

Minutes of Meeting – Stirling Area Access Panel
Wednesday 3rd September 2008 – 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) Robert Dick (RD)
John Clow (JC) Dawn Marie McIlwraith (DMM)
Jean O'Hare (JO) Cecil Stokes (CS)
Marina McGuire (MM)

In Attendance: Lee Stevenson (LS),

Agenda Items		Action By
WELCOME & APOLOGIES	<p>Peter Rowe (PR) Alison Colvin (AC) Laura Hoskins (LH) Pamela Simpson (PS)</p> <p>TB Welcomed everyone to the meeting.</p>	
MINUTES OF LAST MEETING	<p>Group reviewed the Minutes of Meeting of 6th August 2008.</p> <p>One amendment page 2, Kate Smithson is the Transport Manager for Stirling Council, not First Bus.</p> <p>Minutes of Meeting proposed by Jean O'Hare and seconded by John Clow.</p>	

<p>MATTERS ARISING</p>	<p><u>Stirling Post Office</u></p> <p>CS was approached by Neil Mcfadyean (Building Standards Service) who said that an area upstairs in Stirling Post Office was to be altered to make way for the installation of an evacuation chair. Neil expressed an interest in consulting with SAAP. JO and TB have agreed to contact Neil to discuss consultation between the Building Standards Service and SAAP as soon as possible.</p> <p><u>Secret Shopper</u></p> <p>JO and DMM have agreed to jointly carry out a secret shopper visit to Stirling Post Office and produce a full report for the next meeting.</p> <p>It was agreed at the last meeting that AC and JO were to meet to discuss progressing the Secret Shopper Project. Unfortunately, there has been a communication problem and the meeting hasn't taken place. It was agreed that the minutes would be distributed earlier to ensure all members were aware of the actions they had agreed to.</p>	<p>JO & TB</p> <p>DMM & JO</p> <p>LS</p>
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	<p>The agenda items and actions by would also be listed at the end of the minutes so it was clearer who is responsible for what.</p> <p>It was felt that other members of the panel should also take on the responsibility of organising and carrying out a secret shopper visit. RD and JC have agreed to carry out a visit when they visit Aberfoyle and produce a full report at the next meeting.</p> <p><u>SAAP Logo</u></p> <p>The Panel approved the purchase of Photoshop CS3, LS to arrange this and invoice SAAP.</p> <p>The Panel agreed that the logo preferred elements of two designs submitted by P6 pupils from Cambusbarron Primary School. LS will produce the logo once the Photoshop software has been purchased.</p>	<p>RD & JC</p> <p>LS</p> <p>LS</p> <p>DMM</p>
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	<p><u>OSCR – Charitable Status</u></p> <p>TB received a letter requesting amendments to be made to the constitution and for two office bearers to sign off the constitution. The documentation has been returned to OSCR with all the necessary changes and SAAP are awaiting a reply. LS to contact OSCR to chase this up.</p> <p><u>SDEF Website</u></p> <p>It was agreed that once the SAAP logo is launched CVS Stirling will provide web space in the form of a separate page which will include a link to the SDEF website. This will help promote the services SAAP provides as well as displaying up to date information and minutes of meetings.</p>	<p>LS</p> <p>LS</p>
	<p><u>Strathard Trust Action Plan</u></p> <p>JC and RD to visit to Strathard and will have a report available for the next meeting. They will look at access issues as well as carry out the previously mentioned Secret Shopper visit.</p>	<p>JC RD</p>

	<p><u>Accommodation for Panel</u></p> <p>Accommodation issues ongoing.</p>	<p>MM TB</p>
	<p><u>Public Transport</u></p> <p>TB to contact Fort William about the redevelopment of the train station to determine if this includes changes to the road structure outwith the station grounds.</p> <p>TB has tried to contact Henry Sherlock for clarification of the incident that was brought up at the SAAP meeting on the 4th June 2008. He will keep trying to make contact with Henry</p> <p><u>Railway Bridge</u></p> <p>LH confirmed by email that the new bridge was assessed for DDA compliance at design stage and that Kate Smithson is keen to liaise with the Panel on public transport planning issues in general. TB has agreed to contact Kate to discuss this further and will feedback at the next meeting.</p>	<p>TB</p> <p>TB</p> <p>TB</p>

Buses at Stance 14

TB still to contact Kate Smithson the Transport Manager for Stirling Council and ask her to contact AC about this issue

TB

Recycling Plant – Balfron and Callander

RD waiting for Jim People's, (Stirling Council Health & Safety Officer) to get back to him regarding this issue. RD will feed back at next meeting.

RD

Social Club

JC signposted the individual requesting support, to ED Zone, Stirling Raploch Campus. This is a learning centre that provides IT tutoring to people with learning or physical disabilities.

JC

The Council on Disability are presently trying to secure funding for an electric wheelchair that will improve accessibility for him. JC will keep Panel posted on progress.

AOCB	<p><u>Consultations</u></p> <p>RD felt that the wheelchair consultation document was full of jargon and not an easy read. Panel members agreed with this.</p> <p>MM and TB are unable to attend the next meeting on the 1st October. It was agreed that the next meeting should be on the 8th. JO will book venue.</p>	JO
DATE OF NEXT MEETING	<p>Wednesday 8th October 2008 – 7pm Bannockburn Community Centre</p>	
ADDITION TO FUTURE ACTION TASK LIST –		

Agenda Items**Actions By**

Stirling Post Office	Jean & Terry
Secret Shopper	Dawn, Jean, Robert, John & Lee
SAAP Logo/Subgroup	Lee, Dawn, Jean & John
National Park Access Panel	Terry
OSCR – Charitable Status	Lee
SDEF Website	Lee
Strathard Trust Action Plan	John & Robert
Accommodation for Panel	Terry & Marina
Public Transport	Terry
Railway Bridge	Terry
Buses at Stance 14	Terry
Recycling Plant – Balfron and Callander	Robert

Social Club	John
Consultations	
Book Venue	Jean

Minutes prepared by: Lee Stevenson