a true record by Christine Radford, seconded by Myriam Roberts. 	Agreed
3) Matters arising	<ul style="list-style-type: none"> • None 	
4) Minutes of meeting on 24.10.18	<ul style="list-style-type: none"> • AGM minutes for information 	Noted
5) Treasurer's Report	<ul style="list-style-type: none"> • Hard copies of the Treasurer's report were circulated. The Treasurer apologised for the error in the expenditure section of the report circulated with the papers for the meeting. • Web Creation has been paid 25% of the full cost. • The Shepshed Community Plan Steering Group has closed its account. A donation of £3,500 has been made to the Town Team account as the funding for the SCPSG came originally from an application to enable Shepshed to be made a Portas Pilot town. The bid was unsuccessful but attracted £10,000 in order to facilitate actions in the community. The Town Team will be able to use the funding to match that from other sources to invest in regeneration. • A proposal was made to accept the report by Christine Radford, seconded by Peter Grainger. 	. Agreed
6) CCTV Installation	<ul style="list-style-type: none"> • Joan introduced her previously circulated report. • David Hankin reported that Cllr Vardy had suggested requesting Nicky Morgan MP to speak to the 	

	<p>Chief Executive of East Midlands Co-op who was not enthusiastic when approached by the STT to host a camera and some equipment.</p> <ul style="list-style-type: none"> • The approach resulted in an on-site meeting at the store between Co-op representatives, Town Team members and officers of Charnwood Borough and Shepshed Town Council. The Co-op has agreed to host the small Heitel box in an office and allow the installation of a dedicated broadband line for the CCTV cameras. • Christine Radford proposed that provided the formal agreement is received from the Co-op then the installation of the equipment should go ahead. Seconder, John Hardwick. • David Hankin reported that ADT had requested a deposit of 25% of the total cost in order to begin the installation process. The secretary agreed to invoice Charnwood Borough for the requested amount to be paid to the Town Team account. • There was a discussion about the loss of VAT in this procedure as the STT are not able to reclaim VAT. • Christine Radford proposed that the Treasurer make out the cheque to ADT once the BACS payment had been transferred to the STT account. This was seconded by Jane Lennie 	<p>Agreed</p> <p>Agreed</p>
<p>7) Public Realm T&F group</p>	<ul style="list-style-type: none"> • John's report had been circulated with the papers for the meeting. • David Hankin reported that copies of the plans had been left with him whilst John was away. • A meeting has taken place in Shepshed between David, IDVerde representatives and the Charnwood Borough contracts manager to view the areas. • There has been an offer from the IDVerde Manager to come to a meeting of the Executive to discuss the positive ideas about Shepshed and look towards future developments. 	
<p>8) One Way System</p>	<ul style="list-style-type: none"> • David presented the communication plans for members of the public. As the first step in the process is to outline the possible area of town involved in a one way road traffic system. • The plan includes a draft layout of a publicity flyer and a list of consultees and stakeholders to be involved. • There was a discussion about the timing of the consultation which should be around 6 weeks. The publicity deadline for the Eye is the first day of the month for distribution in the first week of the month. The Shepshed Echo and the Eye will need publicity in good time to allow sufficient response time. • The Borough and Town Council elections are set for May. The period of political purdah beforehand begins on 22nd March. Everyone who could be affected by any potential one way system should be consulted. In addition to press articles and leaflets there needs to be a public drop in session in the town. • It was generally agreed that leaving the consultation until after the local elections will allow more time for arrangements. If the consultation begins in the week beginning 15th April the Town Team website will be up and running and a survey monkey could be available for people to complete online as part of the consultation. • How will the consultation be managed? It is a method to take the temperature of local opinion, residents and business people, service providers and service users. The responses will enable the strength of comments to be considered together with information about who has taken the trouble to 	<p>Target date 15th April</p>

	<p>respond.</p> <ul style="list-style-type: none"> David agreed to forward a list of Shepshed businesses to be updated for use in the consultation and for participation in the Website. 	
9) Website	<ul style="list-style-type: none"> The meeting considered suggestions made in the report circulated with the papers for the meeting. It is hoped that the site will be live by 2nd April, ready for the online consultation. Members of the Executive will have their photos uploaded to the website. Please forward to the Secretary a.s.a.p. All contact with Exec members will be via the Secretary. There will be a box to click to send an email under Contact Us which will be monitored weekly. There will be a dedicated Consultation Tab under the Contact Us page. There will be a link to the Shepshed Town Council on the Your Town page. Under Local Businesses there will be links to all businesses in LE12 9 post code who choose to send the link on payment of £25 in advance. Emails and hard copies will go out a.s.a.p. Under Your Town there will be lists of local charities, community groups and schools with links to their own website or facebook page, email and/or telephone as appropriate, free of charge. 	Target date 2 nd April
10) Fundraising	<ul style="list-style-type: none"> The contribution from the SCPSG will be used to attract matched funding. Grants from other funders will be identified. Most funding available is capital money, eg: Loughborough University. 	
AOB	<ul style="list-style-type: none"> None 	
Date of the next Meeting	<ul style="list-style-type: none"> An open meeting on Wednesday 3rd April 2019 at 6.30 pm at the Town Council offices. An Executive meeting on Wednesday 12th June 2019 at 6.30 pm at the Town Council offices. 	