

BIG LOCAL MEETING
THURSDAY 6 DECEMBER 2012
THE PLACE (PITSEA LEISURE CENTRE)

PRESENT

| | | |
|--------------------------|--|------|
| Sue Houghton (Chair) | Community Champions | (SH) |
| Kayleigh Patch (Minutes) | Basildon Council Community Services Apprentice | (KP) |
| Grant Taylor | Community Development Officer | (GT) |
| Steve Bird | Business Support Manager | (SB) |
| Tracey Parry | Youth & Community Engagement co-ordinator | (TP) |
| Mark Bramley | Policy, Review and Performance Officer | (MB) |
| Suqie Banwait | Big Local Officer | (SB) |
| Melanie Aust | Big Local Consultant | (MA) |
| Peter Dixon | Community Champions | (PD) |
| Paul Nagle | Community Champions | (PN) |
| Keith Bobbin | Community Champions | (KB) |

APOLOGIES

| | | |
|-------------|-------------------------------------|------|
| Chris Evans | Basildon, Billericay & Wickford CVS | (CE) |
|-------------|-------------------------------------|------|

| <u>ITEM</u> | <u>INFORMATION/ACTION</u> | <u>ACTION FOR</u> |
|--------------------|--|-----------------------------------|
| 1. | <p>WELCOME AND INTRODUCTION SH opened the meeting and everyone introduced themselves and their role in the project. KB is a new member to the steering group and is here as a resident not as a councillor. Jeffrey Porter has left the steering group as his address is outside the Big Local area. SH is having a chat with a lady from the church who is interested in joining the steering group.</p> | |
| 2. | <p>MINUTES OF LAST MEETING Everyone agreed minutes from last meeting to be true and are happy.</p> | |
| 3. | <p>ACTIONS FROM LAST MEETING Actions to be completed: Project plan needs updating, feedback to give to SB – Completed Communication plan – GT to speak to MB to circulate around to everyone. – Comments have all been received and hopefully be sent out this afternoon Newsletter to all households – Newsletter has been created and will be ready tomorrow where they will be distributed on Saturday. GT and Suqie to discuss results from survey – completed CE to forward work plan to TP – This has not been completed, GT has sent TP a paper copy of workplan. Action: CE to forward TP and MA a copy of Suqie full workplan via email. TP to send copy of the Terms of Reference document – comments have been received and sent out Action – Jeffrey Porters name need to be removed from the list. Suqie to organise to arrange time and date with Carley's daughter and winner – The name will be selected by Carley's daughter this afternoon at 4.30 to pick a name out of a hat.</p> | <p>CE</p> <p>TP</p> |

| | | | |
|-----|--|--|------------------------------------|
| 4. | TERMS OF REFERENCE All agreed on the steering group terms of reference, but need to remove Jeffrey's name. | | |
| 5. | PROJECT PLAN SB has made some changes to the project plan and asked the group on the dates what needs amending. The project plan only goes up to April 2013. | | |
| | Item Number | Action | Agreed chance / Finish date |
| 11 | Agree Messages for the Plan at management meeting | Not clear if still outstanding, deadline for people to have a look at in a week – Thursday 13 | |
| 12 | Adopt Communication Plan (include key messages and timelines) | Thursday 13 December | |
| 13 | Develop newsletter to include survey results and deliver to Heart of Pitsea community | Suqie has completed newsletter, at printers will be delivered on Saturday | |
| 38 | Carry out statistical analysis profiling within the community | Join up with stakeholder meeting with stakeholder analysis document – early January / next meeting | |
| 39 | Produce community profile document working with local stakeholder | | |
| *42 | Gather stakeholder data for HoP area | Change date to 15 December – day of event | |
| 43 | Produce stakeholder analysis document | Early part of next year / next meeting | |
| 48 | Community engagement event #2 | Been and gone | |
| 49 | Arrange community meeting to discuss findings of the survey | Has happened | |
| 50 | Proposed date of community visioning fun day to take place | Change to 15 December | |
| 51 | Engage with partners to establish their availability | Ongoing – look at contacts – public health – GP's – Hospitals | |
| 52 | Mini business breakfast Sponsorship/Resource commitment | Discussion to continue | |
| 53 | Individual stakeholder events | To itemise under heading – Visiting programme 4 dates under the themes | |
| 54 | Pitsea market activity | Printed posters / flyers hoping to go out next week | |
| 55 | Provide feedback to residents on community profile document | Bring to event | |
| 61 | Agree actual community partnership recruitment process | Have a separate meeting to discuss | |
| 62 | Formulate actual community partnership and agree terms of reference | | |
| 63 | Carry out skills/asset audit with actual community partnership | | |
| 64 | Training programme to be designed and implemented for actual community partnership members | | |
| 65 | Formulate actual community partnership and agree terms of | | |

