

Present: Graham Hodgson, Resident; Jackie Gaunt, Resident/Oasis; Lauren Gaunt, Resident/Oasis; Brenda Webber, Summerfields Gymnastic Club; Jodie Cornford, Resident/HVA; Genevieve Fernandes, Junkanoo UK/Resident; Jane Dodson, HBC; Ian Sier, Ore Community Land Trust; Claire Power, Resident/Ore Valley Forum/Ore Church/Mice Pre-School; Kat Frere Smith, The Community Fruit and Veg Project; Amy Wheeler, Red Lake Residents' Association; Dominic Birmingham, Resident; Becky Sargent, Ore Community Land Trust; Aubrey Ingleton, Ore Valley Forum/Ore in Bloom/Ore Community Land Trust; Alan Turner, Ore Outside; Jim Boot, Big Local Rep; Ron Bennett, Interim Steering Group/Ore Valley Forum.

Welcome and introductions

1. Ron Bennett, Chair of the Interim Steering Group welcomed everyone to the event and the launch of the North East Hastings Big Local Group. Ron outlined the purpose of the session and that it would be participative in its approach. On arrival everyone was given a post it note/s and encouraged to write 'What would you like to get out of the day?'

Support the committee	Find out more how the community can help	Would like to work on the partnership team	Response from advert for Community Development Worker
A bit more information on what is involved in the resident led partnership	How the resident group is going to be formed	I am willing to volunteer for most things!	

2. Jim and Ron confirmed that all of these would be covered during the event.

Presentation

3. Ron then gave a recap on summer engagement programme and emerging priorities. He started with what's happened so far; the summer consultation, website, facebook and Twitter, report back to those residents and stakeholders who'd expressed interest in being further involved and the emerging themes. A key one of these was communication and a group had now met to improve communication about Big Local and in particular how to utilise word of mouth.
4. The Interim Steering Group was now hoping to be replaced with a Big Local Group and Partnership. The Group would comprise Residents who live within the Big Local Boundary, Supporters who work, shop or use facilities in the area and Voting Representatives such as constituted local groups, organisations, public sector bodies or business who are based in or provide services to the Big Local area.
5. The [more formal] resident-led Partnership would be made up of a majority of residents (minimum 51%), no more than 49% supporters and a limited number of co-opted members. Based on the guidelines provided by Local Trust, the ISG proposed that:
 - No person has more than one vote
 - At all meetings the quorum for decision-making will require a majority who are resident in the Big Local area
 - The resident-led partnership will act in the best interests of the residents of the Big Local area

6. An inaugural general meeting of the resident-led partnership would be held on 12th December at which it would adopt its Terms of Reference and elect Officers and the Members of the Partnership. The Partnership's purpose is to:
 - Agree the area profile
 - Decide on the vision
 - Deliver the mini plan 'till March 2014
 - we have money for that
 - Main Plan from April 2014
 - we have to apply for that and submit the profile, vision and budget to Local Trust for approval
7. In terms of practicalities, Local Trust has provided a model set of Values, a Code of Conduct, Declarations of Interest, a Memorandum of Understanding with Local Trust. The Partnership and Big Local Group also needed to decide the frequency and times of its meetings.
8. The ISG proposes that the following will be expected of its members:
 - Serve for up to three years (the minimum period is one year). Note: it was subsequently decided that the initial commitment would be to serve until the 2014 annual general meeting.
 - Attend 1 or 2 meetings per month. Meetings are likely to last between one and two hours each
 - Abide by the values and code of conduct of the Partnership
 - Read the paperwork sent to you for meetings
 - Be committed to equal opportunities and inclusion
 - Provide information and advice about the day-to-day quality of life in the area
 - Ensure that local concerns are addressed and that solutions have local support
 - Provide regular feedback and a clear steer on priorities based on local knowledge
9. The main roles on the Partnership would be:
 - Chair
 - Vice-chair
 - Finance
 - Secretary
 - Chairs of sub-groups
10. Ron rounded off by updating on the role of the Community Development Worker that would be employed using Pathway Funding [an advance of £18,000 from the £1,000,000]. The post had been advertised with a closing date of 14th November and interviews held on 25th November. The intention is for the person to be in post before Christmas. They would be working 3 days a week, and would be formally employed by Orbit South and based in their office next to Ore Station. They would be employed initially for six months with the possibility of an extension subject to getting funding in the main plan.
11. Jim then captured some comments and observations on a flip chart sheet:
 - a. Communication still problematic – but a quiz night in Jan and other [Christmas events] offered the opportunity to engage and update residents. It was proposed to use alternative media such as video, drama.
 - b. There are lot of residents who do not have a computer or use websites and social media on a regular basis and there was a need for face to face communication and the street champions.

