

**Minutes of Meeting – Stirling Area Access Panel**  
**Wednesday 3<sup>rd</sup> June – 7pm**  
**Bannockburn Community Centre**

---

**Mission Statement:** *To promote self empowerment and enable access for all in order to realise their full potential in all aspects of life.*

---

**PRESENT**

Terry Barlow (TB)	Peter Rowe (PR)
Robert Dick (RD)	Dawn Marie Hooks (DMH)
Jean O’Hare (JO)	John Clow (JC)
Marina McGuire (MM)	

**In Attendance:** Lee Stevenson (LS)

<b>Agenda Items</b>		<b>Action By</b>
<b>WELCOME &amp; APOLOGIES</b>	TB Welcomed everyone to the meeting	
	Alison Colvin (AC) Louisa Wardlaw (LW)	
<b>MINUTES OF LAST MEETING</b>	Panel reviewed the Minutes of Meeting of 6 <sup>th</sup> May 2009. Minutes proposed by Jean O'Hare and seconded by John Clow	
<b>MATTERS ARISING</b>	<b><u>Access Audits</u></b>	

	<p>DH wrote to Tom Lister but to date no reply has been received. Keith Robertson is currently looking into more affordable training. He will feed back to TB.</p> <p>TB, Cecil Stokes and Keith Robertson to carry out Access Audit at the Peak Centre.</p>	<p><b>TB</b></p> <p><b>TB</b></p>
	<p><b><u>Leaflet</u></b></p> <p>Everyone was pleased with the finished leaflet. MM asked the purpose of the leaflet. The panel agreed that it was to be used to recruit new individuals onto the committee. The leaflet is to be distributed in libraries, dentist, shops, etc.</p> <p>It has also to be sent as a mail shot to all community councils and area forums in the Stirling Council area.</p>	<p><b>ALL</b></p> <p><b>TB</b></p> <p><b>LS</b></p>

	<p><b><u>Strathard Trust Action Plan</u></b></p> <p>Aberfoyle Community Council has still to meet. John will be able to feedback at next SAAP meeting re: pavements.</p>	<p><b>JC</b></p>
	<p><b><u>Public Transport</u></b></p> <p>DH to send letter to Brian Peat ASAP with the two initial questions. Letter to explain that further questions will be asked when he meets the panel. Letter also to invite him to be guest speaker at the SAAP AGM, date to be confirmed.</p> <p>SAAP to request membership to SATA (Scottish Accessible Transport Alliance)</p>	<p><b>DH</b></p> <p><b>TB</b></p>

	<p><b><u>Stirling Local Access Panel</u></b></p> <p>Richard Barron is currently on holiday so couldn't be contacted. TB to invite to the next meeting on the 1st July 2009.</p>	<p><b>TB</b></p>
	<p><b><u>SDEF Questionnaire</u></b></p> <p>TB suggested that he and MM pull all the information together from the questionnaires partially completed by the panel members and add the remaining required information. The draft document to be sent to all SAAP members for approval prior to being submitted to Sara EIGaddari SDEF.</p>	<p><b>TB &amp; MM</b></p>

	<p><b><u>Skills Audit</u></b>  The following members have still to complete and submit a skills audit form to LS. (PR, MM, TB)</p>	<p><b>MM, TB, PR</b></p>
	<p><b><u>Tourist Board</u></b>  RD to try and source brochure on accessible hotels and B&amp;Bs from the Tourist Board</p>	<p><b>RD</b></p>
<p><b>AOCB</b></p>	<p><b><u>AGM</u></b>  A suggested date for the SAAP AGM is the 16<sup>th</sup> September. This date to be confirmed ASAP</p> <p><b><u>MAPS</u></b>  RD suggested that maps should be available to disabled people to highlight the most accessible routes around the town.</p>	<p><b>TB</b></p>

	<p><b><u>OXFAM BOOKSTORE STIRLING</u></b></p> <p>Terry to raise issue with Keith Robertson about access and height of buzzer for wheelchair users trying to visit the Oxfam Shop in Stirling.</p> <p>SAAP and COD to send a letter to Oxfam asking to see their policy on access to their shops. DH will distribute letter to panel for approval.</p>	<p><b>TB</b></p> <p><b>DH &amp; JC</b></p>
	<p><b><u>GDA</u></b></p> <p>The Glasgow Disability Alliance (GDA) have produced a Charter of Rights for the Disabled Person. It was suggested that panel members should access their website for more information or to use their services.</p>	<p><b>ALL</b></p>

**SAAP HOT DESK**

MM mentioned that the Council on Disability (COD) office has a hot desking facility within the office for SAAP volunteers. If any members of the panel wish to go along to the office a few hours a week to work on SAAP business they are very welcome. The more visible SAAP is the better. Contact MM if you want to make arrangements.

**OPEN DAY**

DH to contact school to get names of children who won the logo competition. The panel wish to invite them along to the Open Day CVS Stirling is hosting to launch SAAP and publicise COD and CVS. A date has still to be agreed.

**DH**

	<p><b><u>STIRLING COUNCIL DISABILITY SCHEMES</u></b></p> <p>MM and TB met with Stirling Council Policy Officer Liz Fraser who is currently in the process of reviewing Stirling Council's Disability/Equality Schemes and the development of the new schemes. She has asked if any panel members would like to give feedback on the previous three year's policy and/or advise on future schemes. This is a good opportunity for SAAP to influence decisions.</p>	<p><b>ALL</b></p>
<p><b>DATE OF NEXT MEETING</b></p>	<p>Wednesday 1<sup>st</sup> July 2009 Bannockburn Community Centre</p>	
<p><b>ADDITION TO FUTURE ACTION TASK LIST – Business Plan, Sub Group Activities.</b></p>		

--

**Agenda Items**

**Actions By**

<b>Access Audit – arrange Access Audit with Cecil and Keith + price training through Keith</b>	<b>Terry</b>
<b>Leaflet distributed to facilities</b>	<b>All</b>
<b>Leaflet sent to Community Councils and Forums</b>	<b>Terry and Lee</b>
<b>Strathard Trust Action Plan</b>	<b>John</b>
<b>Letter to First Bus, copies Kate Smithson &amp; Dave Murray</b>	<b>Dawn</b>
<b>SATA (Scottish Accessible Transport Alliance) Membership</b>	<b>Terry</b>
<b>Stirling Local Access Panel</b>	<b>Terry</b>
<b>SDEF Report &amp; Questionnaire</b>	<b>Marina and Terry</b>
<b>Skills Audit</b>	<b>Terry/Marina/Peter</b>
<b>Tourist Board Publication</b>	<b>Robert</b>

<b>AGM date confirmed</b>	<b>Terry</b>
<b>Oxfam Book Shop</b>	<b>Dawn, Terry &amp; John</b>
<b>GDA</b>	<b>ALL</b>
<b>Open Day -</b>	<b>Dawn</b>
<b>Stirling Council Disability Schemes</b>	<b>ALL</b>

Minutes prepared by: Lee Stevenson