

Windmill Hill - Big Local

Partnership Meeting

22nd October 2018 at 10.00-12.00



Windmill Hill | **Big Local**

Priory View:

Board Attendance:	Board Apologies:
Irene Bramwell (Resident, Chair)	Stephen Torr (Resident & Vicar, St Berteline's & St Christopher's)
Phil Saunders (Resident, Vice Chair)	Jane Smith (LHT)
John Tynan (Resident & Pixel Perfect)	Jackie Fernandes (Resident)
Ann Marie Tynan (Resident & Pixel Perfect)	Claire Hunter (Children's Centre)
Mike Shepherd (Resident)	Nicola Banlin (Resident)
Jon Thain (Resident)	Frank Hargrave (Norton Priory)
Nicola Goodwin (HBC)	Cllr Pauline Hignett (Ward Councillor)
Tanya Lowe (Resident, CHI & Pixel Perfect)	Margaret Hicks (Resident)
	Susan Brownrigg (Norton Priory)
	Phil Thornton (CHI)

In attendance:
Chris Featherstone (HBC)
Anne Sherriff (Local Trust Facilitator)
Sharon Thornton (Creative Health Initiatives – CHI)
Dan Ellis (Big Local / Groundwork CLM)

<p>Welcome and Introductions:</p> <p>Partnership Review: AS</p> <p>AS handed out Partnership membership forms to complete. Partnership review to be conducted next meeting.</p> <p> Big Local partners October 2018 list</p> <p>Resident Topic / Resident Meeting Feedback</p> <ul style="list-style-type: none">No resident topic / meeting this month. <p>IB asked DE to share the Big Local values – so they can be signed up to. IB Also look at confidentiality – so people can speak freely at these meetings.</p> <p>Minutes of last Meeting – items not on the agenda</p> <p>Minutes accepted as a true record and seconded.</p> <ul style="list-style-type: none">BMX – DE Shared a couple of draft track designs from Marianne, produced by Clarke and Kent BMX track specialists. These have been shown to the young people who met Marianne during the consultation.	<p>DE</p> <p>ALL</p>
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The preference appears to be the Option 1. Marianne has used this option in a design to see how it would look on Phoenix Park.



BMX Track Opti



BMX Pump Trai

- Marianne's design keeps ½ of the rough kick about area that consultation showed was still being used.
- Marianne will now take this through to planning.
- CF has spoken to Steph Davies – who doesn't think she will have the level of detail needed from Marianne to make the 31st Oct Viridor funding deadline. Next submission date is Jan 2019. Does Big Local want to wait for January submission or put in more Big Local funds – another £20k up to a total of £50k? Big Local will commit more if Viridor bid fails but is the extra wait worth it?
- DE to clarify how this will affect timescales of getting the project built so the partnership can be clearer on the impact of any delay. DE
- BIG2WEEK wrap up meeting to wait until Jane is back from compassionate leave. DE
- DE has chased SB at Norton Priory for the Blue Rooms poster – not received yet DE
- DE to check Colin is working alongside Craig about sharing the Sandymoor winter training facility. DE
- St Bertelina's Bonfire night – after a H&S assessment the firework display is no longer going ahead. So grant approved last month not required.

Hub template feedback

IB & MS – attended the hub steering group meeting. Felt the plans were too ambitious, grown beyond what community originally asked for. IB felt that the community didn't want the Community Shop. Some confusion about the 4th option and how it differed from earlier versions.

AS facilitated a Partnership feedback session – showed an unease about the size and scope of the project and disquiet over the Community Shop. External landscaping was supported and development of the church and improving its community use was welcome. Want to know more about the Church scheme and costs before committing any financial contribution.

NG - The level of detail in the end study and recommendations were overwhelming, too ambitious and possibly confusing.

AS – The Church scheme is eligible for Big Local support as is for joint use, a multi-functional community space alongside any religious uses. Is common for Big Local to support such projects. Would need a formal agreement with the Church / Diocese about what activities were and were not acceptable within the community space.

