BIG LOCAL – HEART OF PITSEA STEERING GROUP MEETING

THURSDAY 20 JUNE 2013

PRESENT

Keith Bobbin	Resident Steering Group	(KB)
Lindsay Scott	Resident Steering Group	(LS)
Janice Spraget	Resident Steering Group	(JSp)
Jane Stafford	Resident Steering Group	(JS)
Chris Evans	Basildon, Billericay & Wickford CVS	(CE)
Melanie Aust	Big Local Rep	(MA)
Paul Nagle	Resident Steering Group	(PN)
Peter Dixon	Resident Steering Group	(PD)

APOLOGIES

Susan Houghton	Resident Steering Group	(NS)
Tracey Parry	Youth & Community Engagement Co-ordinator	(TP)
Jane Strafford	Resident Steering Group	

<u>ITEM</u>	INFORMATION / ACTIONS	<u>ACTION</u>
		<u>FOR</u>
	WELCOME AND INTRODUCTIONS	
	Paul Nagle agreed to Chair the meeting.	
	The meeting was reminded of the need to make declarations of interest if any participant has a direct or indirect personal or financial interest.	
1.	MINUTES OF LAST MEETING	
	The minutes from the last meeting dated 21 May 2013 were agreed to be a true record.	

2. ACTIONS OF LAST MEETING

- <u>2.1 Media Training</u>. Voluntary Sector Training apologised for having to cancel the training session as the trainer was taken ill on the day. Given previous feedback regarding availability for day time training, they have suggested alternatives as follows:
- a) Two evening sessions;
- b) A Saturday session;
- c) A week day.

The aim is to hold a session post 10th July. CVS will chase to establish people's availability.

CVS/CE

<u>2.2 Pitsea Redevelopment</u>. Linkages with the broader physical redevelopment of the area had previously been discussed. CE was tasked to investigate whether any section 106 planning gain was available.

CE advised that he has spoken to Ken Baikie at the Council's regeneration team regarding undertaking a face lift of the hoardings around the old swimming pool area and whether there was any resulting planning gain. We were advised that:

- a) The hoardings were to have new positive images of the area/future plans and that this was nearing completion;
- b) That the planning gain amounted to the removal and maintenance of an old sun dial; and payment of a contribution towards a local bus service;
- c) An offer was made for the developers to present to the next open meeting of the Community Champions group to provide an update on developments.

It was agreed to extend an invitation to the developers.

CE

3.3 Big Local Plan Author – The previous meeting had discussed the process for the development of the plan. The plan will need writing and £2000 was available to undertake this task.

MA tabled a brief for consultancy support to prepare the Community Plan. It was proposed that this work be started in early August with the plan beginning submitted for approval by the Big Local in October 2013.

Comments were received at the meeting. It was agreed that the brief should be amended and circulated to Steve Bird/Mark Bramley at Basildon Council, via Local Trust's Basecamp, to Tank Consulting and any other routes to ensure a good response.

3. **NOTES OF THE RESIDENTS MEETING.**

PN reviewed the notes of the residents meeting.

The meeting discussed the need and process for CRB checks; ID badges for volunteers; liability insurance for prospective volunteers; the volunteer pack and contents and future partnership formation.

Volunteer Package. It was agreed a volunteer package would be put together based on the suggested recommendations; that this be web-based initially although paper copies could be made available as required; that this be posted on the CVS webpage initially; that the biographical details exclude residents contact numbers.

CE

MA

That the insurance implications for volunteering to deliver projects be explored. E.g. this

was especially important for litter picking project. CE advised the meeting that the position regarding CRB checks had previously been CE discussed and it may be useful to revisit that discussion. The suggestion of two partnership sub groups – one for business and one for youth was agreed. The need for potential partners to help deliver the other emerging work streams including health and well being; crime and anti social behaviour; employment and skills; and community participation was discussed. It was agreed to raise and ask for Basildon Renaissance Partnership input at the forthcoming meeting. Community Profile. It was agreed to change the focus of this work stream to crime and anti social behaviour. The suggested projects ideas were discussed. The following comments were made: CE advised that Tracey has expertise in relation to youth provision and had raised concerns regarding some of the suggestions. Job Club/training. The need for provision for 50+ was raised as there is a range of targeted support currently available for young people; that the possibility of a community cafe model could be used. That work remains to be undertaken to review the needs of those in local sheltered housing. PΝ Logo Competition. PN circulated the response to the logo competition. It was suggested that they could be used to populate a website and used on the Face book page or as posters; that feedback is given to the school to thank them; that they be scanned and added to the Face book site and ask for comments; that a brief be forwarded to a designer(s) to consider for the development of the logo. 4. PARTNERSHIP FORMATION AND PATHWAY FUNDING PROPOSAL Constitution: MA circulated the agreed Constitution (by the Community Champions and the Interim Steering Group). It was noted that new Resident partners should read through the constitution and provide any comments to MA. The constitution will be included on the agenda for the next meeting for approval. PNRoles and responsibilities of members. The on-going need for a Chair was discussed. It was agreed to ask for nominations at the next meeting. Budget Update. CE provided a budget update. The meeting was advised that approximately £3,500 remains to be committed. The following commitments were agreed: Logo design £500 Summer activities/engagement/fun day £1000 CVS £500 MA Website development £1000 Newsletter £500. Leads PN/SH PN advised that Family Choices were willing to provide a pop up kitchen at a possible fun day. Community Profile. CE circulated data from the CAB highlighting levels of local enquiries. It was agreed to incorporate the data into the profile. Data on local organisations could be added to show local community assets. Pathway Funding: The meeting discussed the initial draft of Pathway Funding application for Local Trust and feedback received to date. It was agreed to reduce the funding for the Community Profile element of the programme – as there is already Getting Started funding available for this item - this will now be £2,000. It was agreed to maintain the allocated resource of £7,500 for the Big Local support officer role. It was further

recommended that resources by allocated for recruitment costs. £1,000 was to be earmarked for this. Additional funding will be available for project/activity development – subject to further discussions on the agreed projects/activities to expend this on over the next 6 months.

6. ANY OTHER BUSINESS

- Business breakfast 2 No actions were agreed.
- BRP Meeting. The Basildon Renaissance Partnership have requested an update on progress at its next meeting on Wednesday 24 July 2-4pm. CE advised that he will be in attendance and is willing to provide an update. He explained that previously a resident had also attended and that it would be good to continue with this practice. CE suggested Susan Houghton as she has attended previously. Lindsay Scott also volunteered to attend. This was agreed.
- 9 July 8-10pm Residents Get together. This will focus on the summer fun day and website development.
- 16 July Community Champions meeting. 19.00-21.00pm
- 30 July Steering Group meeting. 19.30-21.30pm

Big Local learning and networking events

CE advised that a series of learning and networking events were planned by the Big Local. It would be good to have representation. They would be circulated but in summary they are:

17 July How to transform open spaces and local places
2 August Big Local Plans
Leading Big Local Partnerships action learning groups (August – December)

DATE OF NEXT MEETING

30 July 7.30-9.30.

Papers circulated:

- Pathway Funding Proposal
- Heart of Pitsea BL Partnership Constitution and Terms of Reference.
- Consultancy Support to prepare our community plan.
- CAB Ward enquiry statistics 2012-13 inc. Pitsea North West and South East.