

Notes of the Big Local Sompting meeting held on Thursday 6th June 2013

Location: Sompting Village Primary School

Attendees: Mel Shaw, Adur and Worthing Councils/Resident; Sue Holland, Resident; Trevor Crowter, Resident; Jim Boot, Big Local Rep; Chris Servante, Resident/Sompting Parish Council; Carson Albury, Adur Council; Jonathan Paine, Resident/Sompting Community Church; Kerry Ramshaw, Resident/Sir Robert Woodard Academy (SRWA); Adrian Barritt, Adur Voluntary Action (AVA), Frank Smith, Resident; Jacqui Offord, Resident; Sharon Wood, Sompting Parish Council/Resident; Nigel Howard, Resident; Colin Frampton, Sompting Community Church/Resident; Gill Crowter, Resident; Trevor Crowter, Resident; Lydia Schilback, Red Hen Projects (Lancing); Andrea Ballance, Resident; Alun Jones, Resident; John Hoffman, Sompting Football Club (SFC); Albert Cuckney, SFC; Niki Schonau, Ricardo; Sarah Leeding, Resident.

Apologies: Cllr David Simmons

Welcome and introduction

1. Everyone introduced themselves. There were 10 new faces and two welcomed back after not being able to attend the last meeting. Jim Boot gave a quick re-cap on Big Local starting with the announcement of the funding on 10th December 2012, the launch/open afternoon held in February, the family play morning held in April and the six working/planning group meetings held. He then covered the last meeting when it had been agreed to put together a submission for £20,000 Getting Started funding (in addition to the £1m) to Local Trust who are the organisation behind Big Local. The submission was to cover the Big Local Pathway to develop a vision, profile, partnership and action plan through three main areas of activity:
 - a. Community shop/café – to give a permanent visible presence for Big Local in the community from October
 - b. Key or community development worker – to support the residents and help organise events and activities – possibly based in the community shop
 - c. Attending events, clubs, activities etc (starting with Sompting Festival 12, 13 and 14th July) and a road-show to outlying areas of the community

Update on Getting Started funding submission

2. Community Shop
 - a. Trevor Crowter gave the group a detailed update on the community shop/café. This had been proposed at the last meeting with the intention of giving a presence in the community in Cokeham Parade (former surf shop/butchers/sandwich shop). Trevor had calculated that the shop was almost at the centre of the area of benefit. It had a large area at the front (suitable for displays, sofas, chairs and tables) and a store room to the rear (sketches and photos to follow).
 - b. The rent was £400 per month with an opt out from a three year lease after one year. Trevor, Sue Holland and Jim had met with Adrian Barratt from Adur Voluntary Action (AVA) on Monday 3rd June to discuss the detail. AVA have recent experience of opening the Village Action community shop in Lancing. There were other costs to be factored in such as business (retail) rates, legal costs and insurance – although based on AVA's experience it should be possible to get an 80% or even 100% business rate reduction from Adur District Council. If the group did want to sell teas and coffees

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and even pre-packaged biscuits and cakes, they would need a worker/volunteer with a food hygiene certificate. Trevor suggested the group could realistically be looking at an October opening date.

- c. Andrea Ballance, an artist, offered to paint the windows for Christmas and other key dates to attract visitors.
 - d. There was a discussion about what staffing would be realistic – using volunteers – and it was suggested to start small/modestly and build from there. The overall cost had been calculated at £9000 but this still needed to be worked out in detail. It was asked who would take the lease – and it was said that this would have to be the Locally Trusted Organisation¹ (LTO). It was proposed to use Freecycle to get hold of furniture, paint and fittings and it was suggested that the group starts early and stores things until the shop is ready.
3. Events and activities road-show
- a. Jim and Sue gave a quick overview of the proposed approach. The idea, building on the launch and family play morning, was to engage with residents and capture their issues and ideas by ‘piggy backing’ on existing community events starting with the Sompting Festival on 12-14th July and also to take a mini-roadshow to outlying areas.
 - b. Sue said the plan for the festival was to have the Good Bad Dream boards – to capture people’s ideas and issues – and to run a children’s competition to design a logo. After the meeting Andrea Balance – a professional artist – offered to help with the logo competition and turning the winning entry into a professional looking logo.
 - c. The Community Church had an event in August that the Big Local team could attend. Chris Servante said that there will be a boot fair. It was proposed to start to put together a list of events.
4. Key worker
- a. The proposal was for an individual to go out to events and activities – to where people are. It was cautioned against putting the emphasis on a key worker which might mean that residents pull back from getting involved. It was suggested that training (residents) could be a substitute for a key worker. It was agreed that training had a role but that volunteers have other commitments whereas a key worker can dedicate their time to this (project). It was proposed that the key worker could manage/be located in the shop. It was also proposed that their role be renamed ‘co-ordinator’ and that they should be employed by the Locally Trusted Organisation.
5. Also to be considered in the submission:
- a. It was suggested that the group also needed to have a web presence and be on Facebook and Twitter. Chris Servante pointed out that there was already a Sompting Residents’ Facebook page and Twitter account. It was suggested that a dedicated Sompting Big Local website could offer local businesses free advertising.
 - b. It was also proposed to consider community art or doing up an existing eye-sore which could be really engaging. Andrea, who is prepared to volunteer her time, said that a mosaic could be done really cheaply ie for just £20

