

## Notes of Sompting Big Local working group meeting on Monday 4<sup>th</sup> November 2013

**Present:** Jim Boot, Big Local Rep; Janet Roberts, Resident; Mel Shaw, Adur and Worthing Councils and Resident; Roger Haggard, Federation of Small Businesses; K Vincent, Resident and Chair of Cokeham Ward Liberal Democrats; Anne Godley, Resident; Ann Watts, Big Local Co-ordinator; Trevor Crowter, Resident; Adrian Barritt, Adur Voluntary Action; Jonathan Paine, Resident.

Notes of the last meeting held on 30<sup>th</sup> September.

1. These were accepted as a fair record.

Hub (community shop) update

2. Trevor Crowter gave an update on progress. The lease agreement is to be signed on Thursday. The keys will be handed over at the weekend and the intention is to be in on Monday 11<sup>th</sup> November to start to get it straight. Rubbish is being cleared first, cleaning and then decorating.
3. Following discussion, the group agreed that the hub will be run by volunteers with the new Co-ordinator Ann Watts operating the rota.
4. There are already five volunteers interested but it may take a while to get going.
5. It was proposed that the Hub could tie in with other initiatives such as Adur Access Points – however, it was felt it shouldn't lose its local focus.
6. Opening still planned for 16<sup>th</sup> November at 12.00 but this will by necessity be low key.

Co-ordinator update

7. Ann Watt's induction programme is starting on 5<sup>th</sup> November (her start date). People can contact Anne via e-mail: [ann.somptingbiglocal@adur.va.org](mailto:ann.somptingbiglocal@adur.va.org) or mobile: 07565002767.
8. There was a discussion of how her supervision and support will work ie from the group (or the partnership once formed) and could someone from the group ie Trevor take on that supervisory role. This approach was supported by the meeting. This would need to include the co-ordinator's development and training.
9. Data protection was mentioned and it was asked if Local Trust have a policy. Jim said they did and here is a link to their policy: <http://www.localtrust.org.uk/footer/privacy/>

Communications and strategy group

10. There was a report of the recent meeting of the newly formed sub-group. Among its discussions are:
  - a. That what's stopped [the working group] making progress is not having a [clear] decision making progress.
  - b. There is now a Communications Strategy in development.
  - c. Volunteers or patchworkers [need to be recruited to help spread the word and aid communication] as well as for the Hub. It was suggested as well as having patchworkers for a street or neighbourhood in Sompting, you could also have one for a particular theme or group ie children, young people or elderly people.
  - d. Consulting on what residents want from the £1m – once we have an idea of what is needed, can form a business plan.
  - e. Nicky Hellard, who is an analyst, has volunteered to start analysing the Good Bad Dream results received so far.
11. It was pointed out that as well as perceived needs [wants or wishes] identified by residents, there also has to be an understanding of actual need [provided by statistics]. Mel Shaw offered to circulate a profile of the area which has been commissioned by Adur and Worthing Council. This

would show what some of the underlying or 'wicked' issues are in the area (there is a summary of what your Big Local Profile should include in Appendix A at the end of these notes).

12. The group envisage using a combination of media [ie film, drama, photos] to create the profile.
13. Finally, the group proposed making the website 'the golden source' of information relating to Big Local [this could be replicated in the Hub in a folder for anyone to read and/or on exhibition boards – Trevor had brought along a set of exhibition boards with information on].

#### Budget

14. There was no spending to report [although there are now commitments such as the Co-ordinator's pay and the lease on the shop].
15. The group now need to elect a finance person to arrange payments.

#### Big Local Pathway

16. Jim said that the group need to keep in mind the key outputs they need to achieve over the next few months in order to start to draw down the £1m. These are:
  - a. Developing the Big Local Profile
  - b. Forming the Big Local Partnership
  - c. Developing a Big Local Vision
  - d. Developing the Big Local Action Plan
17. The group said that they also needed a plan of how to engage hard to reach groups.
18. In terms of the partnership, Local Trust's tool-kit <http://www.localtrust.org.uk/wp-content/uploads/2012/02/Making-Big-Local-happen-TOOLKIT-December-2012-updated.pdf> includes a Memorandum of Understanding (Appendix B) which avoids the need to spend time on policies, accounts etc which the group would need if it became a constituted organisation.
19. Local Trust's guidance states that it only needs eight members to form the partnership but that 51% need to be residents. The group felt that a lot of contacts have now been made [in the community] and that sub-groups were now feeding into the central or core [working] group and that the [working] group needed a set of central aims to work towards [that are set out in the Memorandum of Understanding]. Copies of the Memorandum of Understanding were circulated and those that were interested filled in their names and signed a master copy. Trevor Crowter agreed to contact key people not represented to add their signatures ie the Parish Council and other previously long-standing members of the working group.
20. Jim circulated a form for people to complete if they were interested in putting their names forward for the partnership. He agreed to circulate the form electronically with the notes of the meeting. These could also be made available from the Hub.

