

Co. Wicklow PPN

Minutes of Secretariat meeting held 8th July 2025 @ 7.30pm in The Brockagh Centre, Laragh

Facilitator:	Emma Smith
Also Present	Ashleigh Downey, Carina Holmes, Eleanor Philips, Helen Kinsella, James Dunne, Marie McCourt and Phyllis Farrell
Quorum:	Yes.
Apologies:	Austin Baines, Conor Kirwan, Gerorda Stamps, Michael Conlon, Ruth Prenderville and Grainne Quinn
Absent:	
In Attendance (Others):	Alice McDonnell and Helen Howes

Welcome: Helen welcomed everyone
Agenda Approved by the meeting.
Approval of the minutes of the meeting of (May 2025): Sent in advance and approved by the meeting.
Matters arising: Any matters arising will be addressed under other Agenda items. Addition of Event Invitations under Correspondence – proposed James and seconded Maire
Declarations of conflicts of interest: No declaration of conflicts of interest. No Staffing Matters to be discussed as part of the meeting Secretariat members were reminded of the Code of Conduct (should be read signed by all members) and the Reps charter. The importance of maintaining mutual respect and equal inclusion at meetings was highlighted

Agenda Item	Notes	Outcome /Decision	Action required.
Correspondence: DRCD: CVSP1 Re Annual Report 2024	Word document and require a secretariat sign off on document	Emma Smith agrees to sign off on	Send on report to Emma – Helen
WCC Letter Re N11/M11 Bus Priority Scheme – Consultation of Phase 2 Preferred Option	Letter basically says it is going ahead. This is an exceptional issue that impacts on the people of Bray/County wide and supported by local elected representatives.	No action taken and letter is noted.	No action
Finance: Finance Report as @ 30.06.2025	Circulated prior to the meeting	Report approved. Regular updates will be considered at further meetings	Helen to continue monitoring & reporting
Reports May & June Work	Monthly Work Report sent to members in advance	Work reports were approved	
SCE membership of the PPN.	Simon wants Wicklow PPN to join the SECI		PPN

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<p>Nominations for PPN Reps SPC</p>	<p>Support for master plans, PPN would be conduit for our membership to gain access to his knowledge, guidance, and funding. Access to bulk purchases e.g. solar panels.</p>	<p>Agreed: Sign posting to membership opportunities.</p>	
<p>CWP</p>	<p>Deirdre MacCormack nominated by Wicklow Pride for the Social Inclusion Rep seat on the Transport + SPC</p>	<p>Approved</p>	<p>Staff to contact Reps and Committees</p>
<p>PPN Review Proposal for follow up</p>	<p>Alex Pigott nominated by Wicklow Planning Alliance for the environment focus Rep seat on County Wicklow Partnership Board</p>	<p>Approved</p>	
<p>Policy Review</p>	<p>Sent out to members SLA and MOU discussion as a group for clarity. Review policy for next year. Plenary for approval. With Facilitated session by Omera, to PPN Staff, Wicklow Travelers Group and the Secretariat. Cathrine McAteer early Autumn</p>	<p>Ongoing and updates</p>	<p>PPN Staff and County council chairs and County Wicklow partnership chairs. PPN Staff, Secretariat and Wicklow Travellers group</p>
<p>Climate Café Report</p>	<p>Staff reviewing Constitution, Finance Policy, Election Policy, Tendering Policy, Procurement Policy and Data Protection Policy</p>	<p>Ongoing and updates to report back.</p>	<p>PPN Staff, Secretariat and Wicklow Travellers group</p>
<p>Training</p>	<p>Host an annual event once a year and include County Council Wicklow Climate Action, SECI</p> <ul style="list-style-type: none"> • Biodiversity Action Plan out in November 	<p>Ongoing and updates</p>	<p>PPN Staff, County Council Climate Action Staff, SECI and Secretariat.</p>
<p>Funding Workshop</p>	<p>13th Sept full day workshop – morning training by Carmichael followed by a panel of funders. Registration opening shortly.</p>	<p>Grainne is working on this event.</p>	<p>Grainne</p>

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Governance Training	In collaboration with County Wicklow Partnership. Four workshops 1.5 hr sessions. 3 workshops online and the last session face to face. Allowing time (weeks) between workshops for group to consider content and implications for own group	Ongoing and will keep Secretariat updated.	PPN Staff
Committee Skills	Carmichael Centre good proposal – two modules 3 hrs session. Content excellent. Limited numbers.	Ongoing	Grainne
Co Production	Continue with the process around the message that is the same for everyone.		Alice and Secretariat
New Members	List of new membership applications circulated in advance of the meeting.	Membership approved: <ul style="list-style-type: none"> • Coolboy and District Tidy Towns • East Wicklow MS Ireland • The Shaking Bog 	Grainne to update Members Database & send member welcome email.
Secretariat Participation & Networking	<ul style="list-style-type: none"> • Drugs taskforce new report and launch pilot to support gambling addiction. Funded to support young people and develop an app. They will provide counselling. Friday in the Mermaid • National Secretariat Gerorda issue to be raised on behalf of the County Wicklow PPN re: Combat Poverty Sr Stan book updated • Serious Art for Serious Artist for young people who can't afford. Art for teens 16 and over free class in Signal Arts Centre • Tinahely Show looking for support to attend event from Secretariate members. • Five seats for National Conference – people 18th and 17th of October registration opening soon. • Gerorda suggested Baltinglass as the next venue as she can't make the meetings due to work commitments. 		
Date of Next Meeting	Next Secretariat meeting on Tuesday 9 th September in person venue to be confirmed Brockagh Centre, Laragh Facilitator: Conor Kirwan		