



Steering Group Meeting 20/08/15

Present:	<p>Residents: Peter Crawley (Chair), James Shaw (Vice-Chair) Andrew Fielding, Felicity Walmsley, Terry Dagnall, Donna Lyon and Trevor Wright</p> <p>Partners: Nick Middleton (HEYCF/Minute Taker), David Burnby (BLR), Jayne Nendick (SHOREs), Jane Crossley (ERYC) and Jane Dudding (DWP) and Geraldine McDonald (DWP)</p> <p>Observers: None.</p>	Actions
1.	<p>Welcome and Apologies Apologies received from: Torkel Larsen</p> <p>PC reported Beverley's resignation due to moving out the area. PC reflected on her commitment and hard work to produce a fantastic network event alongside other members. NM to write a letter of thanks.</p> <p>JD & GMcD (DWP) introduced themselves; JD explained they are committed to the partnership and either they or Jo Carter will represent DWP at future meetings.</p>	<p>All to note: NM to action</p> <p>All to note</p>
2.	<p>Minutes of the Last Meeting (16/07/15)</p> <p>Minutes correct and accepted.</p>	<p>All to note</p>
3.	<p>Matters Arising.</p> <p>AF queried why the Big Local information stand during Bikefest wasn't located at SHOREs carpark as previously agreed? NM, DL, & PC explained details from the organisers emerged 3 days before the event; arrangements made to be in Valley Gardens not the carpark. Apologised for not giving notice when this was highlighted.</p> <p>All further matters to be covered within agenda items.</p>	

<p>4.</p>	<p>Finance</p> <p>NM reiterated Getting Started funds will not be used other than to pay committed spend e.g. BikeFest and SHOREs room hire (this was agreed at the last Steering Group meeting).</p> <p>Regarding Community Plan monies, NM commented Communication budgets had been used to purchase flyers, flags and 2 banners (totalling £692).</p> <p>No other spend to report.</p>	<p>NM to finalise spend and produce monitoring report</p> <p>All to note</p>
<p>5.</p>	<p>Community Plan</p> <p>a) Fountains & Raised Seating Update</p> <p>TD requested a Regen update from PC; PC explained the timing of this meeting was before the Fountain Site visit and questions raised had now been answered.</p> <p>SG members agreed to move forward, learn from lessons and build effective partnerships that will benefit the community.</p> <p>SG members shared their thoughts regarding the site visit; all raised questions had now been answered satisfactory (i.e. finance package, public safety, impact on events and initial design).</p> <p>TD queried maintenance commitment from ERYC? The manufactures advise that the fountain should have a minimum lifespan of at least 10 years (reported by JC). ERYC are committed to maintaining the attraction, however cannot give an indefinite maintenance period as council budgets will change.</p> <p>Members voted in favour of the Pier Towers site with no objections; JC declared an interest and did not vote, AF also abstained.</p> <p>JC explained the next stage will be to choose the materials and designs that are within budget; options will be presented but will be based around feedback received to date. Members agreed options should be discussed with all project partners.</p> <p>NM queried what detail needs to be in place to help prepare planning application? JC unsure but suggested design/material options to be shared as soon as they become available to avoid delay.</p>	<p>All to note</p> <p>All to note & JC to update all fountain partners</p>

