

## Big Local Eastern Sheppey Partnership Meeting Minutes Monday 11<sup>th</sup> September 2017

6.45pm at 5th Sheppey Scout Hut, Dicksons Walk, Eastchurch

### Present:

#### Partnership Members

Paul Leacock (Chair & Leysdown Resident), Mark Brown (Vice Chair & Bay View Resident) (MB), Lynd Taylor (Warden Resident) (LT), Lee-Anne Moore (LM), Daniel Perriam (Eastchurch Resident) (DP), Pauline Wenham (Treasurer and Leysdown Resident), Christine Taylor (Warden Resident) (CT), Sophie Hammock (Warden Resident) (SoH)

#### Residents

George Heath (Bay View Resident) (GH)

#### Other Members

Paul Murray (Oasis Academy) (PM), Christine White (LTO) (CW), Sandy Hammock (Administrator) (SH), Jim Boot (Big Local Rep) (JB), David Roberts (Porchlight) (DR)

### 1. Welcome and Introductions

PL welcomed everyone to the meeting. Introductions were made by all members. Apologies were received from Sharon McNaboe, Malcolm Pamplin, Ivor Gough, Sarah Williams and Sean Leacock.

### 2. Conflicts of Interest

These will be stated when relevant.

### 3. Minutes - Accuracy

LT raised concern and asked where was it agreed to start the meeting at 6.45pm, PL said the first he knew was when SH phoned him that day. MB explained that it was discussed and agreed in the last closed meeting to start a bit earlier. LM said that it hadn't been agreed by the partnership and PL asked for the minutes from the closed meeting, MB stated that he had notes but no minutes had been typed up. LM and PL stated that any meetings involving the partnership must be minuted properly and sent out to the partnership before the next meeting.

Minutes agreed were an accurate record of the previous meeting, **LM proposed and DP seconded, vote carried by partnership.**

### 4. Matters Arising

CW informed the partnership that the money that was being sent back to the Local Trust as per the last meeting, a cheque was sent in July but Local Trust did not receive the cheque, so LTO has cancelled that cheque and the money has now been sent back to Local Trust.

PL stated that after the last meeting regarding putting back the Dog Walking Park, a suggestion was put forward to him after the meeting about setting up a charitable incorporated organisation (CIO) for the Dog Walking Park as Gordon Henderson had said that he would then support us. PL asked for this to be put back on the agenda for October meeting.

**Action 12 – Discuss setting up a CIO for the Dog Walking Park at the October Meeting.**

LT stated that he received the Housing Needs Survey Forms delivered to him late, but they are in the process of being delivered out to the residents and will be completed by the end of this week. LT is still to give the invoice to LTO for work completed. PL said that he had originally agreed to man the sites for the drop in sessions this weekend for the housing needs survey but now has to work so is no longer available and asked if SL would be able to help, CW said that she will speak to SL and ask if he is available.

**Action 13 – Housing Needs Survey drop in sessions, SL to be asked if he is available to man the sessions and LT to arrange invoice for work completed.**

No.	Action	Update
2	Summer Playscheme	SL not available so will discuss at next meeting under Project Worker Update.
4	Working with the Older Community	SL not available so will discuss at next meeting under Project Worker Update.
11	Activity Club	IG not available so will discuss at next meeting as agenda item.

## 5. Administrator Update

SH wanted to let the partnership know about timescales on when the partnership is to expect the minutes from the meetings sent out to them and also the action sheet/matters arising. SH will also encourage the partnership to try and stick to agenda items and to try and not digress off the agenda, so we stay within the times for the meeting. JB pointed out that this should be down to the chair but SH said she will work with the chair to ensure the meeting runs within the time allocated.

## 6. Project Workers Update

### Summer Scheme

CW said that she had spoken to the workers and that every day there were people waiting to see if any spaces were still available. £5471 was the cost and £706 was received back in from Playscheme fees.

CW said that there is not much of an update due to SL working on the Playscheme and then two weeks annual leave, but she had met with SL and MB and spoke about questionnaires for the older community, Annual General Meeting (AGM) and the informal meeting that JB will chair that SL has arranged on 18<sup>th</sup> September to discuss roles and responsibilities within the partnership due to the AGM in November. SH will arrange for the roles and responsibilities to be sent out to the partnership.