| | | | |
|-------|--|--|--|
| | reference | | |
| 68-72 | Community partnership plan | Confirm dates – to be picked up at later meeting | |
| | <p>*(42) Jeremy Hill is analysing the results in more detail for the event. Jeremy, SB, GT and SH to do a dry run at upper academy on 12 December. There will be a screen that will project the results which will see the key themes and interactive for everyone.</p> <p>Action: KB asked SB to have a look into how many parks we have in the areas and information to show what equipment they have.</p> <p>Action: GT to speak to Mike Broderick to who deals with apprenticeships in Basildon and works with the Basildon Business Forum.</p> <p>The plans for the community event was talked about, it is scheduled to take place on Saturday 15 December at the Basildon upper academy in the main hall. The event will mainly be run by the community.</p> <p>The event will see areas for stakeholders and the community to come together and discuss the local area. The stakeholders which have been invited are the police and neighbourhood watch, voluntary sector, public health and job centre plus. GT to ask anti social behaviour team if interested in coming along to the event</p> <p>There will also be a 12ft bouncy castle along with a Christmas tree for people to write ideas on ball balls / stars to then stick onto the tree. The group is hoping for donations for drinks and mince pies to give out at the event. MA suggested about taking photos of the event to document it also to have a book to keep details of all those who attend the event.</p> <p>Action: Suqie to carry out a risk assessment including fire evacuation procedures. The bouncy castle company has its own public liability insurance.</p> <p>Action: SH to book bouncy castle and to enquire if they can do it for free of charge?</p> <p>Everyone is happy with the plans of the event.</p> | | <p>SB</p> <p>GT</p> <p>Suqie</p> <p>SH</p> |
| 6. | <p>COMMUNICATION PLAN GT has created a communication plan and will send out to everyone this afternoon – comments to be received back in a week's time to be updated.</p> | | |
| 7. | <p>BUDGET UPDATE AND VOLUNTEERS EXPENSES Action: CE to send information to group via email</p> | | CE |
| 8. | <p>COMMUNITIES FIRST INITIATIVE</p> | | |
| 9. | <p>ANY OTHER BUSINESS SH asked the panel when it is formed will it be need to be a partnership or will it be constituted. It was discussed and it is up to the group as to who they would like their local trusted organisations to be to form a partnership. It is advisable to have a constitution if they plan to apply for grant funding from a local authority or other funding bodies.</p> <p>TP asked about the trip to London 'working with hard to reach learning workshops'. Everyone who attended thought it was really good and found the presentations to be useful.</p> | | |

| | | |
|------------------------------------|---|---|
| | <p>GT commented how everyone has been very welcoming, such as the schools, job centre plus, children's centre and homestart. Newsletter has been created and will be delivered to households on Saturday 8 December. In future the newsletter needs to be in a format which everyone can read not in Microsoft publisher. It was also mentioned to ensure a copy of the draft is send out of all members of the steering group.</p> <p>It was commented why Suqie has to consult with CE about all work she completes, such as signing off newsletter when the community champions had agreed with the newsletter, as a result this delayed with the printing of the newsletter.</p> <p>Action: TP and MA to meet up and speak to CE to find out more information about what is happening.</p> <p>It was asked why tonight's community champions meeting was cancelled. – this was because Suqie had a busy workload Action: Suqie to arrange date.</p> <p>The next chair of the meeting will be Paul; it was asked if there is any training available about chairing meeting. Action: Suqie to ask Pam from CVS to see if she can provide any training to the group.</p> | <p>TP & MA</p> <p>Suqie</p> <p>Suqie</p> |
| <u>DATE OF NEXT MEETING</u> | | |
| 10. | <p>The next meeting is scheduled for Thursday 17 January 2013, at 10am at The Place (Pitsea Leisure Centre)</p> <p>The next chair of the meeting will be Paul.</p> | |