

# Big Local DY10

## 3 neighbourhoods, 1 voice

### Steering Group Meeting

24<sup>th</sup> July 2013, 7-8.30pm, St. Marys Church

Present	Apologies
Rev. Rose Lawley - Chair (RL) Rob Brown (RB) Carol O'Brien (CO) Terry Thomas (TT) Jo Knight (JK) Vander Browning (VB) Sarah Rook (SR) Jayne Nicholl (JN) John Stevenson (JS) Siri Hayward (SH)	Meg Mullen-Knight (MM) Sandra Weidrick (SW) Jackie Miller (JM) Helen Fairweather (HF) - Big Local Rep
Invited	
Justin Bryant (JB) - Vestia Community Trust	

1	<b>Introduction</b>	RL welcomed everyone to the meeting
2	<b>Agree notes from Previous meeting</b>	<p>RL asked the group to agree the notes from the meeting held on 10<sup>th</sup> July. The group agreed the notes and asked they are distributed to the wider Steering Group list and added to the website.</p> <p><b>ACTION: JB to distribute notes to Steering Group and add to website</b></p> <p>CO asked why the notes from previous meetings have not been added to website. JB explained there had been some difference of opinion within the group on changes to the notes and with no formal process to agree the notes in place they had not been added. The group agreed that all notes need to be on the website so that anyone can view and gauge progress of the project.</p> <p><b>ACTION: JB to distribute meeting notes not yet agreed. All members will provide feedback/comments which will be incorporated into the notes and brought along to the next meeting where final copies will be agreed by the group.</b></p>

3	<b>Photo Competition</b>	<p><b>JB</b> updated the group on entries for the competition. There have been 35 photographs entered electronically and approximately 40 through the disposable cameras. The group viewed some examples and agreed there were some really good photographs.</p> <p><b>JB</b> explained that due to the work with the schools being put on hold he went to St. Marys School to collect some entries that young people had already produced. These have now been entered into the main competition.</p> <p>The group discussed the fact a few of the entries had been received by people just outside the Big Local area (within 1 road of the boundary line). The group agreed these can remain in the competition.</p> <p>The group asked <b>JB</b> to group them into ages and provide images for judging at the next meeting.</p> <p><b>ACTION: JB to produce (anonymous) paper copies of the photos and all required forms to record the judging process at the next meeting</b></p>
4	<b>Children's Workshops - Tender</b>	<p><b>RL</b> led the group in a discussion about what they want to include in the tender document for the Children's' Photo Workshops. Initially the group listed ideas to include in the tender document however after much discussion it was suggested that the photo workshop idea may be 'limiting' for some Schools and they may have other more creative ideas on how young people could get involved and share their views about the area.</p> <p>This led to a detailed discussion on what this would involve, the positives and negatives and the outcomes the group would want. The group felt this idea fitted with the ethos of the Big Local DY10 therefore agreed to:</p> <ul style="list-style-type: none"> <li>• Offer each of the 4 Primary Schools in the area (St. Marys, St. Oswald's, St. Ambrose, and St. George's) up to £500 to deliver a project/idea within the School.</li> <li>• The projects, provisionally titled 'Thinking Tomorrow Today', will employ a creative process to get children and young people thinking about how they would like the Big Local DY10 area to be in 10 years' time.</li> <li>• The projects could be a photographic project, play, performance, dance production, poetry, story, painting or musical performance – just to name a few ideas.</li> <li>• The Schools will be able to use the funding to pay for</li> </ul>

		<p>staffing, materials, commissioning external providers, visits or any other costs relating to producing the project. All agreed costs will need to be in line with the 'Guidance on additionality related to Big Local money' document produced by the Local Trust.</p> <ul style="list-style-type: none"> <li>• The Big Local DY10 project will fund and organise a celebratory event in January 2014 where each of the schools will be able to perform, deliver or display their 'Thinking Tomorrow Today' project.</li> <li>• The finished projects will be included in the 'Local Profile' that will be used to direct how the £1million will be used in the area.</li> </ul> <p><b>ACTION: JB to produce a draft tender document based on the ideas above that will be finalised and agreed at the next Steering Group meeting.</b></p> <p>The group agreed that it is important to sell this project idea to the Schools and make it as accessible as possible for them. It was suggested that a good way of doing this would be to organise a 'Cheese &amp; Wine' evening (or something along those lines) and invite the Head, Chair of Governors and a teacher representative for each of the 4 Schools. This would allow the group to explain more about what they want to achieve and will begin a long term relationship between the project and the Schools.</p>
5	<b>Targeted Engagement Activity</b>	<p><b>Polish Lunch</b> – The group had agreed at the last meeting to progress the lunch idea however this had a met a few snags. The group discussed how to get over some of the obstacles. <b>RL &amp; JK</b> both know the same local Polish person so will ask if they are willing to come to a meeting to discuss ideas on how the group can engage with and get the views of the Polish community.</p> <p><b>ACTION: RL &amp; JK invite their Polish contact to a meeting</b></p> <p><b>Bangladeshi Lunch</b> – <b>CO &amp; RB</b> will speak with the owner of the Sher-E-Punjab restaurant to find out what ideas for engagement he has. It was suggested that if he has local staff employed they could be a good contact.</p> <p><b>ACTION: CO &amp; RB contact Sher-E-Punjab</b></p>
6	<b>Community Research</b>	<p><b>Information - JB</b> gave a brief summary of how the information gathered is being recorded. He asked the group to start thinking how they would like the information presented and how they think it could be incorporated into the profile document. Examples of 'word pictures', which can be</p>