#### Boundary

21. At the last meeting it had been proposed to increase the boundary of the Big Local beneficial area to include the whole civil parish of Sompting (see map in Appendix C).
22. There was general agreement amongst those present on increasing the beneficial area to include the whole civil parish. It was suggested to agree this recommendation at the first general meeting of the Sompting Big Local Partnership.

#### Any other business

23. It was asked if Big Local should tie in with housing issues. It was proposed to put housing information in the Hub.

24. It was proposed to ask Kerry Ramshaw and Darren Lewis to suggest how to engage with young people.

Next meeting date

25. The General Meeting date was proposed for **Monday 9<sup>th</sup> December at 7.15pm at the Sompting Village Primary School** unless a significant clash ie with a parish council meeting was identified. **Communications Group to publicise the date using village notice boards, website, Facebook etc.**

## Appendix A:

### The Big Local profile

#### Describing your area

The Big Local profile should include a description of what your area is like now. Below and on the next page are some examples of what to include.

**People** – who lives here? How has the population been changing? Are there any social groups (e.g. families with children, students, pensioners) who are particularly likely to live in the area? What other groups are there, for example nationality, faith, ethnicity groups, gender or disability?

**Natural and built environment** – what does the local area look like? What parks and other public spaces exist in the area? What are they like? Do people use them? Are there concerns about flooding, pollution or lack of land for food growing? How do people feel about the condition of the area?

**Community relationships** – do different and diverse community groups work together? How? How do people support positive relationships across different communities?

**Housing** – what's the housing like? Who owns it? Are homes energy efficient?

**History** – what would a resident say is the 'history' of the area? You may also have other categories which you feel are vital to include. Remember that this information should reflect both what people like and dislike about their area. Statistics are important, but they shouldn't take over the report. Use them as evidence to back up the key points that you are making.

**Jobs** – where do people work? What are the employment opportunities? Do people have a choice of a range of jobs?

**Local business** – what businesses or industry are there locally? Are there any small business owners?

**Shopping** – where do people shop? What shops are the most popular?

**Banking** – what banking/money facilities are in the area? How do people get money if they need it unexpectedly?

**Play** – what leisure and recreation facilities are in the local area? Who uses them?

**Services** – what support services are provided in the area? Who runs them and who are they for? These could include youth and homework clubs, luncheon clubs, community gardening projects, and so on.

**Local facilities** – what schools, surgeries, places of worship, community centres, libraries and other such buildings exist in the area? How easy are these to access? Can you describe the state of the facilities?

**Transport** – what transportation options or issues are present? How is the area connected to other local centres, both by road and

**Public transport** - how do most people get around in your area? Do most people own cars or do they use public transport?

**Organisations, partnerships and networks** – which voluntary and community groups or partnerships/associations operate in the area? These could include tenants' groups and residents associations, neighbourhood watch groups, girl guides and scouts and so on. How long have each of these groups been established?

**Local government** – who are they and what role do they play?

**Safety** – how safe does your area feel? Does it feel safe for everyone in your community?

**Health** – what health services are available? Is there access to healthy food? What

#### Prompts for questions

Collecting this information won't always be easy. To bring it to life and to get people thinking both about what they like and dislike about the area, you may wish to use some of the following prompts:

What do you like about the area?

What makes the area special and different?

What public spaces, buildings, services, businesses and other organisations are important?

What organisations, partnerships and networks are already interested and involved in improving the area?

What has had a negative impact on the area?

Why do people leave the area?

What are issues of concern?

If there is one thing you could change about the area, what would it be?

Have changes in the wider economy affected the area? What do these changes mean?

How do you think you can work better together with others in the area?

