

Windmill Hill - Big Local

Partnership Meeting

26th November 2018 at 10.00-12.00



Windmill Hill | **Big Local**

Priory View:

Board Attendance:	Board Apologies:
Irene Bramwell (Resident, WOW, Chair)	Claire Hunter (Children's Centre)
Mike Shepherd (Resident)	Jane Smith (LHT)
John Tynan (Resident & Pixel Perfect)	Jackie Fernandes (Resident)
Ann Marie Tynan (Resident & Pixel Perfect)	Nicola Goodwin (HBC)
Nicola Banlin (Resident, FOWH)	Phil Thornton (CHI)
Jon Thain (Resident)	Phil Saunders (Resident, V.Chair)
Margaret Hicks (Resident Snapper Photography)	
Tanya Lowe (Resident, CHI & Pixel Perfect)	
Bobbi Slavin (Resident)	
Wendy Dunn (Resident & Thursday Night Club)	
Claire Broadhurst (Norton Priory)	

In attendance:
Sheila Rawlinson (Resident, Thursday Night Club – 1st meeting as an observer)
Bec Fearon (Head of Engagement at Bluecoat - Blue Rooms project)
Chris Featherstone (HBC)
Anne Sherriff (Local Trust Facilitator)
Sharon Thornton (Creative Health Initiatives – CHI)
Dan Ellis (Big Local Partnership support worker / Groundwork CLM)
Nina Burns (Groundwork MSSTT – observer from Brinnington Big Local)