¹ The LTO is appointed by the group subject to the agreement of Local Trust to hold the £20,000 on behalf of the residents.

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Update on Locally Trusted Organisation (LTO)

6. It had been proposed at the last meeting that Jim should contact all the proposed Locally Trusted Organisations:
 - a. Sompting Village Primary School
 - b. Sompting Community Church
 - c. Sompting Parish Council
 - d. Adur Voluntary Action
7. Jim reported that he had spoken either on the phone or face to face with all the organisations. He had used the criteria set by the group last time in his discussions:
 - a. Non-political
 - b. Accessible
 - c. Not for profit
 - d. Competent treasurer/financial processes AAA
 - e. Locally represented/care about Sompting
8. He gave a brief report on the outcome of each of his conversations:
 - a. Richard Cave, Headteacher at the **Primary School** said he would be happy in principle to take on this role. However, he pointed out that his bursar only had a term-time contract which might be a barrier to them taking on this role ie being able to make payments or fulfil the role of LTO during the holidays – although he said that if no alternative LTO was found he would be willing to look at how this could be managed. Given the barriers identified he would like to be considered as a reserve.
 - b. Colin Frampton from **Sompting Community Church** had again been very pleased to be asked and would be willing again to take on this role. However, he said that his treasurer was a volunteer and already very committed and so unless the group were unable to find an alternative, he would prefer to be considered a reserve.
 - c. Jim had met that afternoon with the Chair and Clerk of the **Parish Council** along with Chris Servante and Sharon Wood (both parish councillors). Jim was informed that while the clerk was already very committed in terms of work-load, they would like to consider taking on this role. They discussed employing the key worker – they already employ two members of staff and so this wouldn't be an obstacle. Jim informed them about the intention to take on the shop lease and that the group anticipated the LTO signing the lease and again this was OK. Jim asked about whether the council considered themselves a political organisation. Jim was informed that although the chair of the parish council represents the Labour group on Adur District Council and other councillors stood as Conservative or as Independent candidates, all the committees of the council were cross-party and so the parish council didn't consider itself a political organisation. Also, the clerk, who would undertake the role of treasurer on behalf of the Parish Council, was an officer and so non-political.
 - d. Trevor, Sue and Jim had met with Adrian from **AVA** on Monday. AVA were willing to undertake this role if that was what the residents wanted. They had recent experience of both opening a community shop and employing community development workers. They saw become the LTO as fitting with their role to support the voluntary and community sectors within Adur.

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- e. It was proposed that a vote should be taken on who should become the LTO on behalf of the working group. Given that Sompting Community Church and the Village Primary School would rather not undertake the role unless there was no alternative, it was proposed that only the Parish Council and AVA should be considered at this stage. Chris Servante, Sharon Wood and Adrian Barrett did not to take part in the voting. Residents were given a red sticky dot and other organisations ie businesses were given a blue dot to distinguish the votes. The results were:

	Residents	Organisations
Sompting Parish Council	3	0
Adur Voluntary Action	11	2

Roles and responsibilities

9. The next part of the meeting aimed to look at the various roles and responsibilities involved in Big Local. Jim explained that a comment had been made that he had been rather dominant and that the residents needed to take more of the initiative. The participants split up into three groups to consider the following roles:
- Locally Trusted Organisation
 - Working Group
 - Big Local Rep (Jim)
 - Key worker/co-ordinator

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10. The results of the three groups were as follows:

