



Steering Group Meeting 21/05/15

Present:	Peter Crawley (Chair), James Shaw (Vice-Chair), Andrew Fielding, John Tasker, Torkel Larsen, Jayne Nendick, Terry Dagnall, Janet Murray and Nick Middleton (Minute taker) Members welcomed Dave Edwards (representing Withernsea Town Council).	Actions
1.	Welcome and Apologies Apologies received from: Felicity Walmsley, Donna Lyon, Beverley Lamb, David Burnby, Jane Crossley and Richard Williman.	
2.	Minutes of the Last Meeting (16/04/15) Two amendments required; spelling for Larsen and TD now member (not observer). Minutes accepted.	All to note
3.	Matters Arising. All agreed matters arising to be covered within agenda items. JN & DT queried if there was an opportunity to discuss the Sea Front plan? NM advised this topic will be covered within the agenda.	All to note
4.	Finance NM gave an overview of the finance report. Copy to be circulated to SG members. NM advised £8,415.70 still available and reflected on two Getting Started projects that were assessed and approved by the Social Investment Fund panel (SIF);based on Getting Started criteria not the new SIF process.	NM to action

	<p>NM explained both projects were discussed at the recent Local Trust visit (5/5/15) and approved via the panel's delegated powers. NM gave the following update since 5th May:</p> <ul style="list-style-type: none"> - East Yorkshire Railway Regeneration: no response to initial questions, SG mindful of Getting Started time constraints. - WRCG: Grant Offer Letter now produced and value reflected within the finance report. <p>Partners and resident members queried the type of gazebos and existing resources available for community use. A discussion followed regarding existing gazebos functionality, quality, community awareness, storage and usage?</p> <p>As the SIF panel were all residents and had delegated powers, panel members determined there was a need. I.e. these gazebos would be more functional, better advertised for community use and to include Big Local logos. Data collected via their use would help future Big Local communications e.g. record of user's details into Big Local contact list.</p> <p>NM explained this was the SIF panel's first meeting and lessons learnt will be incorporated into the SIF process. E.g. in the future Steering Group would endorse panel recommendations.</p>	<p>All to note</p>
<p>5.</p>	<p>Getting Started Summer Activities</p> <p>NM explained the Getting Started under spend and the funding criteria. Explained there is still a need to encourage more people to get involved, promote the plan (especially the seafront Initiative, which requires public consultation).</p> <p>Members listed known summer festivals/events. JN shared a Summer Entertainment 2015 flyer listing all planned activities with dates.</p> <p>JM advised initial sea front drawings and plans under way; expecting information to be ready for start of August.</p> <p>NM proposed creating a Getting Started commissioning brief for event holders to respond to. Thereby supporting local events, while encouraging public feedback to help finalise plans.</p>	<p>JM to action and update SG members</p>

	<p>NM reflected on a recent trip to Big Local Barrowcliff (Scarborough) and how the LTO creatively engaged their community during the planning of a public play park. This highlighted the opportunity to link with events such as Bikefest, produce pavement drawings illustrating proposed seating/fountain locations along the promenade and invite residents to comment.</p> <p>DE advised how this event engages town visitors and not residents. Agreed visitors opinions will be considered but residents thoughts will be required and will have final say.</p> <p>TD also reported visitors during Bikefest weekend brings in £200k to the local economy. NM commented how this new attraction could bring in more visitors throughout the year. All agreed mixed summer events that includes visitors and residents would be required for the consultation.</p> <p>The funding criteria, Renaissance partnership board, promenade subgroup as well as August timescales will need to be considered within the design of the commission.</p> <p>All agreed to set a date and invite SG members; this group will finalise the commissioning brief ready for publication.</p>	<p>All to note</p> <p>All to note</p> <p>NM to action and all to respond</p>
<p>6.</p>	<p>Community Plan</p> <p>a) Grant Offer Update</p> <p>NM confirmed Memorandum of Understanding now in place with Local Trust. Meaning the Withernsea Partnership is now formally recognised with responsibilities. Scanned document already circulated earlier in the week.</p> <p>Grant Offer Letter also received, now signed and returned to Local Trust. NM explained the document had a clause on the front page stating finalised seafront plan to be submitted before payments released. The back page has a payment schedule; document to be circulated to all members.</p> <p>JN discussed ERYC procurement policy for contractors in relation to the seafront initiative. This process has a requirement to train and employing local people. Asked if this could have a recruitment focus on Withernsea residents rather than wider East Yorkshire?</p>	<p>NM to action</p> <p>All to note</p>

