

# Sompting Big Local Partnership Meeting Minutes 08-09-14

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## Sompting Big Local Partnership Meeting

**Monday 8 September 2014**

**Community Room, Sompting Village Primary School, Sompting, West Sussex**

**Attendees:**

Partnership Members	Members of the public/observers
i. Gill Crowter, Resident ii. Trevor Crowter, Resident and Co-Chair iii. Mel Shaw, Resident & Adur & Worthing Council iv. Chris Servante, Resident and Sompting Parish Council v. Andy Brook, Volunteer, Adur Voluntary Action vi. Nicky Hellard, Resident vii. Cllr Carson Albury, Adur District Council viii. Alun Jones, Resident and Vice-Chair ix. Adrian Barratt, Adur Voluntary Action	i. Jim Boot, Big Local Rep ii. Albert Cuckney, Sompting Football Club and Resident iii. Barbara Locke, Volunteer at the Hub iv. Richard Adam, Volunteer at the Hub v. Cllr Lyn Phillips, Adur District Council vi. Jacqui Matten, Sompting Big Local Co-ordinator vii. Wendy Slaughter, Minute Taker
Apologies from	
i. Sarah Leeding, Resident and Adur Voluntary Action ii. Kay Vincent, Resident and Parish Councillor	

**Minutes of previous meeting/Matters Arising**

1. Previous minutes approved as read and true.
2. It was noted that the previous meeting held at the Joyful Whippet venue had too much 'background noise' and this is to be taken into consideration should this venue be used for holding a future meeting.

**Big Local evaluation**

3. Sompting Big Local Partnership has been asked by Local Trust and the Big Lottery to evaluate their first year of partnership working on Big Local. They provided a series of prompt questions for the groups to consider. The groups then wrote the key observations/findings on flip sheets around the room. The results are as follows:

	<b>1. The achievement we're most proud of is ..</b>	<b>2. We have made the most progress with ...</b>
<i>Our progress</i>	<ul style="list-style-type: none"> <li>• Hub – its buzzing</li> <li>• Hub – very much being used and appreciated</li> </ul>	<ul style="list-style-type: none"> <li>• Plan – and where it's going</li> <li>• Interaction</li> <li>• Understanding Sompting</li> <li>• Buses</li> </ul>
	<b>3. We feel more confident about ...</b>	<b>4. The thing we've got better at doing is ...</b>

## Sompting Big Local Partnership Meeting Minutes 08-09-14

<b><i>Our development</i></b>	<ul style="list-style-type: none"> <li>• Trusting people as we know one another better</li> <li>• Moving forward</li> <li>• Knowing the needs of our community</li> <li>• Getting somewhere at last!!</li> </ul>	<ul style="list-style-type: none"> <li>• The Hub</li> <li>• Engagement/Engaging the community – through increase of volunteers/community engagement</li> <li>• Talking</li> <li>• Building members</li> </ul>
	<b>5. The top tip we'd share with other Big Local areas about something that's worked well for us is ...</b>	<b>6. The main lesson we've learnt from something that hasn't gone so well is ...</b>
<b><i>Our learning</i></b>	<ul style="list-style-type: none"> <li>• Good co-ordination</li> <li>• Not being afraid of something not working if it's been tried before – try it a different way until it's done!</li> <li>• Clone Jaq (Co-ordinator)</li> </ul>	<ul style="list-style-type: none"> <li>• Communication/ Need to communicate wider</li> <li>• Being involved more</li> <li>• Too many done deals</li> <li>• Try a different way</li> </ul>
	<b>7. The most important thing we've done that has helped us be resident-led is ...</b>	<b>8. A positive change that we have helped make happen in our area is ...</b>
<b><i>Our influence</i></b>	<ul style="list-style-type: none"> <li>• Local Trust policy</li> <li>• Millfield [event]</li> <li>• Activities</li> <li>• Chance of # 7 bus on Sundays</li> </ul>	<ul style="list-style-type: none"> <li>• The Hub's rapid growth</li> <li>• Activities to get word out</li> <li>• Fun 4 Seniors</li> </ul>
	<b>9. The most useful relationship or partnership we have built with others has been ...</b>	<b>10. The thing that has been most helpful to us is ...</b>
<b><i>Our support</i></b>	<ul style="list-style-type: none"> <li>• Our new volunteers</li> <li>• Each other</li> <li>• Adur and Worthing Neighbourhood Team</li> </ul>	<ul style="list-style-type: none"> <li>• Jim Boot</li> <li>• Local Trust</li> </ul>

