



Steering Group Meeting 18/09/14

Present:	Peter Crawley (Chair), James Shaw (Vice-Chair), Beverley Lamb, Jayne Nendick, Brian Cloke, David Burnby, Hannah Ware (Contracts Manager, Big Local) and Elaine Reed (Minute taker)	Actions
1.	<p>Welcome and Apologies</p> <p>Apologies received from: Nicholas Middleton, Fred Blackbourne, Donna Lyon, Felicity Walmsley, Jane Crossley, Janet Murray and Richard Williman.</p> <p>PC welcomed everyone to the meeting and asked members to introduce themselves for the benefit of HW (observing the group on behalf of Big Local) and ER (taking minutes in place of Nicholas Middleton).</p>	All to note
2.	<p>Minutes of the Last Meeting (21/8/14)</p> <p>Minutes accepted.</p>	All to note
3.	<p>Matters Arising</p> <p>ER read out NM's updates as follows: -</p> <ul style="list-style-type: none"> • The use of Withernsea1 website for profile content has been agreed with Torkel (webmaster). Torkel has requested to attend the October Steering Group meeting and PC has already agreed to this in October. • NM has received the Big Lottery profile from BC and the ERYC data from JC. NM is currently compiling this information to create "Postcard Profiles" which will complement the visioning work. • The subgroup meetings have taken place and subsequently the Economic Development Group is planning a network event with support from NM. BL will provide full feedback. • NM has sent the survey quotes for the website to JS. NM has also created Youtube slideshow using High School presentation. These are both now available on the website. 	<p style="text-align: center;">All to note</p>

<p>4.</p>	<p>LTO PC proposed that the LTO could come off the agenda. DB thought that NM would like the LTO to stay on the agenda. Discussions followed.</p> <p>All agreed that this item should remain on future agendas.</p> <p>DB read out NM's LTO updates as follows: -</p> <ul style="list-style-type: none"> NM would like to write a small piece for the website; introducing himself to Withernsea residents and explaining the role of LTO. NM would like to know if this is acceptable to the SG? <p>All agreed that it would be acceptable for NM to go ahead with writing an introductory piece.</p> <ul style="list-style-type: none"> NM would like the partnership to start the process to become formally recognised by Local Trust (signing a Local Trust memorandum of understanding). <p>DB thought that the group was not ready yet. DB explained the process for formal recognition. PC stated that the group was already meeting the requirements but that these just needed formalising.</p> <p>All agreed that it would be acceptable for NM to start the process for formal recognition.</p> <ul style="list-style-type: none"> NM has highlighted that the group already has a Terms of Reference but needs a Memorandum of Understanding to be produced. In addition policies and procedures, such as code of code & steering group role descriptions, need to be put in place. This does not require immediate action however NM is suggesting that the SG start exploring suitable template documents for draft stage discussions. NM has reminded the SG that the final polices and procedures documentation will need to be in place when submitting the Community Plan. <p>The SG discussed the documents, i.e. TofR, that are already in place and what still needs to be produced. JN asked if NM had already produced policies and procedures for Greatfield. DB state that he had done this and so could use these as a starting</p>	<p>All to note</p> <p>NM/All to note</p> <p>NM/All to note</p>
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	<p>point. The SG discussed the potential for NM to produce drafts for consideration, amendment and/or final approval. These will be issued with an explanation to people not in attendance at the meeting.</p> <p>All agreed that NM should start producing draft policies and procedures for consideration, amendment and/or final approval by the SG. Guidance notes will be provided for the benefit of SG Members not in attendance at the meeting.</p>	NM/All to note
5.	<p>Finance</p> <p>No spend to report at this stage.</p> <p>PC has agreed that BL can have a budget of £60.00 in total (£6.00 per head for 10 people) to lay on a buffet at the Economic Development sub-group's meeting with local invited business people. The meeting will be held on Wednesday 1st October; - buffet from 6pm for a 6:30pm start. The meeting is expected to conclude around 8pm.</p>	BL/NM/All to note
6.	<p>Subgroup Updates</p> <p>a) Media & Communications (JS)</p> <p>JS confirmed that the video (compiled by NM) and the survey quotes are on the website.</p> <p>JS will add NM's introductory piece once NM has produced it.</p> <p>Following the previous SG meetings JS has produced information updates for display on the website. JS feels however that he is just repeating what is in the minutes, which is an unproductive use of his time. Therefore he is proposing that the original minutes are uploaded for access via the website. PC seconded this proposal.</p> <p>All agreed that the SG minutes should be made available to the general public via the website, including previous meeting minutes.</p> <p>PC was featured in an article, by Gina Hobbs, in the Holderness Gazette. PC had mixed views about the content of the article and the public responses it induced. DB explained that Social Media more often than not reacted negatively to events going on. DB did however think that 'page 3' was a sensible article.</p>	<p>All to note</p> <p>NM/JS/All to note</p> <p>All to note</p> <p>NM/JS/All to note</p> <p>All to note</p>