**Action 14 – AGM, SH to send out roles and responsibilities sheets to partnership in readiness for informal meeting arranged on 18<sup>th</sup> September.**

## 7. Public Consultation

JB spoke about how we engage with local residents about the new big local plan, and this is about next steps in engaging with local community. We were looking at getting an organisation in to help us with the consultation or the plan writing. JB had designed a specification to send out to organisations to do this work and will send this out to the partnership on Tuesday 12<sup>th</sup> September and will discuss in more detail at the informal meeting on 18<sup>th</sup> September. A lot of public consultation has been done and we are doing a lot more with the housing survey and this does have the additional questions about if the local community would like to see big local do. The role that this organisation may do could be quite limited. PL stated that we have to submit the plan and

JB said that we could submit a two or three year plan before the end of February; we would only be assessed for that one plan.

**Action 9 – JB to send out specification to the Partnership.**

## **8. Community Chest**

PL said at the last meeting it was discussed about opening the community chest four times per year, but it could not be found in the minutes that this had been agreed. PL would like it agreed, voted and minuted that the it will be open four times per year, so open for three months, then that will close then open the next one, **PW proposed and LM seconded, voted and agreed by all members.**

SH put a proposal forward that community chest would be open January to March, April to June, July to September then October to December. Round will open at the beginning of the month and be open for applications for 5 weeks, after this a resident panel will be arranged to meet within two weeks for the round closing and will involve a minimum of three local residents, ideally one from each area. The resident panel will be an informal discussion about the applications and these recommendations will be taken to the partnership to either agree or disagree with the resident panel. The decision from the partnership will be typed up and sent out to the applicants within 10 days from meeting with the partnership and once acceptance of offer has been received back from the applicant, the grant money can be issued as per details on the application. SH would also like to create a Christmas event within one of the village halls as a Christmas Market stall event, where possible applicants can pitch their ideas to the local community who would be invited. Have mulled wine, Christmas food and music and also invite Santa Claus along to give out presents to local children. A form would be given to the community that attend and they can mark on the form what applicants receive award money from community chest possibly as first, second and third etc. MB said he likes the idea of the market stall but not so much the form with first, second and third. GH said to ensure we check what other events are going on in the area. PW suggested we ask the local school to bring this to their Christmas fayre, SH stated that they have limited space as it is. PL pointed out that if we do this in December, it may not give the applicants time to get funds for any Christmas events they may want the money. CW also raised issue that may be too late to arrange for this year and also the workers not having enough time to set this up. JB said also too close to end of year in March, so may need to ensure this is completed in beginning of March.

**Action 8 - Resident panel recommendations to be discussed at next meeting.**

## **9. Activity Club – Moved to October Meeting**

## **10. LTO Update**

CW handed out budget to date. Also pointed out that some of the headings will be changed so looks more like what is in the plan. PL asked what will happen with the £706 raised from fees at the Playscheme, JB advised it is down to you as income raised and suggested we set up a charity bank account to put this amount into. LM suggested it goes back to the children. SH advised there is also money received from activity club for day trip and subscription fees. CW will look into opening a building society account for big local eastern Sheppey.

**Action 15 – LTO to arrange opening a bank or building society account for income received.**

## **11. AOB**

- a) SH handed around a poster on a free workshop available 'How can communities challenge neighbourhood stigma' on 7<sup>th</sup> November in London to see if anyone would be interested. PM said he would possibly go.

- b) GH said that we should start thinking about Leysdown Carnival next year now and also possibility of flower post around the local area.
- c) JB said that on 23<sup>rd</sup> September there is a youth engagement big local event in London, details are available on the big local website, if anyone would be interested.
- d) SH said that she has looked through previous minutes and there is some action points still outstanding, PL asked for them to be emailed out to the partnership. SH raised that one was regarding Christmas and was raised in February regarding Christmas panto using the local prison and also possibility of ice skating rink, Christmas sleigh and Christmas carols. GH raised that may be issue with transportation to the prison.
- e) DR from Porchlight (supports homeless people) and is working on a project called Aspirations to help support people that are feeling lonely, anxious, stressed or depressed that are stopping them from engaging with activities due to how they are feeling. Fully funded project across Kent and East Sussex for people who are 18 years and over and eligibility is they are unemployed or economically inactive. Workers support people into training courses, clubs, volunteering or work. PL stated that we are predominately retired people in our area and when they isolate themselves they will not reach out to get this support how would you reach them; DR said that a lot of referrals come from friends and family. Leaflets were given out to the partnership.
- f) SoH said that due to going back to college and time restraints in attending meetings, she will be stepping down from the partnership with immediate effect. PL thanked SoH for her time on the partnership.

**Open meeting closed at 8.02pm.**

**Next Meeting on Monday 9<sup>th</sup> October - Venue 5<sup>th</sup> Sheppey Scout Hut, Eastchurch**