NG. Steering group would continue (supported by Well Halton) to progress the

recommendations around the Church site with the other recommendations put on hold but they could be revisited at a future date. This would jeopardise the Community Shop due to timescales but a staged approach felt the pragmatic way forward.

CCG feedback – very clear they are not looking to invest anything in health services or primary care as part of the project. However, Public Health services e.g. midwifery, weight management, health visiting can still be provided in any new space.

CF – need to provide feedback to immediate residents as they were most concerned. NG to draft a letter to residents.

NG - emailed Kimberley as need architects to work up next stage of the Church development. Need update in the newsletter for wider community.

CHI Update:

Monthly report to be emailed round with minutes.

CHI Café Business Plan Update: Niamh Goggins met with CHI on Wed 17th Oct to go over the CHI business plan. She visited the Café site and thought it had good potential. Summary attached.



Phoenix Park Ca

However, given that the Council will run an open tendering opportunity, with strong commercial competition, the financial planning and project implementation sections need to be improved. This will be a major project with great potential for long term service and support for Windmill Hill. Governance will be crucial, and the board of CHI could be strengthened to include accounting and catering management expertise. Finally, it will be important that the relative roles and responsibilities of the Windmill Hill Partnership and CHI are clarified. My recommendations to the Partnership therefore are;

- 1.→ To advance grant funding of up to £7,000 to fund the production of the financial planning and project implementation sections of the business plan, to be produced by an accountancy practice with experience in the catering trade, who will work with the CHI Directors to ensure that it is their business plan;
- 2.→ To use local contacts and experience to help the CHI Directors identify, interview and select two new Directors with a) accounting and b) catering management expertise, as soon as possible;
- 3.→ To draw up, with advice from the LTO, the letter of offer for the overall grant to support the CHI bid, which will include objectives and milestone, the schedule of payments, reporting requirements and ongoing responsibilities to the Windmill Hill community.

Niamh Goggin

19th Oct 2018

Partnership agreed to follow Niamh's three key recommendations. Copied below.

Legal advice for Partnership – what does Partnership need to do to protect itself. DE to seek advice

Timescales for the tender are now quite pressing. Open day for the café is November 2nd, with tender submission at the end of the month. Niamh will continue to help. ST felt her help was really appreciated.

If CHI win the cafe tender can then celebrate in the next newsletter.

NG

DE

Visit to 'Driven' in Wigan.

PT and DE visited a Community Transport scheme in Wigan called 'Driven' and managed by Ian Tomlinson.



Driven leaflet.do

Ian was incredibly helpful and although his project was set up with over £100k of CCG funding he believes it could be set up much more organically with just one volunteer driver and one person who needs a lift.

'Driven' co-ordinates volunteer drivers with an isolated person that needs help. Driven does all the DBS checks, carries out references, training, insurance checks etc and manages the bookings between driver and the 'driven' and provides the fuel and/or parking expenses for the driver. It's a door to door service for those that can't manage the buses or afford a taxi. If a volunteer driver unexpectedly cannot make the pick-up – Driven sorts out a taxi replacement.

They also manage a minibus scheme – which they feel has more potential for earning an income.

It isn't sustainable financially at the moment and needs grant funding – but hope to be working towards greater sustainability.

Advertise for volunteer drivers in the newsletter – if anyone comes forward can start to develop the programme. Ian has provided all their templates etc and can be adapted. If need to pay for admin support Big Local can do so.

AMT The Church uses volunteer drivers. May be worth a chat.

Partnership feels it's worth trying and putting it in the newsletter.

Small Grant Applications:

- St Berteline's Church: Replacement of fire doors. Costs split with Area Forum



St Berts 2018-2
Small Grant Appl

Partnership approved.

- Bingo Club: Christmas meal.



Xmas Bingo
GRB 11-1

DE to check which Bingo group.
Partnership approved.

Training Fund: Counselling course at Riverside College for resident.

DE

JTh



Big Local trainin
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Partnership approved.
Onward Housing does have other grant support that could also be accessed.
DE to raise PO with College.

