

**BIG LOCAL – HEART OF PITSEA STEERING GROUP**  
**MEETING**  
**THURSDAY 14 MARCH 2013**  
**THE PLACE – 10AM**

**PRESENT**

Keith Bobbin (Chair)	Community Champions	(KB)
Kayleigh Patch (Minutes)	Basildon Council Community Services Apprentice	(KP)
Grant Taylor	Community Development Officer	(GT)
Suqie Banwait	Big Local Officer	(SB)
Chris Evans	Basildon, Billericay & Wickford CVS	(CE)
Melanie Aust	Big Local Consultant	(MA)
Sue Houghton	Community Champions	(SH)
Paul Nagle	Community Champions	(PN)
Peter Dixon	Community Champions	(PD)

**APOLOGIES**

Mark Bramley	Policy, Performance and Review Officer	(MB)
Tracey Parry	Youth & Community Engagement Co-ordinator	(TP)

<b><u>ITEM</u></b>	<b><u>INFORMATION / ACTIONS</u></b>	<b><u>ACTION FOR</u></b>
1.	<b>WELCOME AND INTRODUCTIONS</b> KB opened the meeting and introductions were made	
2.	<b>MINUTES OF LAST MEETING</b> Everyone agreed the minutes from the last meeting to be a true record of the meeting.  CE commented on the previous minutes, page two <i>SB to draft the newsletter and send to the group for comments</i> – this was for the committee for comments.	
3.	<b>ACTIONS OF LAST MEETING</b> Actions from previous meeting was discussed, all other actions were completed.  CE to forward TP and MA a copy of Suqie's full work plan via email. – CE has discussed with MA and agreed six actions. <b>Action: CE to send out to the group after the meeting</b>  Skills audit - Everyone has received a copy of the skills audit and feedback comments has been reviewed and added to the skills audit. All agreed on the skills audit and will be included in the pack when the partnership is formed to help identify gaps to create a training plan for the group.  Media training dates - GT feed back dates for the training which range from 15 <sup>th</sup> April till 13 <sup>th</sup> may. It was suggested to look at early May, weekdays are fine with everyone. <b>Action: GT to provisionally book up a date, preferably furthest date in May to get a date in peoples diaries.</b>  CE commented that the website is up and running through the BBWCVS website, this will have both Community Champions and steering groups meetings minutes will be posted also key information about the Big Local. All documents that are produced will go onto the website.  Once the website is up and running we can then transfer the information over to the new site.	CE          GT

	<p>It was commented that the website is not immediately available when you go onto the CVS website and is embedded in the site.</p> <p>Website Development - GT is now in contact with Laura Chapman head of year 11 at Basildon Upper Academy and is arranging a meeting with the head of sixth form. GT is also in touch with Carly Marshalls brother who is computer literate and is meeting him next Thursday.</p> <p>Newsletter - GT had run out of time on writing outcomes of the meeting with Parks, SH completed action. SB sent the newsletter to CE and MA for comment and sent out to the area using Basildon leaflets. All of the community champions said they have all received the leaflet, as was issues with the last newsletter sent out.</p> <p>CE has not had a meeting with TP and is difficult to arrange a meeting. They need a conversation about the panel and agree the process of short listing and interviewing.</p> <p>Anglia water – They want to engage with the community deal and with issues such as loos, spillages and sewage. They will train the community champions to promote and give advice for the issues in the area. This will be a decision for the partnership once formed.</p> <p>Library – SB and KB have spoken to the library who has agreed to have a permanent display which is going to be appealing. SB is going to redo the display to make it more attractive and eye catching.</p>	
4.	<p><b>UPDATES: BIG LOCAL OFFICER, COMMUNITY DEVELOPMENT OFFICER</b> <u>Big Local Officer Update</u> SB gave a brief overview of tasks completed. The main tasks was the designing of posters and the newsletter which were sent out, hand over work, meeting with stakeholders and has met with the Primary Care Trust to discuss issues about the community. SB has been looking at all the stakeholders in the area and does not want to duplicate services that are already current but to help provide support to existing services.</p> <p>SB suggested having a standing information day for the hard to reach people such as mothers. It was commented that there is nothing stopping the partnership setting up sub to address issues especially for mums.</p> <p><u>Community Development Officer Update</u> GT spoke about tasks which have been completed and upcoming tasks/events. The business breakfast is next week on Tuesday (19<sup>th</sup>) and has been delivering invitations to businesses. Also the agenda has been set with backing of other businesses that are also going to speak on the day so they can tell other businesses why they are looking to get involved and promoting the Big Local and understanding what they can contribute, whilst supporting small and medium businesses. GT is hopeful 10-15 businesses are coming to the business breakfast which is over 10% of the businesses in the area.</p> <p>The redevelopment of Pitsea has started and will be knocking down stalls and the railway soon. It was commented about the section 106 planning application we could look into to see what is included under the section.</p> <p><b>Action: CE to pursue how the section 106 is utilised.</b></p> <p>PN and GT created the drop down day and had 360 year 11 students for the day as well as year 10 students getting involved in the Big Local. Overall the day was really good, in the morning students had four different lessons and in</p>	CE

