



Steering Group Meeting 21/08/14

Present:	Peter Crawley (Chair), James Shaw (Vice-Chair), Donna Lyon, Beverley Lamb, Felicity Walmsley, Brian Cloke, Jayne Nendick, Jane Crossley, David Burnby and Nicholas Middleton (Minute taker)	Actions
1.	<p>Welcome and Apologies Apologies received from: Fred Blackbourne,</p> <p>PC welcomed BC who has agreed to represent Town Council on Steering Group. Members introduced themselves and welcomed BC onto the partnership.</p> <p>PC formally advised Chris Brawley has resigned; JN also sent a letter of thanks for his work on the Steering Group.</p>	All to note.
2.	<p>Minutes of the Last Meeting (17/7/14) Minutes accepted.</p>	All to note
3.	<p>Matters Arising NM advised Getting Started proposal now submitted. PC commented most actions will be covered within the Agenda.</p>	
4.	<p>LTO NM confirmed a meeting was facilitated with BL and JC at the Greatfield Hub to discuss High Street funds; as agreed at the visioning workshop.</p> <p>BL advised they discussed a number of approaches that might benefit the High Street but concluded the best way forward was to work more closely with businesses with the help of East Riding Council.</p> <p>JC commented how the fund requires match; Big Local would be considered as match as well as in-kind time and resources (delivering a wider partnership solution).</p> <p>All agreed BL and DL to attend a breakfast/twilight meeting with local traders (organised by East Riding Council).</p> <p>PC asked to be included within communications when planning future meetings and be advised of the outcome. Discussions led to potential shutter/shop window visual improvement scheme; DB advised this has been explored and</p>	<p>JC to advise BL and DL of arrangements & attend meeting</p> <p>All to note</p>

	<p>implemented by other Big Local Areas. JN reflected on landlord agreements.</p> <p><i>Getting Started Update:</i> NM advised members the SHORES Getting Started proposal was resubmitted as agreed with two amendments:</p> <ul style="list-style-type: none"> - Training budget, now states HEYCF Support - Administration, now states panel expenses <p>All values reflect SHORES reported under spend. Local Trust confirmed values and raised no queries. Paperwork in place and Local Trust will action clawback procedures and HEYCF BAC's transfer.</p> <p>PC queried timescales? DB advised this is usually a quick process but to keep him informed of any delays and he will follow up.</p> <p><i>Withernsea Profile:</i> NM discussed the need for a profile which will complement the Withernsea Vision. The Profile will not only show Local Trust how we understand the community but also serve as a reminder to local people of existing assets.</p> <p>While conducting desktop research, NM commented on an existing Withernsea website that has appropriate content for the profile www.withernsea1.co.uk ; the site was created by a local historian who volunteers at the Fire Station (with an interest in IT). NM explained the potential benefits of using a profile that has been written by a local person outside the Steering Group.</p> <p>All agreed, but also suggested to include local statistics that might be missing e.g. demographic and employment data. BC advised a profile was created for a successful lottery bid two years ago; this content could also be used. JC to provide updated statistics and BC to forward Lottery bid profile extract.</p> <p><i>Visioning Group Update:</i> NM circulated a visioning discussion paper (based on the Visioning Group meeting). The structure was introduced which recapped survey findings, vision statement, priorities (& outcomes) and what we mean. NM invited members to read and offer initial thoughts to help shape a final document.</p> <p>Comments made included:</p> <ul style="list-style-type: none"> - Liked how the document identify community pride - Wording within vision statement needed more community feel. - Need to show more inclusiveness. - Instead of "Training", the word "Development" was discussed. 	<p>NM and JN to note</p> <p>NM to meet resident and request use of information.</p> <p>JC & BC to action</p>
--	--	---

