

Sompting Big Local Partnership meeting

Monday 13th October 2014

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

Attendees:

Partnership members:	
i.	Mel Shaw, Resident & Adur & Worthing Council
ii.	Cllr Carson Albury, Adur District Council
iii.	Alun Jones, Resident and Vice-Chair
iv.	Kay Vincent, Resident and Sompting Parish Council
v.	Jonathan Paine, Resident
Volunteers, public and observers	
i.	Andy Brook, Volunteer, Adur Voluntary Action and North Lancing Residents Association
ii.	Albert Cuckney, Sompting Football Club and Resident
iii.	Barbara Locke, Resident/Volunteer at the Hub
iv.	Richard Adam, Resident/Volunteer at the Hub
v.	Cllr Lyn Phillips, Adur District Council
vi.	Jacqui Matten, Sompting Big Local Co-ordinator
vii.	Paul Mansell, Resident
viii.	Molly Glover, Resident/Volunteer at the Hub
ix.	Emma Crowter, Resident/Volunteer at the Hub
x.	Terry Locke, Resident
xi.	Cllr David Lambourne, Adur District Council
xii.	Jim Boot, Big Local Rep
Partnership Member Apologies	
i.	Chris Servante, Resident and Sompting Parish Council
ii.	Adrian Barratt, Adur Voluntary Action
iii.	Sarah Leeding, Resident and Adur Voluntary Action
iv.	Trevor Crowter, Resident and Chair
v.	Gill Crowter, Resident and Chair

Welcome and introductions

1. Alun welcomed everyone to meeting (Jonathan arrived late) and as there were so many new faces, asked everyone to introduce themselves.

Minutes from the previous meeting

2. The minutes were agreed for accuracy except that Andy Brook isn't a member of the Partnership [although he does attend regularly].

Conduct and behaviour policy

3. Jim explained how the policy had been arrived at. It had been agreed at the last meeting to develop a code and procedures to deal with the difficulties with behaviour and conduct that had been experienced at previous meetings and in the Hub – also to initiate mediation as a group. The small task and finish group that had volunteered at the last meeting (Gareth Smith, Barbara Locke, Jacqui Matten and Richard Adams) had met and participated in a workshop. The results of the workshop had been circulated to the Partnership and a Policy and Procedure drawn up based on the results, which had also been circulated for comment [none have been received]. Jim asked if anyone had any comments or questions on the policy.
4. Barbara asked if volunteers could ask someone to leave the Hub if they behaved inappropriately without recourse to a 'responsible person' – ie Partnership chair, vice chair

or finance officer, AVA or the Big Local Rep. The meeting felt that it would be reasonable. Although the policy stated that any incidents would need to be recorded in the Hub's incident book, there needed to be a more detailed procedure on how to handle incidents.

Jim agreed to add this.

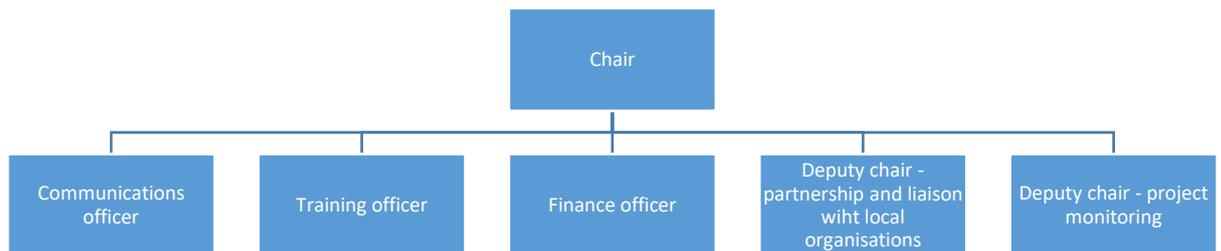
5. It was agreed by the meeting that those present should sign and start adhering to the policy. The other Partnership Members not present or Volunteers at the Hub would be asked to sign the policy at the earliest opportunity.