DE

JTh – Craig O’Connell a previous applicant still needs support –DE to follow up.

DE

CIO Update

Annie from H&StH VCA went through the attached presentation. Explains what a CIO is, the responsibilities of trustees and obligations under the Charities Commission



Understanding Y
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Now need to identify residents who are interested in becoming trustees on the CIO and then Annie can go through the roles required. Need to agree what the CIO would be delivering on behalf of the Partnership

Annie would help with all appropriate policies and procedures. Ideally 5 residents would be trustees (with good skills mix), would agree a group name and constitution. Began to discuss the relationship between the CIO and the Partnership - needs careful thought.

AS - CIO can’t be used to ‘store’ Big Local money – must be used to deliver activity. Need greater clarity on what the CIO would actually be doing, e.g. events, transport. Would they look to charge to make an income stream and apply for other external funds? How would it be separate from the Partnership and be independent to do its own thing?

DE to email who attended to see if they would be keen to take the next step.

DE

IB – Be useful to visit other Partnerships to see what they have done to attract more funding - to get new ideas. AS – Bradley Big Local in Lancashire that has two sub-companies - a Community Land Trust (that builds houses) and a CIC runs an out of school education activity. They are doing very different things with different memberships and run their own activity free from Partnership control. Stalybridge BL now run a boating lake.

DE

Publicity and Marketing Update: JTh

Ideas from recent meeting to help promote BL more on the estate.



Big Local
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Design some plaques – that are routinely handed out to grant recipients. To be put in a window, screwed into a wall, a raised bed etc

Next newsletter a ‘bumper’ Xmas edition – end of October deadline for content. Will have a calendar of December events – let Jon know when they are. Will also

<p>be on the 'What's-on' page on the website.</p>	<p>ALL</p>
<p>Newsletters are on the website. windmillhill.online</p>	
<p>Mailing list needs developed so can email the newsletter but will take time. Incentive? Sign up entered into a raffle. Need to do it again and again and again. Wendy can share the newsletters with her group. AMT will take some to church. AMT volunteered Pixel Perfect could deliver next copy. Street Champions could also deliver some of them.</p>	<p>AMT</p>
<p>Advertising on the roundabouts. CF to check.</p>	
<p>General discussion about estate signs. Many signs are out of date, or dirty and need cleaning or replacing. Maybe worth a discussion with Onward Housing about replacing/cleaning them.</p>	<p>CF</p>
<p></p>	<p>DE</p>
<p>AOB:</p>	
<ul style="list-style-type: none"> Pixel Perfect update: As part of grant approval - School will be doing the enhanced DBS checks for Pixel Perfect. Meeting arranged with Annie at VCA to help advise how best to develop PP – either a community group or a CIC business. All policies and procedures are completed and a draft Business plan is ready for meeting with Annie. Two Xmas events still going ahead. 	
<ul style="list-style-type: none"> Meeting time/dates? Request for change. Several members couldn't make an evening meeting. Agreed to stick to existing time. 	<p>JTy</p>
<ul style="list-style-type: none"> Leadership Assembly Feedback: ST enjoyed the event. Had good discussions with other Big Locals. Put IB in touch with a NW Chairs group. ST surprised by how many were not residents but from Community Organisations, like CHI that supported the residents in those areas. 	<p>ALL</p>
<ul style="list-style-type: none"> Snappers Calendar: Draft calendar shared. Suggestions welcome. Meeting dates / BIG2WEEK dates could be added? 	
<ul style="list-style-type: none"> Bonfire Buses? Partnership agreed to continue to fund the 'bonfire buses'. 	<p>DE</p>
<p></p>	<p>DE</p>
<p>DONM</p>	
<p>26th November 10-12noon @ Priory View – full Partnership.</p>	
<p>January meeting residents only (no DE/AS/HBC/Onward etc) and then alternate with full partnership. DE schedule dates in.</p>	<p>ALL</p>
<p></p>	<p>DE</p>