	Big Local Rep	Residents/working group	Cross-cutting	Co-ordinator/key worker	Cross-cutting	Locally Trusted Organisation (LTO)
Group 1	<p>Report as required to Local Trust on the delivery of the Getting Started activities.</p> <p>Keeping a record of discussions, decisions and actions from meetings.</p>	<p>Agree process for distributing the funding and making sure the group is kept informed of decisions relating to the funds.</p> <p>Researching the area profile.</p> <p>Selecting the Locally Trusted Organisation to hold the £20,000.</p> <p>Chairing/leading meetings.</p> <p>Twitter and Facebook</p> <p>Arranging and setting the agenda for meetings.</p>	<p>Setting up and maintaining a website.</p> <p>Staffing the shop and café.</p> <p>Co-ordinate activities to engage residents.</p> <p>Organising events and activities.</p>	<p>Engaging with and involving residents to take part or give their views.</p> <p>Reviewing or evaluating progress/activities.</p> <p>Sending out press releases and media relations.</p>	<p>Making payments</p> <p>Facilitating locals to work within the community</p>	<p>Employing any staff appointed.</p>
Group 2	<p>Report as required to Local Trust on the delivery of the Getting Started activities.</p> <p>Arranging and setting agendas for meetings.</p> <p>Reviewing or evaluating progress/activities</p>	<p>Staffing the shop/café.</p> <p>Sending out press releases and media relations.</p> <p>Selecting the Locally Trusted Organisation to hold the £20,000.</p>		<p>Facilitating locals to work within the community.</p> <p>Organising events and activities.</p> <p>Co-ordinate activities to engage residents.</p>		<p>Employing any staff appointed.</p> <p>Making payments.</p>

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	Big Local Rep	Residents/working group	Cross-cutting	Co-ordinator/key worker	Cross-cutting	Locally Trusted Organisation (LTO)
	<p>Keeping a record of discussions, decisions and future actions.</p> <p>Agree processes for distributing the funding and making sure the group is kept informed of decisions relating to the funds.</p>	<p>Staffing events and activities.</p> <p>Chairing/leading meetings.</p> <p>Twitter and Facebook.</p> <p>Setting up and maintaining a website.</p>		<p>Researching the area profile.</p> <p>Engaging with and involving residents to take part or give their views.</p>		
Group 3	<p>Arranging and setting the agenda for meetings.</p> <p>Agree processes for distributing the funding and making sure the group is kept informed of decisions relating to the funds.</p> <p>Facilitating locals to work within the community.</p> <p>Chairing/leading meetings.</p>	<p>Engaging with and involving residents to take part or give their views.</p> <p>Selecting the Locally Trusted Organisation to hold the £20,000.</p> <p>Appoint staff.</p> <p>Twitter and Facebook</p> <p>Researching the area profile.</p> <p>Organising events and activities.</p> <p>Reviewing or evaluating processes and activities.</p>	<p>Staffing events and activities.</p> <p>Setting up and maintaining a website.</p>	<p>Staffing the shop/café.</p> <p>Co-ordinate activities to engage residents.</p> <p>Sending out press releases and media relations.</p> <p>Facilitating locals to work within the community.</p>		<p>Employing any staff appointed.</p> <p>Making payments.</p>

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	Big Local Rep	Residents/working group	Cross-cutting	Co-ordinator/key worker	Cross-cutting	Locally Trusted Organisation (LTO)
		Report as required to Local Trust on the delivery of the Getting Started activities.				

Group 3 not allocated: Keeping a record of discussions, decisions and actions from meetings.

11. The groups then fed back a key point/s from their discussions:

- a. Group 1: No clear role at moment for co-ordinator but beware not having this role at the beginning.
- b. Group 2: Some functions of the BL Rep and co-ordinator will come back to the working group.
- c. Group 3: Deciding what/where in transition period.

Any other business

12. Chris Servante said that Big Local hadn't been included on the pre-publicity for the Sompting Festival and to confirm whether the group would like to have a pitch. Jim confirmed that even if the Getting Started funding wasn't available in time for the festival, he still had £379 remaining of his £1000 outreach budget for Sompting which would mean they could still have a pitch as well as t-shirts etc. Adrian Barratt said that AVA had a gazebo that the group could use. Sue Holland said she also had a gazebo the group could use.

Date of next meetings

13. It was agreed that a small **task and finish group would meet up on Monday 17th June at 7pm at the Joyful Whippet** (with the permission of the landlord) to update/complete work on the Getting Started submission.
14. The larger group would meet again on **Wednesday 26th June at 7pm at Sompting Village Primary School** to finalise the Getting Started submission and make the arrangements for the Big Local stall at the Festival.