Remember that this information should reflect both what people like and dislike about their area. Statistics are important, but they shouldn't take over the report. Use them as evidence to back up the key points that you are making.

opportunities are there to exercise? Are there specific health concerns?

**History** – what would a resident say is the 'history' of the area? You may also have other categories which you feel are vital to include.

## Appendix B:

# Memorandum of understanding template

Agreement between Local Trust and [*Big Local area name*] Big Local partnership. **This agreement is made between Local Trust (on behalf of Big Local) and *Name of Big Local partnership*, who are acting on behalf of *Name of Big Local area*.** Essentially the partnership is a way whereby people locally provide recommendations in good faith as to how their local area can be improved.

**By signing this memorandum of understanding, members of the partnership undertake to:**

1. Provide overall direction of Big Local to meet your area's long term vision and outcomes.
2. Agree a shared vision which extends from the range of visions collected from across the area during earlier pathway steps.
3. Create a Big Local plan. The plan will set out clear approaches for realising your area's shared vision. The Big Local plan will adapt over time but will include how you plan for the £1m to be 'spent'.
4. Carry out the Big Local plan. The partnership will decide how to carry out the Big Local plan. The partnership will establish the criteria for distributing any part of the £1m and will identify suitably experienced and skilled locally trusted organisation(s) to distribute the funding.
5. Assess and report impact. The partnership will need to know how the people and activities are moving the area closer toward the shared vision. This information will help the partnership explore how Big Local may have influenced changes in the area. The partnership (or locally trusted organisations) will need to collect evidence and inform Local Trust about key activities, accomplishments and the status of funding distributed as well as impact made in the area.
6. Review annually. Both the partnership and the Big Local plan will be reviewed annually. The process will ensure open, critical reflection on how the partnership is working to achieve the outcomes and the shared vision.
7. Engage with a diverse range of people in your area, in a thoughtful, continuous and inclusive way and make a commitment to equal opportunities.
8. Promote Big Local activities, your Big Local plan and the funding available to implement it to people locally and ensure that stakeholders are updated about Big Local.
9. Engage with voluntary, community and social enterprise sector organisations, public and private organisations operating in or near your area to identify opportunities and build links where funding, expertise, joint working and/or support can be provided to the benefit of the area.
10. Adopt a code of conduct for partnership members that will expand on these responsibilities and describe specifically the expectations for your area's partnership members.
11. Participate in Big Local networking and sharing learning activities, as relevant.
12. Work with your area's Big Local rep.
13. Participate in the selection of your area's long-term Big Local rep.
14. Work within the agreed Big Local boundaries as illustrated below. Should any changes to the boundaries be deemed necessary, the partnership will seek approval from Local Trust prior to making any adjustments.

(continued over)

By signing this agreement, Local Trust undertakes to:

1. Provide the necessary support and guidance to the partnership to fulfil its responsibilities. This will include a Big Local rep to work with the partnership; communications and fundraising support; and access to specialist advice and expertise.
2. Agree proportionate and reasonable running costs for the partnership to operate.
3. Provide written guidance on the operation of the Big Local.
4. Communicate effectively with the partnership, including responding promptly to requests for information and advice.
5. Provide opportunities for training and learning to partnership members, both nationally and through advice to local areas.
6. Work with the partnership to appoint locally trusted organisation(s) that hold(s) and distribute(s) funding on behalf of the partnership.

This agreement is effective from the date that both signatures are made and will last in the first instance for one year or until the partnership completes its annual review. This partnership agreement can be reviewed at any time if complaints or disputes occur that raise doubts about the ability of the partnership to fulfil its responsibilities.

Signed on behalf of Local Trust

Name:

Title:

Signature:

Date:

Signed on behalf of the Big Local partnership

Name of chair:

Signature:

Date:

The membership of the partnership at the time of agreeing this memorandum of understanding is listed below.

<b>Name</b> <i>(including chair)</i>	<b>Status</b> <i>(resident, volunteer, worker, councillor, other, business owner, other)</i>	<b>Organisation name</b> <i>and role/title, if individual works in the Big Local area</i>

Agreed boundaries of Big Local area as approved by the Big Lottery Fund, available from your rep or Local Trust: [Insert Big Local area map, as approved by the Big Lottery Fund, here. This is available from your rep or Local Trust.]

Appendix C:

The Big Local - Sompting