### Code of Conduct

4. Jim Boot presented a slide show highlighting the importance of the Code of Conduct using the Devonshire West Big Local (Eastbourne) Anti-Bullying Policy as guidance to enable members to manage conflict and deal with potentially difficult conversations.
5. Those attending this meeting were split into groups to come up with different ways in which to deal with 'conflict' concentrating on the best ways to manage conversations and heated discussions from their experience of when conflict has taken place ie not in the context of Big Local – what are the common causes. Each group was asked to feed back the main causes:
  - a. Misconstrued e-mail (sent for good reasons – misunderstood)
  - b. Money and control
  - c. Strong beliefs

## Sompting Big Local Partnership Meeting Minutes 08-09-14

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- d. Damaging or offensive behaviour
  - e. Different views about 'the problem'
  - f. Politics
  - g. Lack of tolerance
6. Back in their groups, participants were asked to discuss and record, what in their experience had worked to resolve conflict. Participants were each given two sticky dots and asked to choose the approach that was most likely to resolve issues in Sompting Big Local Partnership:

• Negotiation	1
• Recognise the conflict	4
• <b>Mediation</b>	7
• Withdraw/walk [away from the conflict]	
• <b>Policy/procedure/framework</b>	9
• Use the law – ultimate sanction	
• Ask one or more questions/understand and then don't misunderstand	3
• Don't look to win the argument but to resolve the issue	2

7. The top two ideas were to develop a conduct and behaviour policy and mediation. Richard Adams, Mel Shaw, Jacqui Matten and Gareth Smith all agreed to join a start and finish task group to draw up a policy and procedure to address the problem. West Sussex Mediation Service would be approached to find out if they would be prepared to help with mediation.

### Standing Items

#### Co-Chairs Report

8. The Chair introduced Lancing's Mash Barn Councillor David Lambourne who offered his full support and offered any help required. It was also noted that the following members have left the partnership and that the Partnership would like to thank them for their invaluable support:

- Roger Foregard
- Phil & Ann Godley

#### Big Local Plan

9. At the last meeting it was agreed to have a vote on whether Adur Voluntary Action (AVA) should continue as the locally Trusted Organisation (LTO) to hold the first draw down of the Big Local funding. The Partnership members all agreed to stay with AVA for the duration of the first two years of the Plan as submitted to Local Trust. It was proposed that the role of LTO for the next 2 year plan (Yr 3&4) be discussed in 18 months and whether to put out for tender. Adrian Barratt confirmed that AVA are happy to continue as LTO to Sompting Big Local Partnership until such time.

# Sompting Big Local Partnership Meeting Minutes 08-09-14

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## Finance Report

10. There was a very brief finance report that the budget was as expected at present. A more detailed finance report would follow.