Interim Partnership management arrangements

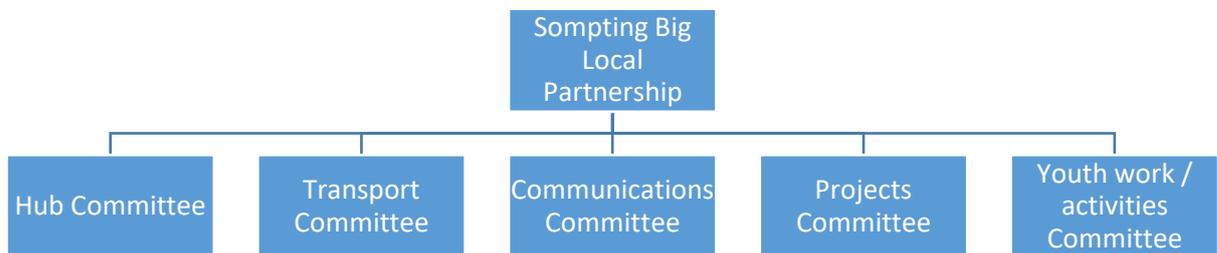
6. Alun explained that Trevor had been signed off work and that Jonathan had stepped back from his role as co-chair due to family and work commitments. Roger had also resigned as finance officer. Alun had prepared and circulated a paper setting out some proposals for managing the Partnership in the meantime.
7. Mel was concerned that the proposed arrangements were a lot for Alun to take on and that he may need some help. Alun said that he was prepared to do the role outlined with the support of Adrian Barratt and Jim Boot until the AGM.
8. Tony offered to help out with finance. It was felt that until AVA was fully up to speed with the new Big Local Plan financial arrangements, appointing a finance officer should await the AGM. Jim offered to meet Tony to discuss the role in the meantime.
9. Everyone was very impressed with the papers that Alun had prepared for the meeting and that this was a good way forward, especially given the concerns that had been raised through the mediation process about preparation for meetings. The meeting agreed the interim management arrangements proposed.

New proposed structure

10. Another paper had been circulated proposing an amended partnership structure outlined below:



11. That there be 5 Standing Committees:



12. Alun said that he appreciated there was a lot to consider and asked for **comments or suggestions in the next fortnight (by 24th October)** so that an amended paper could be brought to the next Partnership meeting ready to be agreed at the AGM.
13. It was suggested that more of an event needs to be made of the AGM to get some new people along – more of a general meeting for the whole of the area – to considerably widen the appeal with letters home from school, building on the experience of getting [residents] of Millfield involved. It was suggested to make it a celebration [of getting the Big Local Plan

endorsed] with food and refreshments and hold it during the day time on a Saturday. It was suggested to piggy back on existing events and activities to promote the event.

14. It was proposed to set up a task and finish group as had been done for the policy on behaviour and **Andy, Mel, Jacqui, Carson and Jim agreed to meet to do this. Jim to arrange a doodle poll.**

Big Local Plan implementation

15. Jim re-capped on the process to date. The meeting was very pleased that the Big Local Plan had been endorsed by Local Trust and thanked Trevor and Jonathan for their hard work and commitment. The Big Local Plan sets out a series of Actions for the next two years (summarised at the end of the Minutes).
16. A paper circulated prior to the meeting proposed focussing on the following projects in the short-term:
 - a. Small grants for facilities and activities
 - b. Albion in the Community/Sompting Goals
 - c. IT Hub at the Harriet Johnson
 - d. Community Transport
17. And to hold back on other [scheduled] projects until after the AGM:
 - a. Health at the Hub – Defibrillator
 - b. Youth Club
 - c. Youth Worker
 - d. Child supervised play
18. There was a concern raised that this was a lot anyway and so the meeting agreed to holding back [for now]. It was suggested that with the youth club and worker, that this should be more about helping out existing youth groups. **More information would be sought on youth provision.**

Finance

19. Alun reported that the raw data off the AVA system doesn't match with the headings in the Big Local Plan budget. AVA are going to fix their system so it can more accurately report on expenditure aligning with what we [the Partnership and residents] need to know to understand our Plan. Jacqui offered to present Hub expenditure [as part of her Co-ordinator's report].
20. It was observed that a lot is already committed that [appears] to be unspent. Tony suggested [using] cost centres to overcome this.
21. Alun reported that £150 had been found for art and other materials for Krafty Kids and up to £350 for the Fun for Seniors Christmas event out of the funds remaining from the £20,000 Getting Started funding [not from the £1m]. Jacqui said that this probably wouldn't all be needed but thanked the Partnership. Other community groups are invited to apply for a small grant ie for Christmas events from the new scheme. An application form will be put on the website shortly and available from the Hub.

Co-ordinator's Report

22. Again this had been circulated prior to the meeting. Tony asked Jacqui about what contact had been made with other local societies in Sompting. It was reported that Gill Crowter and others had contacts with groups including the Horticultural Society, Wey and Arun Canal Trust, Harriet Johnson Centre, the Whippets etc.

