



## Steering Group Meeting 16/10/14

<b>Present:</b>	Peter Crawley (Chair), James Shaw (Vice-Chair), Beverley Lamb, Jayne Nendick, Felicity Walmsley, Donna Lyon, Fred Blackbourne and Nick Middleton (Minute taker)	<b>Actions</b>
1.	<p><b>Welcome and Apologies</b> Apologies received from: Brian Cloke, Jane Crossley, Janet Murray, David Burnby and Richard Williman.</p> <p>BC attending a policing resource meeting; request feedback to the steering group.</p>	<b>All to note</b>
2.	<p><b>Minutes of the Last Meeting (18/9/14)</b> Minutes accepted.</p>	<b>All to note</b>
3.	<p><b>Matters Arising.</b></p> <p>All agreed matters arising to be covered within agenda items.</p>	<b>All to note</b>
4.	<p><b>LTO</b></p> <p><b>a. Profile</b> NM explained the purpose of the Big Local Profile and how the partnership could present this information. Reminded members of the source of information and the use of Postcards to display; draft versions circulated along with draft content for 12 profile themes.</p> <p><b>Steering Group to consider the content and advise if there is anything missing?</b></p> <p>Suggestions were made to include Lighthouse history, community involvement during the war and artillery/bunker buildings locations nearby.</p> <p><b>NM to contact Jane Crossley and enquire about photos and local history references that could be use.</b></p> <p>SG members discussed the variety of youth groups and how this information could be collated and publicised? JN explained this</p>	<p><b>All to note</b></p> <p><b>NM to note and action</b></p>

	<p>would be a big task but <b>encouraged members to circulate what information they had to NM.</b></p> <p><b>b. Vision Statements</b>  NM advised comments received from SG members to date has been reflected within the current Vision Statement document; NM circulated latest version for comments. <b>NM encouraged members to consider these statements and advise if anything was missing, unclear or excludes members of the community?</b></p> <p>BL reflected on residents visioning responses and how subgroups were focused on this information. Discussed the danger to create statements that do not reflect the resident's vision.</p> <p>JN discussed how people contributed towards economic impact in different ways and the vision and actions should consider; creating wealth, retain money, attract money and asset build.</p> <p>PC proposed a visioning meeting, were subgroups ideas could be shared and linked up. <b>All agreed</b></p> <p>Draft documents to be on show at Valley Garden event (18<sup>th</sup> October) for public comment.</p> <p><b>c. Policy Documents</b>  Draft document circulated prior to meeting, NM circulated hard copies for discussion. NM explained how the documents are based on Local Trust suggested policies; could be amended to reflect the structure of the Withernsea Partnership. Further policies to be added reflecting experiences and delegation of responsibilities to subgroups.</p> <p><b>Agreed to review documents and provide feedback prior to next meeting; looking to approve at November's meeting</b></p>	<p><b>All to action</b></p> <p><b>All to note</b></p> <p><b>All to note: PC to set date.</b></p> <p><b>NM to bring papers to event</b></p> <p><b>All to note and action</b></p>
<p><b>5.</b></p>	<p><b>Finance</b>  NM advised he has received invoices for food, room hire and printing costs prior to the start of this meeting. Therefore will review and present finance information at the next meeting. <b>NM to discuss with PC finance report structure</b> as well as approved Getting Started budgets headings to cover proposed finance activities.</p> <p>The group discussed the public vote and how funds should be awarded to community groups; <b>agreed to hold a presentation evening, inviting groups and local press.</b></p>	<p><b>NM &amp; PC to action.</b></p> <p><b>PC to set date early November</b></p>

6.

**Subgroup Updates**

**a) Media & Communications (JS)**

JS discussed how it was agreed to publish minutes on website; but advised they cannot be published until approved by Steering Group members (e.g. today’s minutes will be approved at November’s meeting, therefore Octobers minutes will be published after this meeting).

JS commented on website traffic to have increased (1,174 unique hits last month); suggesting people are interested in the content and the published minutes. JS also advised no responses received to date via the contact form and info@ email address.

JS would like to keep momentum going with website content. It was **agreed to promote positive local stories and encourage interaction by asking short poll type questions** (with YES/NO structure); making use of social media but linking back to the website (which will have links to additional external information). **All agreed;** first questions to reflect CCTV and Promenade.

**b) Economic Development (BL)**

BL explained the structure of the first subgroup meeting and turn out was low; however attendees showed interest and would like to be kept informed. Some would like to observe a Steering Group meeting and may consider joining the partnership.

Good links were made with local business people; also ERC Tourism representative to attend the next meeting (thanks to Paul Bell).

BL recapped some discussed initiatives highlighted within circulated update report. BL reflected on poor reviews within Trip Advisor and how we could submit reviews and empower local businesses to take control and promote their business by setting up their own Trip Advisor Profile.

Discussions moved onto “Business Boost” type events; facilitating workshops that will enable local business growth.

BL also commented on the potential to encourage Young People to become ambassadors/Tour guides during the summer and at public events; promoting local area by sharing stories, history, places of interest and shopping experiences.

**All to note**

**All to note & JS to action**

	<p><b>c) People &amp; Environment (FW)</b></p> <p>Subgroup meeting has taken place, minutes previously circulated. Another meeting is being planned and would welcome feedback and project ideas; Valley Gardens event may provide further ideas.</p> <p>The Steering Group discussed how the subgroups could be supported with their research and community engagement by having a dedicated budget; proposed £1,000 for each subgroup to facilitate events and cover overheads. <b>NM to review Getting Started budget headings and agree structure with PC.</b></p>	<b>NM &amp; PC to action</b>
<b>7.</b>	<p><b>Events</b></p> <p>Valley Garden event on 18<sup>th</sup> October will be going ahead; Steering Group discussed availability to ensure adequate cover on the stage.</p> <p>MP surgery taking place at lunch time on same day (located at Aldi); SG member to ask if people could be directed to Valley Gardens to hear more about Big Local.</p> <p>Other arrangements:</p> <ul style="list-style-type: none"> <li>- NM to bring a float to cover volunteer refreshments on the day.</li> <li>- SHORES to provide tables and chairs</li> <li>- Washing line to display profile and vision</li> </ul>	<b>All to note</b>
<b>8.</b>	<p><b>Local Networking</b></p> <p><b>Winterton event planned for the 22<sup>nd</sup> November;</b> PC &amp; JS confirmed their attendance. FW and BL would like to go but will need to check personal arrangements before confirming.</p> <p>A single car will be used unless more SG members confirm; would consider a minibus if needed. NM advised he will be attending and making his own way there.</p>	<b>All to note</b>
<b>9.</b>	<p><b>Any Other Business</b></p> <p>FW advised members she will be fundraising for the poppy appeal by selling white (peace) poppies. JN offered SHORES reception as a point of sale.</p>	<b>All to note</b>
<b>10.</b>	<p><b>Next Meeting</b></p> <p>20<sup>th</sup> November 2014 at 7pm.</p>	<b>All to note</b>