## Co-ordinators Report

11. Jacqui Matten, Big Local Coordinator reported that there would be a KeySafe installed outside the Big Local. This would resolve the issue of too many key's having to be cut (and the cost) for those who needed to use the Big Local venue outside of normal business hours. In due course those requiring access will be advised of the key code. Those members of the partnership who still have keys will need to hand these back.
12. It has been reported that the Big Local Hub was sometimes perceived to just be a 'cafe' . Some recent suggestions for "bigger kettle, Microwave, Improved Coffee" confirmed this. The consensus was to try and move away from this perception.
13. Jacqui suggested that Volunteers at the Hub should be given clear and concise information as to what is expected of them and their role including clarity on the amount of time they are offering and should be fully supported. A skills audit will be completed looking at what training is required and who can provide it.
14. Some structure needs to be in place so that resources are not wasted. Need to look at what peoples' core skills are to build on these and fully utilise. Volunteer information should not be displayed on the Hub windows as too cluttered; more information can be put onto Website. Highlights included
  - a. There were 368 users/visits to the Hub in last month
  - b. The Sompting Big Local Facebook use is growing daily. The audience is different from the Sompting Residents Facebook page [but should be complementary]. Work is being done to look at the type of user, repeat users of types of activity, monitoring positives and negatives.
  - c. External groups have been invited to provide useful information and awareness raising sessions such as Guildcare to discuss wellbeing in the community, falls in the home – how to avoid, deal with etc.
  - d. The "Plant Out" at Millfield had been very positive. The purpose of the project is longevity. Jacqui thanked Mel for support on the day. Residents engaged, money spent for the next two years' plants, two new benches bought, two others being replaced.
  - e. An on-line calendar is being looked at for use in the Hub, to enable users to better organise future activities, meetings etc with the facility to "book" time and space in the Hub.

## **Communication – discussion paper**

## Sompting Big Local Partnership Meeting Minutes 08-09-14

---

15. It was suggested that the Communications Group be re-established. Volunteers for this group were Chris, Mel (to co-ordinate), Jill and Carson. Dates for the first meeting will be circulated.

### Community Transport Update

16. A Parish Council Amenities and Environment Committee Meeting was held last week. Kay sits on both the Parish Council and Big Local Partnership. It was reported that there is a desire to work on this issue in partnership. On the front page of the Herald there was an article which misled readers to believe that the Big Local would be purchasing a minibus but nothing has been agreed. At the Parish Council Meeting discussions included a Compass Bus offer to re-instate a No. 7 bus service on a Sunday for a trial period which would require a subsidy. However, there is a concern that this could lead to uncontrolled increases in the subsidy level and no control on the service although it is a quicker and simpler way of getting a trial Sunday service. The hiring of a mini-bus for a Community Bus service had a better prospect of future viability but a greater administrative burden. There is a further meeting on the 9<sup>th</sup> September to continue discussions.

### AOB

17. Jim reported that he is planning a Big Local Networking Learning training event on 25<sup>th</sup> October between 10.00 and 3.00pm to be held at the Sompting United Reform Church (opposite the Big Local Hub). Big Local groups would be coming from neighbouring areas as well. Any Partnership members and volunteers wishing to attend should contact Jim – [jim@bootc.net](mailto:jim@bootc.net) . This FREE training will include presentations and workshops on:

- Implementing the Big Local Plan
- Tendering
- Procurement
- Commissioning
- Small Grants
- Pitfalls & Successes
- Evaluation/Cost

18. Community Church Grant – Chris reported that the Community Church had received a £400 Big Local Grant for their Family Week on the Recreation Ground. He suggested there should be a clear procedure in place to get applications approved. Trevor reported that this had been done at short-notice, with the agreement of the Finance Officer and Vice-Chair, to enable a wider range of activities to take place. In future a panel would be required to look at small grant funding applications including the impact and outcomes. Volunteers from the Partnership to form the panel would be sought at the next meeting.

## Sompting Big Local Partnership Meeting Minutes 08-09-14

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19. Carson reported that “Ron” and neighbours at Croshaw Recreation Ground were extremely grateful for the fencing. There are plans in place to have more planting on the verges at the foot of the fencing and more fencing over the next 5 years. Donations of plants/shrubs will be sought from local community.

The meeting closed at 8.30pm. The next meeting will be at 7.15pm on Monday 13<sup>th</sup> October in the Community Room at Sompting Village Primary School.