

**BIG LOCAL – HEART OF PITSEA STEERING GROUP  
MEETING**

**TUESDAY 21 MAY 2013**

**PRESENT**

Keith Bobbin (Chair)	Resident Steering Group	(KB)
Janice Spragett	Resident Steering Group	(JS)
Lindsay Scott	Resident Steering Group	(LS)
Tracey Griffith	Resident Steering Group	(TG)
Chris Evans (Part only)	Basildon, Billericay & Wickford CVS	(CE)
Melanie Aust	Big Local Consultant	(MA)
Paul Nagle	Resident Steering Group	(PN)
Peter Dixon	Resident Steering Group	(PD)

**APOLOGIES**

Nathalie Smith	Resident Steering Group	(NS)
Tracey Parry	Youth & Community Engagement Co-ordinator	(TP)
Siobhan	Resident Steering Group	

<b><u>ITEM</u></b>	<b><u>INFORMATION / ACTIONS</u></b>	<b><u>ACTION FOR</u></b>
1.	<p><b>WELCOME AND INTRODUCTIONS</b></p> <p>Melanie opened the meeting. The role of the Chair of the meeting was discussed. It was explained that previously this role had been rotated and this seemed to work well. The alternative of an election was considered.</p> <p>It was agreed to continue a process of rotation. Keith Bobbin agreed to take the Chair for the meeting.</p>	
2.	<p><b>MINUTES OF LAST MEETING</b></p> <p>The minutes from the last meeting were agreed to be a true record.</p>	
3.	<p><b>ACTIONS OF LAST MEETING</b></p> <p>3.1 Media Training. A number of participants expressed concern that they were unable to attend the scheduled media training session. CE advised that the date had been based on panel responses. It was suggested that consideration be given to how this could be cascaded to other participants unable to attend. The possibility of re-running the course was also suggested based on whether there were positive outcomes.</p> <p><u>Action: It was agreed to receive feedback at the next meeting.</u></p> <p>3.2 Pitsea Redevelopment. Linkages with the broader redevelopment had previously been discussed. It was commented about the section 106 planning application we could look into to see what is included under the section.</p> <p><u>Action: CE to whether and how it is proposed to utilise the section 106 funding.</u></p>	CE

	<p>3.3 Volunteer Recruitment. The meeting discussed on-going volunteer recruitment to assist the Partnership with its work programme. PD advised that he had meet with Chris and provisionally pencilled in 11 June for a one to one recruitment session. It was proposed that they take place in the afternoon and evening at The Place. Volunteers would be supported with an information pack. This could include information on the project and area, as well as a skills audit.</p> <p>Following discussion it was agreed to put this activity on hold pending clarification on “what does volunteering look like?” what do we want?</p> <p>3.4 Logo Competition. PN summarised the response to the competition. Entries were received from one school. It had previously been suggested that we could have all the entries displayed at The Place and could then be judged. PN brought the submissions along but suggested as there were only a handful, it was difficult to engage with them, although there were a couple of good ideas. They could be used to populate the website or be used for posters in the future. It was suggested that:</p> <ul style="list-style-type: none"> <li>▪ A couple of people meet to consider the submissions and they shortlist for the next meeting.</li> <li>▪ That they be used to populate a website and used on the Face book page.</li> </ul> <p>3.5 Community Ambassadors Training. PN provided feedback on the Community Ambassador Training. He said that it felt like they were being primed for further accredited training and it was a means of meeting ACL’s needs; that the course was weak on substance. It included some homework but was useful.</p>	PN
4.	<p><b>AWAY DAY REPORT BACK/TANK REPORT</b></p> <p>The meeting discussed the report and the outcomes of the day. It was felt that the agreement on the Vision Statement was a real positive.</p> <p>It was felt that there remained a need to agree some further milestones and next steps and this remained outstanding.</p> <p>4.1 Community Profile. The status of the Community Profile was discussed. Further work had been undertaken and as a result it was considered to be a much improved document. It was also suggested that it provides a useful tool for the proposed information pack.</p> <p>CE advised at the away day further work could be undertaken with Partners to sense check the priorities. For example, benefits and debt were not on the current agenda but are likely to be significant issues with looming benefit changes. As a result it was agreed that contact be made with the local Citizens Advice Bureau to see what data they may half.</p> <p>This had been obtained and would need to be incorporated within the document.</p> <p><u>Action: CE to forward data to MA for incorporation.</u></p> <p>It was agreed to send any outstanding comments to MA for incorporation by 11June.</p> <p>4.2 TIME BANKING. PD feedback on a training course run by Time Bank UK that he and Susan Houghton attended. He briefly outlined the concept and advised that to establish a time bank was potentially management intensive and could take up to 6 months to set up. It was suggested that it could be added to the Community Plan.</p> <p>4.3 PN advised that Basildon Arts Association had previously used a software programme to record hours contributed to projects. He said that he would bring this along</p>	CE                    PN

	to the next meeting to see whether people felt that it would be a useful tool to use.	
5.	<p><b>BIG LOCAL DEVELOPMENT PLAN AND PARTNERSHIP FORMATION.</b></p> <p>MA reminded the group of the available funding for Getting Started 2. The meeting discussed the process for the development of the plan. The plan will need writing and £2000 was available to undertake this task.</p> <p>MA agreed to write a brief for consideration at the next meeting.</p> <p>The meeting discussed a timeframe for consultation and it was suggested that this takes place ideally during July/August.</p> <p><u>Getting Started 2.</u> CE left the meeting at this stage to enable the meeting to discuss their on-going support needs moving forward.</p> <p>It was further agreed that we would submit a proposal to Local Trust to bring forward some of the area's £1m to commence work on the agreed priorities and to bid for an additional £2,000 to develop the Big Local Plan. It was agreed to prepare a proposal for Pathway funding that BBWCVS would then submit on your behalf.</p>	<p>PN</p> <p>MA</p>
6.	<p><b>ANY OTHER BUSINESS/DATE OF NEXT MEETING</b></p> <p>Thursday 20<sup>th</sup> June at 7 pm</p>	