

**Notes of the Big Local Eastern Sheppey Partnership Meeting
Monday 9th March 2015
7.30 pm at Eastchurch Village Hall**

Present: Paul Leacock (PL) Chair, Andy Booth (AB) Vice Chair, Pat Sandle (PS) Treasurer, Sharon McNaboe (SM), Daniel Perriam (DP), Mark Brown (MB)

Apologies: Lesley Murray (LM) and Paul Murray (PM)

In attendance: Jim Boot Big Local rep, Sarah Williams LTO, interim project management support and note taker for this evenings meeting in LM's absence, Lynn Newton Swale Borough Council (SBC).

Ref	Agenda Item	Discussion	Action
1.	Welcome, introductions and apologies	PL welcomed everyone to the meeting.	No action required
2.	Conflict(s) of interest	PL asked everyone to declare their interests at relevant agenda items.	To be declared throughout the meeting where relevant.
3.	Notes of last meeting and any matters arising	Notes of the last meeting agreed. No matters arising.	No action required
4.	<p>Plan for the remainder of Year 1. As required by the partnership</p> <ul style="list-style-type: none"> ✓ Commissioning of Projects ✓ Community Engagement ✓ Recruitment of Worker <p>(papers to tabled at the meeting)</p> <p>Also to include:</p> <ul style="list-style-type: none"> ✓ Project Benches ✓ Community Chest ✓ Communications and Social Media 	<p>SW presented the following:</p> <p>1. The original commissioning framework developed by the partnership in conjunction with suggestions on how to take the cycle hire tender forward.</p> <p>LN asked for the different types of bikes to be listed and outputs and outcomes to be added to the current paper. AB spoke about the Swale Joint Transport Board (JTB) and the potential for Big Local to possibly match fund some of the cycle path.</p> <p>2. SW presented a draft communications</p>	<p>1. PL identified as the project champion for the cycle hire tender project</p> <p>PL and SW to meet to take forward</p> <p>SW to get a copy of the report carried out by Sheppey Tourism Alliance from Heather Thomas Pugh</p> <p>2. AB agreed to champion the communica-</p>

		<p>plan – to be completed. SW asked the partnership to endorse the approach and send any comments/amendments/anything else to be included.</p> <p>3. Community engagement plan not yet prepared - to be sent to partnership for comment</p> <p>4. SW presented a process for recruiting a Big Local worker including a timescale. Also presented was the original draft job description and person specification Discussions took place regarding potential pay scale. LN asked for community engagement to be added to the JD. LN also made the suggestion that a consultant could be a possible way forward. AB and PS agreed. PL, SM and DP made no comment.</p> <p>5. Additional Village Seating: SW had been in contact with Karen Boosey, learning and development lead at HM Stanford Hill. The benches are at Swaleside. SW is working with Karen to find a suitable time to get the benches installed and has also been in touch with the builder who will help to install them. Currently still unclear as to where Warden benches to be placed.</p> <p>6. Community Chest: Unfortunately on this</p>	<p>tions plan. SW and AB to finalise plan and set in motion.</p> <p>3. SW to draft community engagement plan and circulate to partnership.</p> <p>4. PL and SW to meet take forward the recruitment of the worker.</p> <p>5. SW to continue to work to get the benches installed as soon as possible.</p>
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		occasion, only one resident could attend the panel however the meeting went ahead. Once again Brooke Buttfield from SBC supported the group. Round 2 saw	
5.	Ratification of Community Chest Grant offer(s) from panel meeting on Thursday 5 th March 2015	<p>The partnership discussed each of the applications. 3 applications were discussed in particular:</p> <ul style="list-style-type: none"> - SCVS volunteer transport scheme. The partnership asked that all drivers from Eastern Sheppey be on the electoral register and that a call is made to rev and bens team at SBC. LN agreed to be the contact point from the partnership re checking on benefits. - Eastchurch Parish Council submitted 2 applications. Both are considered to be retrospective funding as the work has already been carried out. There is nothing currently in the guidance to say that things can't be funded retrospectively. The defibrillator project was accepted and the planters project went to a vote where the chair made the final decision to fund the project. 	<p>SW to inform successful groups and to advertise for final community chest fund of year 1.</p> <p>SW to add to the guidance note about retrospective funding for projects.</p>
6.	Update on Street Games	SM reported that she had received the information regarding street games; there was some confusion over the information that had been provided from Russell Fairman,	SM to report back to the partnership at next meeting re progress.

		<p>SBC. The information received referred to Street Games as the branded programme. SM felt that the partnership had discussed street games markings. The partnership agreed and SM was asked to take the project forward with support from SW.</p>	
7.	<p>a:Local Trusted Organisation (LTO) update b:Update on communications, social media and community development.</p>	<p>SW has spoken to the funding officer to ensure the next quarters funding is released before the end of the financial year.</p> <p>A large oversized blank cheque has been ordered in order to get lots of photographic opportunities with recipients of community chest monies.</p> <p>SW has been out see a variety of community groups over the last month, those in receipt of community chest and those who wish to apply.</p> <p>Twitter and facebook are growing steadily. Interaction using social media is required to be monitored every day or atleast every other day to ensure effective engagement.</p>	
8.	<p>Big Local Plan – employment theme (paper to be table at the meeting)</p>	<p>LN produced a paper written by Lorna Wyrill from SBC. The project supports the aspirations of the employment theme in year one of the Big Local plan.</p>	<p>LN to take back to Lorna to develop further.</p>
9.	<p>Any other Business (AOB)</p>	<p>PL like the idea of getting involved in the People’s Health Trust breaking news publicity scheme</p>	<p>SW to make contact with PHT.</p>