Communications

23. Mel reported on communications. The new look website <http://www.biglocalsompting.org.uk/> is really good and the meeting gave thanks to Emma for her work on this. Emma said that she is going to provide training and support to other volunteers [so that they could continue to develop it]. Mel offered to share [Adur and Worthing Council's] training too. The next step is to start putting documents such as minutes on it too.
24. It was reported that the Sompting Big Local Facebook continues to go well and that the feedback from users is that they like the approachable family [appropriate] feel to it. Also that they are getting 'Facebooked' by younger residents at Millfield too. It was suggested that Jacqui, Emma and Barbara have in effect become the Communications Group. They have started meeting on Wednesday afternoons in the Hub. It was proposed that if people submit information or documents to any of them by Monday, it will go up on the website or Facebook on Wednesdays. It was suggested that this would reduce the work-load for Alun. They may be ready to start Twitter after Christmas.

Transport

25. A paper had been circulated on the Community Transport project as well. Kay reported that above the A27, with just one bus an hour the service had become overcrowded and [potentially] dangerous for passengers. Although the local paper had to the wrong end of the stick, it had had a positive effect.
26. The Director of Compass buses had been in touch to say that for £6000 a year residents could have a Sunday and bank holiday service. Sompting Parish Council has agreed to £2,500 for a six month trial and so they were now only £500 short of the amount required. Carson was concerned about monitoring but Kay reported that the bus company will provide figures for usage and time of day. Regulations are that they have to give 8 weeks' notice before starting a new service so it probably wouldn't start before Christmas. The idea is for a two hour service all day on Sundays and bank holidays starting at 8.30am. It would need £8000 for an hourly service.
27. Mel suggested a budget for publicity as well. Kay reported that she is primed and ready to bombard the media with information. There was a suggestion to door-drop a leaflet to all the houses north of the A27 and there were volunteers to help with this. Andy said North Lancing Residents' Association could raise funds to contribute too. The meeting agreed that the remaining £500 should come from £5000 allocated in the Big Local Plan.

Small grants

28. Another paper had been circulated about this clarifying what had been awarded so far. Carson said that applications need to be turned around fast. The aim is for funding to be approved within 7 days and to keep to a 2 page application. Monitoring requirements need to be added on to the existing application form. Sompting Big Local stickers could be provided to go onto equipment that is purchased. It was suggested to put the application form on the website, have a register of all the grants provided and a newsletter every six months to report on what had been awarded, although it was pointed out that there was a limit to what the Communications Group could do.

Any other business

29. Jacqui had met with Andy Edwards from Adur Council's Parks team at Hamble Park. She reported that the skate park is going to be removed as it has been damaged beyond repair and deliberate damage is continuing. Andy reported, which Carson confirmed, that there is no budget/scheduled programme for improvements to the park until 2017. Jacqui had

suggested to Andy that Adur Council puts up a notice up to advertise that the skate park will be removed. She said that the Hub volunteers had offered to make a wild garden in one corner of the park. She said that the kiddies play park surface was also in very poor condition and asked whether there is a possibility of jointly funding [the re-surfacing].

30. Jim reminded the meeting that Big Local funding was not aimed at replacing public spending ie on parks, but could be used to enhance or add value to public sector projects/responsibilities¹ (see footnote web-link to Local Trust guidance on Additionality) or could be used as match funding to secure a much larger grant such as the Heritage Lottery Fund's Parks for People². Molly asked about Halewick Lane. It was reported that this project was on hold because of issues over ownership and contaminated land. Molly expressed her disappointment.
31. Mel mentioned the twittens and a project on these ie to incorporate into gardens. Jim confirmed that the current Big Local Plan's objective was for Parks and Open Spaces. Jim said that there was £10,000 allocated in the budget each year for the next two years and the Partnership needs to take a view on which park to focus on first. **Mel suggested a workshop session on Parks and Open Spaces to identify which project to do first.** The meeting supported this suggestion.
32. Jim mentioned the Big Local Networking and Learning Event 'Implementing your Big Local Plan' to be held at the United Reformed Church in Sompting on Saturday 25th October. Big Local Partnerships from as far afield as Ipswich, North Kent and Hampshire were coming. The event includes presentations and workshops on:
 - a. Setting up and managing a small grant scheme
 - b. Writing a commissioning brief or tender document
 - c. Assessing and deciding on tender submissions
 - d. Monitoring and evaluation (Ben Lee from the National Association of Neighbourhood Management)
 - e. Partnership dynamics and sustainability
 - f. Find out about and visit the Sompting Big Local Hub (opposite the venue)
33. **He asked for people interested in attending and/or to speak about and show visitors the Hub to let him know asap so he can cater for numbers.** Carson said he had attended previous events and recommended them highly!
34. There was a discussion about the continued role of the Co-ordinator as her contract ended on 31st December. Jim reminded the group that there was provision in the Action Plan for the role to continue for the two years of the action plan and the budget suggested that the hours of the worker could be increased from their current level. The role had already increased from the 19 hours per week that Ann was employed on to 21 hours per week from 1st July. From October a temporary additional 5 hours had been agreed based on existing work-load. A paper would be brought to the next meeting with a proposal once it had been discussed with the co-ordinator.

