

Minutes of Meeting – Stirling Area Access Panel
Wednesday 8th October 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

John Clow (JC)
Jean O'Hare (JO)
Laura Hoskins (LH)
Marina McGuire (MM)

Robert Dick (RD)
Dawn Marie McIlwraith (DMM)
Alison Colvin (AC)

In Attendance: Lee Stevenson (LS),

Agenda Items		Action By
WELCOME & APOLOGIES	Terry Barlow (TB) Peter Rowe (PR) Pamela Simpson (PS) Cecil Stokes (CS) MM Welcomed everyone to the meeting.	
MINUTES OF LAST MEETING	Panel reviewed the Minutes of Meeting of 3 rd September 2008. Minutes of Meeting proposed by John Clow and seconded by Jean O'Hare	

MATTERS ARISING	<p><u>Stirling Post Office</u></p>	
	<p>JO and TB have still to contact Neil to discuss consultation between the Building Standards Service and SAAP.</p>	<p>JO & TB</p>
	<p><u>Secret Shopper Visits</u></p> <p><u>Stirling Post Office- Visit</u></p> <p>The secret shopper report produced by JO and DMM was distributed to the group. The results of the visit were seen as very positive from an accessibly view point. The group did agree that a pro forma questionnaire is drawn up that can be used by other members when carrying out secret shopper visits. JO and DMM to work on questionnaire. RD produced a template questionnaire that could be used as a starter for ten. Once completed the questionnaire can be downloaded from the SAAP webpage by members who wish to carry out visits to any venue.</p> <p>The group also agreed to publicise the results of this report in the CVS Stirling eBulletin along with an article about SAAP. LS to email Stirling Post Office Secret Shopper Report to panel members.</p>	<p>JO & DMM</p> <p>LS</p>

David Marshall Lodge – Visit

RD and JC produced a report from their secret shopper visit to David Marshall Lodge. They came up with five points that need to be considered.

1. Consideration given to the provision of a second disabled toilet
2. Inadequate parking facilities
3. Price tags on sale goods were not clear, consistent or sized accordingly
4. No hard pathway linked to picnic area
5. Consideration given to the use of stop blocks on veranda

The facility itself was spacious, bright, well lit, staff were knowledgeable, a little too hot for comfort.

The group discussed writing a letter to David Marshall Lodge with our recommendations. However, it was agreed that this would not be taken forward until a protocol is in place that can be used for every secret shopper visit.

Robert to email report to Lee

RD

	<p><u>SAAP Logo</u></p> <p>Logo designs to be emailed to the panel who can then get back to LS with their preference.</p> <p>DMM to send letter to school. Three pupils, whose ideas were used in the logo, to be presented with a £10 book token. Sub group need to arrange meeting to advance the Launch event.</p>	<p>LS</p> <p>JO, AMM. JC & LS</p>
	<p><u>OSCR – Charitable Status</u></p> <p>MM was pleased to announce that SAAP has achieved charitable status through OSCR and now has a charity number. The panel is now in a better position to source funding. The charity number is to be included on all publicity and literature relating to SAAP.</p>	

	<p><u>SAAP Webpage</u></p> <p>DMM agreed to meet with LS to work on the SAAP webpage that has been incorporated into the CVS Stirling Website. A link will be included that will allow web surfers to access the SDEF website.</p>	<p>LS & DMM</p>
	<p><u>Strathard Trust Action Plan</u></p> <p>JC and RD visited Strathard and informed the panel that at present pavements in Strathard are inaccessible for wheelchair users, people with disabilities and mothers with prams.</p> <p>JC is to contact the Trust to discuss the findings. LS to type JC's reports.</p>	<p>JC</p> <p>LS</p>
	<p><u>Accommodation for Panel</u></p> <p>Accommodation issues ongoing.</p>	<p>MM & TB</p>

	<p><u>Public Transport/Railway Bridge/Bus Stance</u></p> <p>It was suggested that Kate Smithson, Transport Manager, should be invited to one of the SAAP meetings to give a short presentation and to discuss the accessibility issues identified by the panel. LH agreed to contact Kate.</p> <p>The panel to access a copy of First Bus's operating procedures for drivers with regard to disabled access</p>	<p>LH</p> <p>LS</p>
	<p><u>Recycling Plant – Balfron and Callander</u></p> <p>RD spoke to the H & S manager at the plant and was informed that operators within the plant will offer to assist people who require help with waste removal within the site.</p>	

<p>AOCB</p>	<p><u>Boots the Chemist – Prescription Labelling</u></p> <p>AC informed the panel of the difficulties she has experienced with regard to the inadequate labelling of medicines. She is currently in correspondence with Boots the Chemist and will keep the panel posted of any progress in encouraging the organisation to produce adequate labelling for all.</p> <p><u>National Park Access Panel</u></p> <p>JC met with Roddy Ross (Stirling Area Outdoor Access Forum) at a seminar for Local Area Access Forums and Local Disability Access Forums. It was agreed at the seminar that there should be better access for wheelchair users and scooters within the national park and surrounding areas.</p> <p>JO to look on Council website to get information about Core Paths for the next meeting.</p> <p>JC stated that at present Access Forums are not really aware</p>	<p>JO</p>
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of what Local Access Panels are doing. The panel agreed to look at ways of getting Access Forums to work alongside their local Access Panels.

JC to contact Roddy Ross from the Access Forum to invite him to a SAAP meeting.

JC

Potential Role and Function of Access Panel and Council on Disability paid member of staff

MM

MM informed the panel that CVS Stirling is currently looking at drawing up a job description for this post as well as how this is to be progressed.

CVS Stirling Charity Christmas Sale

Panel were informed about the forthcoming Christmas Event that will be held in the Albert Hall on November 27th between 3pm and 7pm. This event is an opportunity for charities to

	not only network and publicise their organisation but also a chance to raise much needed funds.	
DATE OF NEXT MEETING	5 th November 2008 7pm at Bannockburn Community Centre	

ADDITION TO FUTURE ACTION TASK LIST – Boots the Chemist Labelling, Accommodation

Agenda Items

Actions By

Stirling Post Office	Jean & Terry
Secret Shopper	Dawn, Jean, Robert & Lee
SAAP Logo/Subgroup	Lee, Dawn, Jean & John
OSCR – Charitable Status	
SAAP Webpage	Lee & Dawn
Strathard Trust Action Plan	John & Lee
Accommodation for Panel	Terry & Marina
Public Transport/ Railway Bridge/ Buses at Stance 14	Laura & Lee
Boots the Chemist – Prescription Labelling	Alison

National Park Access Panel	John & Jean
SAAP & DOB Staff Member Progress	Marina

Minutes prepared by: Lee Stevenson