	<p>BC mentioned the Lionheart Challenge which is a Nationwide Enterprise Programme. BC thought that a similar programme run by the Big Local would be a good way of introducing pupils to the business world. JS thought that this was an interesting idea that could address the remit of more than one sub-group. BL wants to get an idea in place before approaching the school. BL asked about getting student representation at the SG and/or sub-group mtgs. PC is going to ask RW if he is available for the meeting on 1st October.</p> <p>JN stated that Shores could potentially sponsor a social enterprise development scheme with the pupils (and local business leaders). Shores could offer £300 sponsorship per group. The ED sub-group members/local business people to provide advice and guidance. The idea would be that, as well as gaining business skills and knowledge, they would generate a surplus to pay back the sponsorship money. JN stated that criteria would need to be put in place for the grant/loan.</p> <p>PC expressed concern about sub-groups going off and doing their own thing. JS stated that there is a danger of getting tied down with the detail before the groups have developed. His view is that eventually, if allowed, these sub-groups might develop into groups in their own right, i.e. Chamber of Commerce model – started with a business meeting.</p> <p>Discussions followed about the sub-group cross over subjects/issues. DB stated that the SG shouldn't get hung up with demarcation between the sub-groups as broader views sometimes need to be taken. The SG agreed with this.</p> <p>Business Growth Workshop PC informed the group that the Business Growth Workshop he attended focused on Hull and in particular East Hull.</p> <p>There are 3million Euro's that can be accessed by the Local Area Group (LAG). This constitutes 60% of the total pot, i.e. 60% EU funds to be matched with 40% investment from other sources.</p> <p>The remit is that the funding 'benefits Hull and the surrounding areas'. PC is interested in keeping in touch with the BGW but is not sure that it will benefit Withernsea.</p>	<p>All to note</p> <p>BL/PC</p> <p>All to note</p> <p>All to note</p> <p>All to note</p> <p>All to note</p>
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	<p>JN pointed out that it is ERDF programme and that Big Local funding would be accepted as a clean match. JN explained what ERDF involves, what can be included and what must be omitted. JN went on to explain that the programme measures job outputs; - £20k funds = 1 job creation, therefore it is a very demanding, very intense and very complicated programme to manage.</p> <p>Any potential draft application by the Hull and Surrounding LAG needs to be submitted by November 2014. This means that the LAG is really currently in a situation of 'proposing' rather than 'consulting'.</p> <p>DB felt that involvement in an ERDF programme could be a potential further down the line but agreed that it is a very complicated process.</p> <p>JN stated that, although there are no funds available at present, the Leader Programme offers support to rural areas. (http://www.leader-programme.org.uk/). The next phase of Leader funding for grants is due to begin on 1st January 2015 and they are already accepting Expression of Interest forms. The Leader Programme could serve as an alternative and potentially more accessible source of funding. JN went on to say that the Leader Programme has a strong focus on sustainable employment.</p> <p>DB asked about the market building that is being developed. BC is going to try to find out who owns it.</p> <p>c) People & Environment (FW)</p> <p>The sub-group met on 1st September 2014. The main topic of discussion was Community Safety. Five quick win possibilities were identified. Notes on three of the ideas were passed around the group (by BC), including; -</p> <ul style="list-style-type: none"> • CCTV – potential upgrade, matched finding, • Millennium Play Park – potential upgrade/enhancement, • Whitethorne Community Centre – potential updating. <p>Discussions took place around the work being done on the long term vision and how the quick wins would fit in with/feed in to this.</p>	<p>All to note</p> <p>All to note</p> <p>BC</p> <p>All to note</p>
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	<p>DB reminded the group that relatively inexpensive projects can be delivered with the start-up funds (of up to £20k, which are additional to the main pot).</p> <p>Big Local will also give an advance of up to £18k pathfinding funding. (This is part of the main pot but is made as a down payment).</p> <p>The group can also access an additional £2k to write the visioning plan. (This £2k is additional to the £1million main pot).</p> <p>Discussions followed about the proposed quick wins. The group were concerned that they did not fund anything that should be provided by the Council, for example the CCTV.</p> <p>DB reminded the group that they needed to provide evidence that the CCTV upgrade was wanted; that it would make people feel safe and that it wouldn't happen without Big Local funding. If this is the case then the Trust is likely to agree it as a project.</p> <p>BC highlighted the results of the initial Big Local survey to support the potential upgrade of the CCTV.</p> <p>The group agreed that it could part fund the CCTV upgrade in conjunction with the ERYC, Town Council and Police.</p> <p>The group then went on to discuss the other quick wins.</p> <p>JN suggested that the sub-group talk to the local FLAG (Fishing Local Action Group) Chairman (Councillor Arthur Hodgson) to see how the group approached the development of the seafront area.</p> <p>The group discussed including the funding in these quick wins as part of the up-coming events in October 2014. (See Events section).</p>	<p>All to note</p> <p>All to note</p> <p>All to note</p> <p>All to note</p> <p>BC</p>
<p>7.</p>	<p>Events</p> <p>PC reminded SG Members that the two dates for events to engage residents in the vision and action planning are Saturday 4th October 2014 and Saturday 18th October 2014. The events are planned to take place between 10am and 2pm.</p>	<p>All to note</p>