	<p>the afternoon they looked at what they learnt to put in the bid for youth strategy group and communities first. The top idea that was most suggested was having a youth club and could get young people to run the youth group.</p> <p><b>Action: PN to write a short report of what happened on the day.</b></p>	PN
5.	<p><b>RESIDENT INTERVIEWS PARTNERSHIP</b></p> <p>The closing date for applications is tomorrow. We had had at least 18 expressions of interest and 6 applications to date. It has been quite steady and we have done a lot of publicity.</p> <p><b>Action: MA, CE and TP to discuss the interview process.</b></p> <p>It was suggested that we could chase the 18 people who showed an interest and let them know that the closing date is tomorrow. Comments were also made about the format of the application form which was sent in a pdf which people could not enter information as it was in the wrong format. There is a word format of the application form on the CVS website.</p> <p><b>Action: CE to chase up people who showed an expression of interest and to check the format is suitable to everyone.</b></p> <p>There has been a date set for the interviews and was suggested it might be worth interviewing in the afternoon or evening depends on the level of response. The venue will be at The Place which has been provisionally booked.</p>	<p>MA, CE, TP</p> <p>CE</p>
6.	<p><b>AWAY DAY</b></p> <p>The away day will involve team building. MA knows of an external facilitator who can test and challenge to understand the priorities and the next steps in more detail. It will set a vision for the partnership to start to think about their priorities and their ideas.</p> <p>PN commented about one in Southend brief what they wanted on the day, full report on the information gathered on the day and feedback report of what happened. It will be fun way of looking at things and also interactive so people do not feel intimidated. PN to look into costs.</p> <p>MA discussed the process of pulling together a programme, MA will circulate Barnfields programme.</p> <p>The venue could be in the green room at Wat Tyler, CE has checked and is available for Saturday 20<sup>th</sup> April. It was commented that the venue needs to be accessible for everyone and transport could be made available.</p> <p>MA has identified someone involved in the Big Local trust Graham Finegold from Tank consulting who she has worked with at a Barnfield event. The next steps will be doing an outline brief in term with aims.</p> <p><b>Action: MA to do a brief and map something out and send to the group.</b></p>	MA
7.	<p><b>ONGOING SUPPORT FOR COMMUNITY CHAMPIONS/NEWLY FORMED PARTNERSHIP</b></p> <p>MA explained the funding for the group, the getting started funding of £20,000 will be from early April. There is now going to be a gap when you get the £1 million. The gap will be where there is no funding for a couple of months; we need to look to put in another bid. Pathway funding part of the £1 million is drawing forward £18,000 additional £2,000 part of the planning. It is important to plan budget what to spend such as more events or activities and need to prioritise what come first.</p> <p>CE commented on a separate work around talent match where there is £6.5 million funding to be spend on getting 18-24 year olds into employment.</p>	

	<p>It was discussed with the community champions what support do they want. It was commented that a key person where things can be feed into or a part time person who will deal with the admin side. We could get a member of the community champions to get trained; there is money in the budget for training.</p> <p>They also want to skill have council advice, GT commented that the community development team will still have a team or officer who will work in the area to provide support even if the partnership do not want to the council to be involved.</p>	
8.	<p><b>COMMUNITY PROFILE</b></p> <p>MB and Jez have been working on pulling information together for the profile; the census information is very fresh and has been included in the profile. MB and Jez has gathered the information from the survey results and the engagement events they attended.</p> <p>The partnership need to decide what type of document they want their community profile to be. The community profile would be one of the tasks completed once the partnership is form and could be done again in the future to compare the results.</p> <p>It was commented that the documents is a good starting point but it is not capturing the whole of the Big Local area. Could include an overview what it is all about, what it look like years ago also could compare 2001 census data to the new data.</p> <p>It was commented that someone needs to do some drafting on the document to change the format so it is more understandable at eye catching.</p> <p><b>Action: PN and GT to look at the community profile.</b></p>	PN, GT
9.	<p><b>LOGO COMPETITION</b></p> <p>SB gave an update of the logo competition; the deadline for the competition is tomorrow. There have been 3 schools that have entered and 1 school withdrawn.</p> <p>It was commented that we need to come up with a plan to draw forward. Need to collect entries on Monday 18.</p> <p>SB will hand over to Carly and SH</p> <p>It was suggested that we could have all the entries displayed at The Place and can then be judged. It would be nice for the new panel to short list the best logo and then be decide the preferred image at the away day.</p> <p>This also helps to engage patents could have an evening to come and see the kids work. Minimal costs only the hire of a room. Could have a prize of the winning entry or school with a voucher.</p>	
10	<p><b>ANY OTHER BUSINESS</b></p> <p>Budget update</p> <p>CE gave the group an update of the budget; we had about £1,000 committed to last event and around £6,000 left in the pot. There is still scope in the budget for events.</p> <p>It was commented about the telephone for the heart of Pitsea, all agreed it would be fine to get a new phone and credit.</p> <p>CE commented that the spreadsheet needs to be updated and will send out to everyone</p> <p>Community first CVS had applications about £32,000 spent and an under spend of £2,500 still to be spent. The deadline has gone just been south area of Pitsea.</p> <p>The group thanked Suqie and Kayleigh for their help in the Big Local.</p> <p>There will not be any more meetings, as the partnership would be formed in April.</p>	