- c. Website – we're all learning how to use it as well as Facebook and Twitter
- d. Someone asked what were the outcomes of the summer consultation? That there are lots of little neighbourhoods, lots going on but a poor of understanding of what is available, crime rate, anti-social behaviour, dogs mess were all a concern, people wanted to make the most of open spaces, invest in the community centres, more for kids and others to do, activities, training and skills but at low or no cost, there was a concern for the independent shops, uneven pavements and the appearance of some areas.
- e. Young people's communication is very fluid and so the Big Local Group and Partnership will need youth involvement too.

Big Local Group

12. The group then brainstormed what the Big Local Group would look and feel like:
- a. Residents within the area but also people who work or visit the area ie to use shops or facilities.
 - b. Quorum must have a majority of residents.
 - c. As people are elected on to the committee, they should make a declaration that they will act in the best interests of the area.
 - d. Are members insured – they may need indemnity insurance.
 - e. Membership needs to reflect the breakdown of the area. Culturally ie Black and Minority Ethnic people, also unemployed people – will need to profile the needs of the area.
 - f. Representation from all the areas – geographically – some areas are quite polarised or cut off from others. But this may be a gradual or phased approach – give it some time.
 - g. There are people, particularly isolated people, who may not have an understanding or know about Big Local so the responsibility is on those who do know to share their knowledge, encourage others to get involved and communicate.
 - h. Another approach is to use the existing residents' association or individual members of the partnership to adopt areas to focus on.
 - i. A lot of people won't be interested until things start to happen.
 - j. It was asked if the partnership could fund things that are the responsibility of others? It was felt that they'd rather not but there was the possibility to take creative approaches in partnership with others ie use a little bit of funding to design and cost an activity that might be done by someone else or else to utilise funding from developers.
13. The group then brainstormed some of the values or qualities they would expect from members of the partnership:
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|--|---|
| a. Honesty | e. Transparency of processes and meetings |
| b. Impartiality | f. Respect for others' views |
| c. Reliability | g. Commitment |
| d. Understanding the area | h. Listening |
| i. Open mindedness | l. Creativity |
| j. Having time for this | m. Enthusiasm |
| k. Some ability, skills and experience | n. Youth |
| | o. Diversity |
14. Other issues raised were:
- a. Declarations of interest
 - b. Casting vote for the chair – yes/no?
 - c. Does the chair get a vote?

- d. Ore Valley Forum – what will happen to it. Merging is proving challenging and may or may not happen in the future.
15. In three groups the participants were then tasked with answering the following questions:
- a. How formal are the meetings?
 - i. Partnership formal with agenda, membership, officers and minutes
 - ii. BL Group informal, friendly, etiquette (?), respect.
 - b. How public are the meetings?
 - i. Regular open and closed meetings
 - ii. Sub-groups can be closed – not decision making
 - c. How is the agenda created?
 - i. Fixed item: minutes for accuracy and actions
 - ii. Update reports
 - iii. Open agenda items
 - iv. Flag system [for issues?]
 - v. Any other business
 - vi. Publish on web/paper
 - vii. Agenda and reports circulated week in advance
 - d. What paperwork is provided – in advance or at the meeting?
 - i. As above
 - ii. Notice of meeting
 - iii. Set dates six months in advance for important meetings
 - e. What items are confidential and until when?
 - i. Applications when submitted until decision
 - ii. Information regarding individuals or organisation details
 - f. Who takes notes (i) and who receives copies of the notes (ii) [everyone interested or just the board]?
 - i. Secretary [to take minutes]
 - ii. Partnership board to sign off
 - iii. Sent to the Group
 - iv. Made public via the website.
 - g. How many members need to attend in order to make a decision (what is a quorum)?
 - i. A ratio of 3:2 ie 3 residents to 2 non-residents ie supporters.
 - h. How are decisions made (consensus, majority vote, community votes)?
 - i. Firstly by consensus
 - ii. Secondly by majority vote
 - i. How are issues, conflicts and disagreements resolved?
 - i. Policy
 - j. What sub-groups are there and why?
 - i. Communications = engagement
 - ii. Fundraising
 - iii. Sustainability
 - iv. Small grants
 - k. How many meetings can a member miss before they are asked to resign?
 - i. Maximum 3?
 - l. Frequency of meetings?

- i. Partnership initially monthly then reviewed after 3 months
 - ii. Big Local Group = open group that meets 3 or 4 times a year
 - m. Time of day?
 - i. Alternating – possibly 1 month weekday night 6pm, then weekend morning the next month
 - ii. Use computer calendar [Doodle poll] highlighting everyone's availability
 - n. One location or circulate?
 - i. Keep local
 - ii. Utilise community centres and Orbit offices
 - iii. Alternate monthly
 - iv. Be aware of seasonal/transport/access issues
 - o. What roles are required?
 - i. Chair (spokesperson/public speaker)
 - ii. Treasurer
 - iii. Vice-chair
 - iv. Communications (monthly newsletter)
 - v. Secretary (membership)
 - vi. Minute taker
 - p. What items are confidential and until when?
- 16. Any other business
 - a. Have the big map of the area and flags for the general meeting.
- 17. The next meeting will be the first annual general meeting on 12th December at 7.30pm
(Note: venue now confirmed as The Bridge).