<p>Welcome / Introductions / Apologies for absence:</p> <p>Resident topic / resident meeting feedback:</p> <p>No resident meeting held.</p> <p>Discussion about resident only meetings – confusion over whether these were to <i>replace</i> Partnership meetings or in <i>addition</i> to Partnership meetings. AS felt resident meetings can be useful on occasion but need to be clear on why they are needed as can split the Partnership. Partnership felt it was helpful to have Partner organisations at the meetings.</p> <p>IB As daytime meetings make it difficult for those that work to attend; perhaps an evening meeting is better. AS worried that alternating daytime and evening meetings would end up with two different sets of membership that again could split the partnership. If a change in the meeting time attracted three new members but lost three regular members then that is not an improvement. AS felt to stick with the time that attracts most residents – and the current meetings attract a healthy number of attendees. Partnership meetings kept at 10am.</p> <p>MS: An evening meeting needn't be a decision-making meeting - more to</p>	ALL
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<p>update and share information. Nina Burns holds a 'Big chat', which sounds similar. AMT – An evening resident meeting or 'Big Chat' the week before a Partnership – could help them prepare for the Partnership meeting. DE willing to update any members that cannot make a daytime meeting.</p> <p>IB: Members should be up to date with the Big Local guidance and this needs discussing – important that residents making decisions know the BL guidelines. AS does know the guidance and members don't need to know all the rules as AS is there to make sure the Partnership keeps within those rules. Residents can look at the guidance if they wish but not if they don't want to as AS will make sure the Partnership doesn't act against the BL guidance. AS happy the Partnership has been acting appropriately! If rules change AS will make sure the Partnership is updated, e.g. conflict of interest.</p> <p>Minutes of last Meeting – matters arising not on the agenda</p> <p>DE: Brought copies of the Big Local Values, Role Descriptions, Code of Conduct, Conflict of Interest, expectations and responsibilities. etc. Members can take a copies at the end if interested.</p> <p>DE: BIG2WEEK wrap up meeting – Jane Smith is back at work. DE to arrange a date with JS and anyone else interested. General feeling the BIG2WEEKS needs a bit of a refresh. Resident input welcome.</p> <p>CF: Letters delivered to immediate residents around the Church to update them on them of progress and plans to press ahead with the Church development. Steering Group meeting Friday to discuss next steps for the Church – can update at the next Partnership meeting. No feedback from any residents that had the letter.</p> <p>BS: Asked about the Community Shop feedback – DE: Partnership were invited to a meeting specifically to discuss the Hub Plans and complete questions on a stakeholder template. It was facilitated by AS and residents wrote their views on large flip charts. These were photographed and written up and sent to the Hub Steering Group. Generally, the feedback was there wasn't support for the Community Shop, but there was for the Church development and public realm landscaping etc.</p> <p>MS: Will now be a phased approach with the Church first and the Hub will be later if funds found by HBC. CF: Community Shop are now working with Onward Homes about having a shop in their Priory House building in Halton Lea by Shopping City. Priory House has space due to a restructure of the Onward business and it will cost about £300k to kit out as a Community Shop. Well North, Onward Homes, HBC and Lottery likely to all contribute.</p> <p>BS: If it had been in Windmill Hill, residents would have had the first memberships but what happens now? BS, AMT and others in community supportive of Community Shop – but now hear Partnership feedback didn't reflect this? BS Can understand not wanting to put £500k towards it – but everyone she knows would want it. Not all aware of the extra Partnership meeting facilitated by AS to compile feedback for the Hub Steering group. She thought their opinions were clear after the residents only meeting. Others on Partnership still against the Community Shop idea.</p> <p>AS - this is the first meeting where she has heard support for the Community Shop – IB adamant that the community did not want it. AS was astonished that there didn't seem to be support for a Community Shop in an area suffering from poverty – so understand BS comments. MS HBC wanted to bring Community Shop to the Borough – not up to Big Local to decide where it went.</p>	<p>DE</p> <p>DE</p>
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<p>CF asked would BL invest in the Community Shop in Halton Lea if that guaranteed Windmill Hill residents got a % of the memberships. MS felt strongly that as a Borough Wide Initiative Windmill Hill residents shouldn't pay to get preferential access; everyone should have the same deal.</p> <p>No minutes were taken at the residents only meeting where support for the Community Shop was given. Demonstrates the problem with separate meetings – and views not being passed on – something must be written down.</p>	
<p>DE to share notes of Hub feedback meeting for next meeting.</p>	DE
<p>IB requested the following sentence to be added from Niamh's report in the minutes "Finally it will be important that the relative roles and responsibilities of the Windmill Hill Partnership and CHI are clarified"</p>	DE
<p>Legal advice – DE contacted Clare Babbs, AS and Niamh Goggins who are all happy with the process the Partnership has gone through. No legal worries for the Partnership.</p>	
<p>CIO Update: IB met with Annie from CVA who has done the constitution. IB to collate the personal information of those residents that want to be Trustees – IB had forms to complete for those interested to pass on to Annie. Annie will meet again to explain further, what is required from Trustees – so all sure of what is involved. Not a commitment at this stage – initial interest.</p>	ALL
<p>Pixel Perfect happy to help deliver the newsletter and any calendars the Snappers cannot deliver them all. DE expressed appreciation for this. Newsletter expected end of the week.</p>	AMT
<p>Advertising on the roundabouts. CF to check.</p>	CF
<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 when Jane Smith returns.</p>	DE
<p>Pixel Perfect. DBS checks received. A lot of equipment received in preparation for the Xmas photo shoots. Have a Santa sorted! Also Pixel Perfect are in the Jan/Feb TESCO Bags of Help vote – win a minimum of £1000. ASDA do a similar scheme – but only £500 available.</p>	
<p>Bonfire Buses: ~120 people used the buses. Still not everyone knowing about them. Some of the buses were late – and numbers suggested they only used the 'free' buses – but could still use the normal services. NB not aware of the buses. Some buses were late which worried some but people did get on them. Greater clarity on future posters?</p>	
<p>Partnership Review: AS</p>	
<p>AS 'mopped-up' membership forms from those that didn't attend the last meeting. It's an annual catch up of who is on the Partnership. CB asked about herself – agreed that Norton Priory would be happy to stay on the Partnership (as a replacement for Frank Hargraves).</p>	
<p>Standard Questions:</p>	
<ul style="list-style-type: none"> • Does the Partnership Reflect the Community? 	
<p>Lack of young people, Syrian families and FT workers. DE to check Partnership email list used to invite members to meetings as some appear not to be getting emails? AS to share emails with DE to cross check.</p>	AS

- **Followed its own policies and procedures?**

MS: One meeting was confrontational – but was dealt with. There are expected standards of behaviour – be nice to people. MS – Conflict of Interest needs to be brought up to date – and should be an agenda item. AS felt that Conflict of Interest was dealt with appropriately in the Partnership and not make it too complicated. Conflict is only a problem if people are unaware there is a conflict. AS has some scenarios that can be used that will help people understand potential conflicts and can be used at the next meeting. Complete the Register of Interests at the next meeting.

- **Has it behaved in line with BL ethos?**

Are issues where decisions in meetings can be unpicked outside meetings. Is some confusion. If a resident is at a first meeting they are only an observer – rather than try and disrupt or confuse.