	<p>The event on Saturday 4th October will take place upstairs in the Shores building.</p> <p>The event on Saturday 18th October will take place in the Valley Gardens.</p> <p>The primary purpose of the events is to; -</p> <ul style="list-style-type: none"> • Get more local people involved in the Big Local, • Get more information from local people about their concerns and suggestions for potential improvements to the Big Local area, <p>DB confirmed that the purpose was to raise the profile of the Big Local and to make some 'quick win' spends.</p> <p>JN asked about putting statements for the vision together (for display at the events). PC confirmed that NM already had these statements. PC will ask NM to come up with three or four ideas to put up on the board. JN stated that she would put these up on boards in the room on 4th October.</p> <p>ER reminded the group that NM was on leave until 29th September and that they would need to bear this in mind in respect of what they wanted him to do before the event on 4th October.</p> <p>BC has a Vision for Withernsea from 2010 that he would like displaying on a board.</p> <p>BL asked if an update could be sent out to the absentee SG Members. The SG Members agreed to do this.</p> <p>PC is also going to update the Holderness Gazette with the event dates.</p> <p>Lengthy discussions took place around the approach and content of the events, including; -</p> <ul style="list-style-type: none"> • Resources required – posters, laptop, boxes (for residents quick win voting), post-it's, pens, markers, • Room Layout; - display boards around the room and tables in the centre (for the Big Local Area Map to go on). 	<p>All to note</p> <p>JN</p> <p>All to note</p> <p>BC/JN/All to note</p> <p>All to note</p> <p>PC</p>
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	<ul style="list-style-type: none"> • Big Local Area Map – residents will be invited to place ‘post-it’s’ on the map outlining ideas and areas of concern. • Quick Win Voting Boxes – how much to allocate to each group? <p>Lengthy discussions took place around the mechanisms for ‘Quick Win’ voting and how to award the allocated funding. It was eventually agreed that there would be seven groups put forward for residents to vote for, including; -</p> <ol style="list-style-type: none"> 1. Scouts 2. Guides 3. Cadets 4. Millennium Play Park 5. Christmas Lights 6. Whitethorn Community Centre 7. Residents Association <p>The voting boxes shall be available to local residents from 10am on Saturday 4th October. These boxes will be presented again for voting to continue until 1:30pm on Saturday 18th October. Voting will finish at 1:30pm and the votes will be counted immediately so that the winner can be announced at 2pm on the Saturday 18th October 2014.</p> <p>The winner will be presented with £400 and the six remaining groups will be presented with £100 each. (A guaranteed total of £1,000 to be given for local ‘quick wins’).</p> <p>PC needs to liaise with NM to ensure the funds are agreed.</p> <p>BC confirmed that the Valley Garden had been provisionally booked for 18th October 2014. The SG Members confirmed that they wanted access to the stage area and that, although the event was from 10am to 2pm, BC should confirm the booking from 9am to 3pm, to allow set-up and clear away time.</p>	<p>All to note</p> <p>All to note</p> <p>All to note</p> <p>PC/NM</p> <p>BC/All to note</p>
<p>8.</p>	<p>Local Networking</p> <p>DB reminded the SG Group about the potential networking visit to Winterton. The Big Local will allow 45p per mile for petrol for 2 vehicles, which essentially equates to up to ten people. Alternatively (if there are more than five people) the Big Local will</p>	

	<p>fund mini van hire.</p> <p>The details are to be agreed at the next SG Meeting on 16th October 2014.</p>	All to note
9.	<p>Any Other Business</p> <p>PC confirmed that the regeneration launch for the Seafront will take place on 23rd September in the Shores building from 11am to 12noon. It will then move to the Pavillion for a period of two weeks.</p> <p>Evaluation - PC is going to check and circulate the Evaluation for comments from SG Members.</p> <p>Local Resident Recruitment - PC suggested emailing the people who attended the first Big Local meeting to invite them to join the Steering Group/sub-groups. BL suggested sending out a general invite to all residents to join the Steering Group/sub-groups. JS suggested using the info@ email address for this (as opposed to using personal emails). All agreed that this was the more sensible option in an effort to avoid targeted abuse.</p>	<p>All to note</p> <p>All to note</p> <p>PC/All to note</p>
10.	<p>Next Meeting</p> <p>16th October 2014 at 7pm.</p>	All to note