	<p>b) HEYCF Support Update</p> <p>NM reiterated the purpose of the interim support and that Bikefest weekend would be the start for the 12 week support period.</p> <p>NM summarised the type of support being accessed:</p> <ul style="list-style-type: none"> 1 social enterprise start up; joint support with SHOREs 2 SIF applications; SHOREs Job Club and Seaside Radio digital media hub business feasibility. 1 Local business approached to discuss their High Street involvement via Facebook page. 1 reconnection with St Nicholas Church project; now with a business plan 1 review meeting with Summertime/Bikefest committee; identify what support the worker could offer for next year to help grow the event. 46 Registered on Newsletter; 70% opened with 22% clicked on a link – this data will help select future newsletter topics. 1 Art Trail idea proposed by a resident; potential links to another initiative 1 Technical Assistance & Experience Budget request from Play Park <p>NM is anticipating applications for September for SIF panel recommendations and SG member's consideration. As previously, agreed panel will be residents with co-opted support; but all members will have sight of applications and can share comments before the panel meet.</p> <p>SG members also discussed the need to link up Businesses with local meetings/initiatives that could be of interest to their growth. NM will ensure interim support will help connect these opportunities and will be continued via the Big Local Worker. NM to contact Town Forum and get an update regarding the ERYC High Street Initiative, Town Crier (TV) and window popup stands.</p> <p>DL queried how local information will be gathered and displayed on the TV? NM to find out.</p> <p>Members then discussed the difficulties of engaging local businesses. DB reflected on Big Local Winterton and how they launched a buy local campaign; not a big success to date however the campaign has brought businesses together to</p>	<p>All to note</p> <p>NM to action</p> <p>NM to action</p>
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	<p>discuss shared resources and buying power.</p> <p>DB also explained how business owners have considered buying in business speakers to develop new models of doing business within the town.</p> <p>TD suggested if businesses were more positive; visitors will be more uplifted and feel more welcomed.</p> <p>c) Big Local Worker Update NM explained an email was circulated earlier in the day for reference and proceeded to provide printouts of a draft Job spec/description.</p> <p>NM advised a meeting was held with PC, JS and JN to produce a first draft; DB provided some comments remotely.</p> <p>Members reviewed the document and offered the following suggestions:</p> <ul style="list-style-type: none"> - The role should be clearly linked to be the responsibility of the Big Local Partnership. - They should assist partners with strategic planning and policies (not appear to produce them in isolation) - JD and GMcD suggested the post should be 16 hours a week; thereby attracting work benefits. <p>Members agreed to the above points and NM to produce a job advert for publication via networks including DWP; paid advertisement would not be required at this stage.</p> <p>NM commented on the employment costs of HEYCF (company pension policy) and the potential conflict if a local charity was to employ the worker. SG members agreed HEYCF to be the employer and any additional pension costs will be covered (if the person takes up this benefit).</p> <p>NM explained the worker will need office/meeting space and has approached SHOREs; estimated quotes appeared to be fair and offers the facilities needed. Members agreed other facilities could be accessed if and when there is a need.</p> <p>JN to put together a financial proposal for the attention of PC, JS and NM.</p> <p>DB advised if SG members wish to apply, then they should</p>	<p>All to note & NM to action</p> <p>All to note</p> <p>JN to action</p>
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	<p>declare an interest; he also recommended once interest declared, the member should step down during the recruitment process. All agreed this would help transparency.</p> <p>NM explained interview panel structure would need to have HEYCF Chief Executive involved (Nigel Mills); another two places could be filled by Chair, another resident or a partner. All agreed HEYCF should be included within the interview process.</p> <p>d) Fish Trail</p> <p>PC believed this idea was being discussed by partners and invited members to share their understanding and ideas. NM explained a similar idea had also been shared by a resident.</p> <p>JC commented how Withernsea Primary School is assisting their pupils to develop the fish trail concept. Felicity Clayton (ERYC) has been in telephone contact with the teacher involved to discuss links to the Seafront Distance Marker project and would like a meeting.</p> <p>NM reported he had a meeting with a resident who would like to be involved in developing a trail (similar to the Lincoln Barons & Larkin Toads); he suggested replicating the iconic lighthouse structure and displaying historic content. At the meeting it was also discussed how the structures could have different textures, sounds and lights relevant to local history.</p> <p>All agreed a meeting should take place to ensure opportunities are linked; NM to contact Felicity Clayton and invite the local resident.</p> <p>e) Future Big Local Opportunities</p> <p>PC suggested the Steering Group should explore future opportunities and be ready to respond as an effective partnership; these opportunities should be focused on the vision priorities.</p> <p>The following opportunities were discussed:</p> <ul style="list-style-type: none"> - Neighbourhood Renewal Strategy Matthew Lewer requested to observe a meeting; would like to discuss the private housing stock upgrade plans; all agreed he can attend Septembers meeting - Postcode Dream Fund; JN reported revenue criteria and partnership approach. - CLLD; Big Local could match or offer direction to benefit 	<p>All to note</p> <p>All to note</p> <p>NM to action</p> <p>All to note & action</p> <p>JC to invite ML</p>
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	<p>local job and skills development (Withernsea is a priority area).</p> <ul style="list-style-type: none"> - Purchase local market; TD offered brief proposal and would like this to be discussed further. PC requested document to be circulated; NM to arrange a meeting to discuss. - JN explained ERDF new rounds will begin next year; could invest to create non-seasonal jobs. - JC explained that the Regeneration Partnership has a bid to DCLG to develop a Community Economic Development Plan. This would be developed by January and could identify future opportunities for Big Local investment. 	
<p>6.</p>	<p>Media & Communications</p> <p>JS commented on the good response from BikeFest and the plans to attend Summer Fete (30th Aug 15).</p> <p>FW asked if any further events within Valley Garden are planned; members advised Wartime experience event planned for 5th-6th September; NM to ring and enquire if there are any joint opportunities.</p> <p>JS explained the format of the e-newsletter and the intention to give relevant micro-bulletins; some new subscribers via BikeFest, would encourage SG members to also forward e-news to their contacts and recruit new subscribers by going to the website.</p> <p>NM explained the software used to create e-newsletters will show what topics are of interest to residents; this will then shape future content.</p> <p>JS will be inviting people to join the communication subgroup; would welcome SG members support as well as their help to publicise this new group membership opportunity.</p>	<p>NM to action</p> <p>All to note & action</p> <p>All to note & action</p>
<p>8.</p>	<p>AOB</p> <p>JN reported on two planned events at SHOREs:</p> <ul style="list-style-type: none"> - 27/8/15 Local Links event @ 1.30pm - 06/10/15 Crime Prevention group; more details to follow but will focus on educating carers on safety, security & wellbeing (open to new ideas). 	<p>All to note</p>