- **Does it comply with the Conflict of Interest rules set out in 2016?**

AS: Yes it does!

- **Anything else about the Partnership?**

JTy Grant decisions made in Partnership meetings but then applicants asked for additional info / requirements several days later. e.g. DBS, Gazebo and Santa suit etc. AS Conditions of grant need to be agreed at the date of the meeting – not being changed after the meeting. Decisions can only be unmade only at the board. BS: makes others unwilling to submit grants due to the scrutiny and changing conditions. Partnership generally a 'light touch' – can be changed but only through Partnership approval.

Where does equipment go that BL has funded if a group fails? Pixel Perfect equipment would be donated to Snappers or ask the Chair of Big Local who it could be given to. Could add it to the terms of the Grant - if a group folds the equipment belongs to Big Local. Time limits – depreciation of assets may not have any value.

MS: Suggested a sub-group / a grants panel that can score the bids and dedicate enough time to assess them properly. As small grants come in DE arrange a grant panel meeting. AS Delegate the grant decision to the Panel – it is not reviewed again at the Partnership – this would duplicate work and discussion. Partnership can decide level of grant and the Panel works within it. Nina Burns said it empowered the group and worked well at Brinnington. Authority delegated to the panel – agreed.

CHI Update:

- **Café Business Plan and Tender update**

Second Café sub-group meeting on Monday 19th November. Well-attended and very positive feedback from all the residents that attended. Sub-group keen that CHI should be able to receive more Big Local funds if needed for the cafe to succeed. Nick Small has transformed the Business Plan – and his updated version will arrive this week.

Tender for the café received and needs to be returned by 14th December to HBC. Mike Amesbury supportive and will endorse the business Plan.

MS: Wants to develop the SLA. DE Has a draft SLA with terms and conditions includes payment schedule, what CHI will do for Big Local (and the Windmill Hill community) and what support CHI can expect from Big Local. MS wants

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ST/PT

the SLA to look at years 2 and 3 and how to make the café sustainable and there is more BL money available if needed to ensure it happens (the £105k interest payment – it could be even more). Unlikely to break even until years 2 or 3. What are the services we want to deliver from Urban café – which will probably need more funding?

MS wants someone with Legal advice to look at the SLA – NBurns LTO provides that legal reassurance with due diligence etc. ST feels there isn't 100% support for the café – should be a working together – it is a Big Local Partnership project. MS keen CHI / BL gets it right from the start.

AS: CHI Not won the tender yet – so getting ahead of ourselves. Wait until the tender is won and then agree the SLA.

The Sub group was also supportive of the idea that CHI may need more funding than is currently in the Plan. e.g. if the lease costs are higher than anticipated, additional staff costs etc. Partnership need to revise the Plan to draw down extra funding to plug any shortfall or additional activity.

AS let's talk more when know if and when the tender has been won.

DE: When the current BL Plan was agreed, assumption that CHI would be in the Café by October 2018. Due to café going out to tender it is now likely to be nearer March – a 6 month delay (assuming even win the lease). CHI currently have core grant funding for 6-7 months but this needs to be extended as the Café will have no opportunity to earn replacement BL funds until *at least* the end of the Year 1. Without additional funding CHI will run out of funds and the project fails. Partnership agreed to ensure CHI get their extra core funding for the whole of year 1 of the Plan. DE to revise Plan to draw down additional funds.

(NBurns had to leave – Partnership welcome to visit Brinnington).

- **Plastic Symphonies Project Idea**

Deferred to future meeting.

Blue Rooms Update: Bec Fearon Blue Coat

Bluecoat has been running Blue Rooms for 10 years. It's a project to support adults with learning disabilities get involved in the arts. They work every week with an artist – inspired by the history and landscape at Norton Priory. Learning different skills and making different artwork. 'Out of the Blue' is an after school club for Windmill Hill Primary School pupils (5-11) and facilitated by Blue Room volunteers. Gives regular weekly access to arts and culture to pupils and in school holidays run free activity days at Norton Priory – for Out of the Blue members. Out of the Blue is really encouraging and supportive to enable children to learn about art and achieve and even display their work. Big Local funding enables this activity to happen.

Project to start in February Half term at Norton Priory and then in school every week afterwards. Transport will be provided; families just need to bring a packed lunch.

Partnership to try and promote the Blue Rooms project for Windmill Hill residents. A Blue Rooms article is going in the newsletter. For Out of the Blue, schools recruit from within the School, starting at Year 2, minimum age is 5.