		<p>generated from text, were passed around. They are visual ways of presenting text that can instantly help identify common themes, words and phrases. The group agreed these would be a great way of presenting the information within the profile – and for displaying wider within the community? JB will compile these once the research has been completed.</p> <p><b>Training follow up meeting</b> – As part of the training commissioned by the group there is a follow up meeting to check progress etc. It was suggested this meeting could look at what has worked well, what hasn't and ideas for on-going consultation.</p> <p><b>ACTION: JB will book trainer to attend a meeting in October 2013.</b></p>
7	<b>Big Local Profile</b>	<p><b>JB</b> asked the group to consider how they want their profile document presented. Examples of profile documents from other Big Local areas were distributed. These ranged from 40 page in-depth analytical documents to 2 page 'headline' documents.</p> <p>The group felt this stage of the project has all been about 'conversations' so would want this reflected in their profile. They also agreed they would want it to be something that people want to pick up and read. However alongside this they would like a 'solid' document that shows the statistical background to the issues, priorities and ideas that will be included in the profile. This way people who are interested in this level of detail can access the information and those who are not can avoid it.</p>
8	<b>Budget</b>	<p><b>JB</b> gave a brief overview of the budget. The group asked for this to be distributed by email.</p> <p><b>ACTION: JB to send out budget by email</b></p>
9	<b>Events</b>	<ul style="list-style-type: none"> <li>○ Aug 10th - FoSG Park Children's Arts Event (part of Kidderminster arts Festival) - Jo &amp; Sarah</li> <li>○ 10<sup>th</sup> -0 12<sup>th</sup> August – Someone's Art, Corn Exchange – TBA</li> <li>○ Aug 25th 11am – 4pm - Happy Staffie Agility Dog Show, Springfield Park – Jayne &amp; Jo</li> </ul>
10	<b>Any Other Business</b>	<ul style="list-style-type: none"> <li>● <b>Website Update</b> – The group agreed there is no need to add a specific update on progress on the website. Once all of the notes are added (discussed in item 2) this will act as the update.</li> <li>● <b>JS Update</b> – <b>JS</b> explained that he will be moving just</li> </ul>

		<p>outside of the Big Local area therefore may need to leave the group. As JS is a volunteer in the area it was agreed that he still fits the criteria to remain on the Steering Group so no action is needed.</p> <ul style="list-style-type: none"> <li>• <b>Review Meeting</b> – The group agreed this would be a good idea. Ideas for dates to be circulated and agreed by email.</li> <li>• <b>Networking Event</b> – The group agreed they would still like to do this. <b>ACTION: All respond to HF chase up email (sent at 5.39pm on 22.07.13)</b></li> <li>• <b>Big Local ID Badges</b> – JK reminded the group that these were discussed a while back. She felt they would be good to use when conducting community research. The group agreed. <b>ACTION: JB source badges and lanyards</b></li> <li>• <b>Gazebo/Table/Chairs</b> – The group explained that when representing the project at events it has been difficult to source gazebos and tables. JK requested that a gazebo, table and 2 chairs are purchased for use by the group. All agreed. <b>ACTION: JB purchase gazebo, table and 2 chairs from Hooties</b></li> <li>• <b>St. Oswald's Event</b> – SR gave JB invoice for £5 charge for Big Local Stall. JB to refund SR <b>ACTION JB process payment</b></li> </ul>
11	<b>Date of next meeting</b>	<p>The group agreed to next 2 meeting dates:</p> <ul style="list-style-type: none"> <li>• <b>Wednesday 7<sup>th</sup> August 7:00 - 8:30pm.</b> Meeting to shortlist the photographs from the Photographic Competition. Venue is TBC. RL gave her apologies for this meeting.</li> <li>• <b>Wednesday 11<sup>th</sup> September 7-8.30pm</b> at St. Marys Church.</li> </ul>