b) Social Investment Fund Process

NM gave an overview of what has been agreed to date and asked if this was correct?

- Big Local Worker to find and support people/groups with their SIF ideas.
- Worker will receive direction from the SG members
- Flyer to be used to promote
- Application not to be circulated; applicants to approach worker in first instance
- SIF panel to score application and make recommendation to Steering Group.
- Communications with the applicant to be via the LTO not the panel or SG members; ensuring consistent and constructive feedback.

All agreed with process. SG members to review flyer and application before **launch on Wednesday 27th May.**

NM went through the SIF application form using a fictional project idea mixed with shared resident ideas. Explained how applicant may be set tasks before the application form completed. E.g. read the plan, research budgets, consider similar ideas, make links with existing groups etc...

Members shared their thoughts and questioned applications from individuals and if a reference form would be needed? NM showed an example of an individual reference form used by HEYCF and explained how the process may need to be reviewed.

However if an individual applied for a large or complex project, the worker may break the project down into manageable actions that could be paid on behalf of the applicant (therefore not in receipt of cash within personal accounts)

C) Big Local Worker Recruitment & Interim Solution

NM explained how the worker will be linked to many planned actions, particularly the point of contact for the SIF. Example of job spec previously circulated.

Timescales to recruit the right person may take over three months, therefore an interim solution is required for the summer.

All to note and review flyer

	<p>Partners invited to propose an interim solution for the next Steering Group meeting (e.g. buying support time).</p> <p>As LTO managing the grant mechanism, NM advised he can field queries and assist applicants while a solution was being proposed.</p>	<p>SHOREs, ERYC & HEYCF to action</p>
<p>7.</p>	<p>Media & Communications</p> <p>JS updated members on recent funding requests from two local groups.</p> <ul style="list-style-type: none"> - A group requesting community grant but no value - A group that could have links with similar support groups <p>Agreed to respond advising no further community grants will be made. However the SIF application process might be an opportunity for these groups to develop their services.</p> <p>JS introduced a draft “Social Media Policy” from Big Local Winterton. Invited SG members to share their thoughts? Purpose of the document is to address received comments without conflicting with the groups confidentiality policy.</p> <p><i>JN left meeting 8:40pm</i></p> <p>PC explained the group should be transparent and consistent with all agreed messages. But while a topic is being discussed and no SG actions agreed, the policy should help explain to the public why we cannot respond.</p> <p>JS also advised SG members that the website will have a frequently asked questions page to direct comments.</p> <p>JS reminded members that the Media & Communications group will need to recruit for members; SG members are invited to join this group. It is anticipated that residents not on the SG may be interested – expression of interests for this group to be passed to JS and PC.</p>	<p>JS to action.</p> <p>All to note and provide feedback to JS</p> <p>JS to action</p> <p>All to note</p>
<p>8.</p>	<p>Networking Events</p> <p>a) Local Networking Event – Withernsea 27th June 2015 BL not available to give full update. PC explained the purpose of the events and how the next SG meeting would be too close to the actual event day.</p>	

	<p>JS to contact BL regarding a planning meeting. NM commented on received emails that confirmed the following:</p> <ul style="list-style-type: none"> - Lighthouse booked along with refreshments - Bus tour now arranged - Walk along the promenade - Finish at Meridian Building - Content for the tour still to be confirmed 	JS to arrange with BL
9.	<p>Any Other Business</p> <p>None</p>	All to note
10.	<p>Next Meeting</p> <p>7pm Thursday 18th June 2015.</p>	All to note