If the Partnership wanted, Big Local could fund an Out of the Blue programme for Windmill Hill children so even children attending other schools could still get

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access. Could work well at CHI or in the Café as a future development.

Blue Room leaflets and posters at Norton Priory available to hand out to anyone who shows a Windmill Hill pass. CB to share leaflets with IB on email. AMT had a lot of suggestions for organisations that may be interested in Blue Rooms. AMT to provide list to DE.

CB
AMT

BMX Project Update: DE

Update provided from Marianne, Landscape Architect from HBC.



BMX Update.docx

Planning Application has gone in – decision due in 8 weeks. Ties in well with Stage 2 application to Viridor at the end of January 2019. Hope to be on site by mid June – note adverse weather, contractor availability etc can delay progress.

Partnership happy to wait and apply to Viridor and only add extra Big Local funds if the application fails.

HBC have asked for a ~ 50% contribution towards additional maintenance costs, the daily and weekly checks, e.g. checking for and sweeping up glass, strimming grass etc. £10k for 10 years maintenance equivalent to £85 month to ensure it stays open as a safe facility.

CF there is an Environment Fund (incinerator funded) that can be applied for to cover some of these costs – but would delay the start as Panel don't meet until May 2019. Partnership agreed to cover the 10-year maintenance costs but apply to the Environment Fund – which may offset some of this cost.

Paul Wright at HBC would need to be reassured the costs would be met before work started onsite. DE to write letter to HBC regarding maintenance costs – Big Local commit to under-writing the maintenance costs if no other funding becomes available. DE to check with Marianne if £10k is needed up front or can be paid in instalments.

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If Viridor bid failed, Partnership supports DE to revise the BL Plan to draw down additional £20k capital funding to enable the full scheme to go ahead. AS thought it should take about 2 weeks – email Local Trust will relevant meeting minutes.

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Small Grant Applications;

Due to the applications being for Christmas related activity – insufficient time to arrange a sub group to make these decisions. Applications shared before meeting.

- **HBC Christmas Hamper Appeal:**

Mo Ball will check families have enough electricity / gas to cook meals over Xmas. Hamper does not include any meat – just vegetables.

Mo thinks 40-45 families on Windmill Hill could need support – application is only for £500 to support just 25 families. Partnership agreed to fund £20 per family that needs a hamper – and pro-rata it up so if 45 families need a hamper Partnership will donate £900.

<p>Discussion about providing a meat option – agreed that covering the cost of a £10 ASDA voucher was the simplest option. BS also agreed the craft group will provide create a Big Local Xmas Card – with the voucher inside. DE/CF/ST to sort out details.</p> <ul style="list-style-type: none"> • Senior Citizens Club Xmas Meal: Mike Burrows • Thursday Night Club Xmas Meal: Wendy Dunne <p>Both applications approved.</p>	ALL
<p>AOB:</p> <p>PR and Marketing: JTh Designed a Big Local plaque / sign to recognise where BL has contributed funding. AMT asked for a copy before ordering new Pixel Perfect shirts.</p> <p>JTh sorting a BL gazebo and a sign for outside Priory View. To agree with Onward Homes.</p>	ALL JTh JTh
<p>Winter magazine expected from printers next week.</p> <p>Snappers Calendar: MH BS thought there were some stunning images. Better than last year! MH sold some on a craft stall in Norton Priory (tables provided free). Everyone on Windmill Hill gets a free copy. Landscape design to provide more spaces for writing notes.</p> <p>Pixel Perfect happy to deliver any calendars and newsletters that the Snappers can't deliver.</p>	
<p>Christmas tree Festival: DE Big Local sponsoring a Christmas tree at St Berts. The festival is on 7th and 9th December. Paul Quigley will be wreath making – funded by Big Local. BS happy to decorate the Big Local tree – needs to be done on Wed 5th 1.30-4.30.</p>	AMT
<p>BIG2WEEKS: DE Now Jane Smith is back – review last year and plan for next year. Pixel Perfect want to help. Include a review of the Awards ceremony. Likely to be in the New Year.</p>	BS DE
<p>DONM:</p> <ul style="list-style-type: none"> ○ Monday 21st Jan 10-12am at Priory View. ○ Monday 18th Feb: Monday 18th March: ○ 22nd April: 20th May: 7th June: 22nd July: ○ 19th Aug:16th Sept: 21st Oct: 18th Nov: 	ALL