	<p>It was agreed the “feel” of the document could be adjusted as the Steering Group continue their work developing the plan. But wanted to ensure the vision did not exclude vulnerable members of the community that may not have been engaged during the consultation process.</p> <p>NM asked the group if they would consider setting up subgroups to further research and create actions in response to the two priorities?</p> <ul style="list-style-type: none"> - People & the Environment - Training & Business <p>All agreed two subgroups will be created with strong links to the Steering Group. Both subgroups first meeting will discuss:</p> <ul style="list-style-type: none"> - Who should be involved & what’s already happening? - Discuss potential quick-wins & action planning - Event structure & the use of SHOREs & Valley Garden <p>Note: BC advised he would need dates for Valley Gardens usage before 8th September.</p> <p>Event to be focused on creating actions/quick-wins in response to the Visioning work; thus encouraging community ownership of the Big Local Plan.</p> <p>Structure for the two groups will be:</p> <p>People & the Environment: FW & PC to Co-chair, JS and BC to attend – first meeting on 1st September at 7.30pm</p> <p>Training & Business: BL to Chair, DL, PC, JN and JC – First meeting 27th August at 5pm (NM to attend to record actions).</p> <p>PC asked the subgroups not to approach the school directly with requests; needed to ensure consistent Big Local message. PC will make the approach on behalf of Subgroups.</p>	<p>All to note structure and dates</p> <p>All to note</p>
<p>5.</p>	<p>Finance No spend to report due to LTO transition.</p>	
<p>6.</p>	<p>Subgroup Updates PC explained no further actions for the Survey Subgroup as the visioning work is now in place; all agreed to close group and update future agendas to include the two new subgroups.</p> <p>Discussion took place regarding the structure of Website and Press subgroup; all agreed to merge into Media & Communications (Chaired by JS, supported by PC).</p> <p>PC advised the intended press release has not been auctioned; therefore a copy wasn’t made available for BL to proof read. PC Explained he was invited to be interviewed by the Gazette but this wasn’t followed up. Agreed this still needs to be actioned as this would create content for the Website.</p>	<p>All to note</p> <p>All to note</p> <p>PC to action</p>

	<p>JS provided website update and explained 201 unique views on the day of launch and 600 to date. Received no negative feedback and is aware that the content should be up-dated to encourage repeated views and resident interaction.</p> <p>The following was agreed to ensure updated content:</p> <ul style="list-style-type: none"> - Publish headline actions from Steering Group meetings - Thank people for completing the survey and use positive and inspiring quotes from participants. NM to filter survey data for quotes and circulate to JS and PC. - Include links to relevant sites, demonstrating wider community involvement. - Invite people to join subgroups <p>FW queried about confidential data and how to answer public queries? PC reminded members they can talk about actions that have been agreed as a group and to show unity of these actions by not contradicting.</p>	<p>NM to action</p> <p>JS to update content with support from SG Members</p> <p>All to note</p>
<p>7.</p>	<p>Events</p> <p>PC reflected on the finance situation and the summer period coming to the end. Invited members to discuss proposals on how to engage residents with the vision and action planning.</p> <p>JN advised of the difficulties seeking permission and using appropriate empty shop units (e.g. absent landlords, disability access & size).</p> <p>JN offered the use of SHOREs top floor on a Saturday to allow subgroups to test engagement approaches by inviting Café customers to take part (update: SHORES available dates are 4th & 18th October).</p> <p>JS discuss Valley Garden option and use of Marquees. £30 a day hire, or £200 purchase. BC also suggested use of the stage to display the map.</p> <p>NM asked if everyone was clear on the purpose of the event? All agreed the event would update residents on Big Local developments including the visioning work, while assisting with action planning for the community owned plan (by identifying quick-wins in the community).</p> <p>All agreed further detail is required to ensure the event is focused and would consider a trail run at SHOREs, with a potential larger event using Valley Garden. Subgroups to discuss and circulate proposals.</p> <p>NOTE: Valley Garden request to be submitted before 8th October</p>	<p>All to note</p> <p>All to note</p> <p>Subgroup chairs to action</p>

	JN confirmed if an event was being planned on a Saturday within SHORES, Friday night will be available to help with preparations.	
8.	<p>Local Networking PC advised the group the proposed Big Local Networking events (across 5 areas) will be going ahead. Dates discussed and schedule to be forwarded.</p> <p>DB explained the purpose and the structure of the events; 10.30am start, host show & tell in the morning, afternoon group discussion around common themes.</p> <p>HEYCF will coordinate expenses and guidance will be circulate soon.</p> <p>DB asked the Steering Group to nominate a local organiser to make travel arrangements and be the point of contact?</p>	<p>PC to action</p> <p>All to note</p>
9.	<p>Any Other Business PC raised the following:</p> <ul style="list-style-type: none"> - Advised the next meeting will be observed by Renaisi as part of DB review process. - Asked NM to send documents in advance for his attention. <p>NM asked about protocol for circulating minutes and agendas? And does this require LTO support? PC advised due to SHORES technical issues he has arranged papers for today's meeting. If future support is required, NM could provide assistance.</p> <p>JN asked JS to share updates with Seaside radio to help with publicity.</p> <p>FW advised she will not be available between 9th – 16th September</p> <p>DB advised more Community Plans are being endorsed within his area; will share documents when available.</p>	
10.	<p>Next Meeting 18th September 2014 at 7pm</p> <p>Advance apologies received from: DL and NM</p> <p>Elaine Reed (HEYCF) will represent NM at this meeting; she will take notes, provide updates and forward actions to NM.</p>	All to note