The meeting closed at 9.15pm.

Next meeting on Monday 10th November 7-9pm in the Community Room, Sompting Village Primary School.

¹ <http://www.localtrust.org.uk/wp-content/uploads/2012/02/Additionality-paper-Feb-2013-updated.pdf>

² <http://www.hlf.org.uk/HowToApply/programmes/Pages/ParksforPeople.aspx#.VD5tuMJ0yP8>

Sompting Big Local Plan Summary	1st October 2014 to 30th September 2015			1st October 2015 to 30th September 2016		
Activity/Project	Mth 1-6	Mth 7-12	Year 1 Total	Mth 13-18	Mth 19-24	Year 2 Total
Credit Union	£ 7,000.00	£ 6,000.00	£ 13,000.00	£ 6,000.00	£ 6,000.00	£ 12,000.00
Financial education	£ 500.00	£ 500.00	£ 1,000.00	£ 500.00	£ 500.00	£ 1,000.00
Community Transport	£ 2,500.00	£ 2,500.00	£ 5,000.00	£ -	£ -	£ -
Action fund	£ 1,000.00	£ 3,000.00	£ 4,000.00	£ 3,000.00	£ 3,000.00	£ 6,000.00
Post office	£ 500.00	£ 500.00	£ 1,000.00	£ -	£ -	£ -
Defibrillator	£ 2,000.00	£ -	£ 2,000.00	£ -	£ -	£ -
Small grants (facilities)	£ 2,500.00	£ 2,500.00	£ 5,000.00	£ 2,500.00	£ 2,500.00	£ 5,000.00
Gazebo and banner	£ 500.00	£ -	£ 500.00	£ -	£ -	£ -
Grant for improvement to parks	£ -	£ 10,000.00	£ 10,000.00	£ -	£ 10,000.00	£ 10,000.00
Youth club	£ 1,250.00	£ 1,250.00	£ 2,500.00	£ 1,250.00	£ 1,250.00	£ 2,500.00
Youth worker	£ 2,500.00	£ 2,500.00	£ 5,000.00	£ 2,500.00	£ 2,500.00	£ 5,000.00
Apprentice youth worker	£ 500.00	£ 1,500.00	£ 2,000.00	£ 1,500.00	£ 1,500.00	£ 3,000.00
Children's supervised play	£ 1,500.00	£ 1,500.00	£ 3,000.00	£ 1,500.00	£ 1,500.00	£ 3,000.00
Hub	£ 3,000.00	£ 7,000.00	£ 10,000.00	£ 7,000.00	£ 7,000.00	£ 14,000.00
Co-ordinator	£ 2,000.00	£ 8,000.00	£ 10,000.00	£ 8,000.00	£ 8,000.00	£ 16,000.00
Training	£ 750.00	£ 750.00	£ 1,500.00	£ 750.00	£ 750.00	£ 1,500.00
Roadshows and festivals	£ 1,500.00	£ 2,000.00	£ 3,500.00	£ 1,500.00	£ 2,000.00	£ 3,500.00
Website leaflets etc	£ 2,500.00	£ 2,500.00	£ 5,000.00	£ 2,500.00	£ 2,500.00	£ 5,000.00
Preparation for next action plan	£ -	£ -	£ -	£ -	£ 5,000.00	£ 5,000.00
Sompting Goals/Albion in the Community	£ 10,000.00	£ -	£ 10,000.00	£ -	£ -	£ -
Management fees	£ 933.00	£ 2,798.00	£ 3,731.00	£ 2,798.00	£ 2,798.00	£ 5,596.00
Totals	£ 42,933.00	£ 54,798.00	£ 97,731.00	£ 41,298.00	£ 56,798.00	£ 98,096.00