Big Local Radstock and Westfield Management Committee Meeting

29th September 2014

Prattens Sports Centre

7pm – 9pm

**Minute taker:** Robert Wicke

**Members Present**

Sarah Westell, Robert Wicke, Julian Mellor, Dom Murphy, Dom Chambers, Rob Watts, Chloe Edgell, Marlene Morley, Ron Hopkins, Ed Joseph, Caroline Green, Leslie Mansell

**Members Missing / Apologies**

Keith Bridges, Eugine Kertzman, Robin Moss, Dave Dixon.

CG and LM had to leave after Plan and LTO team agreed.

**Welcome New Members**

Chloe Edgell and Ron Hopkins.

**Stand-In Chair**

Robin Moss unable to make it, so Julian Mellor was asked to take on the role, kindly agreed.

**Last Meeting**

Minutes not reviewed, but no issues raised either.

**Note and agree all target dates for next 3-4 months**

**Wed 1 October**    Final comments on Big Local plan to Sarah by end of the day  
**Thurs 2 October**    Sarah and Dom make final amends to Plan  
**Friday 3 October** Redraft of Plan circulated to Management Group for approval  
**Monday 6 October**   By 10am email Sarah to say you approve, or with any final comments.  Then deemed approved.  
**Tuesday 7 October**   2 week public consultation on Plan begins.  Library, website. Newspaper coverage in wb 6 Oct.  Drop-ins in wb 13 October (Sarah & Rob to plan and organise).  
**Wed 22 October**     Public consultation ends. Sarah and Rob process all comments received from pubilc consultatin.   
**Mon 27 October**      Amended Plan circulated to Management Group  
**Wed 29 October**      Management Committee meeting to approve Plan and recommend to Partnership  
**Wed 12 November**   Partnership meeting to approve Plan for submission to Local Trust  
  
Parallel to the Plan process Marlene, Lesley and Ed with the support of Sarah will be interviewing the prospective LTOs.  The aim is for them to come to the Management meeting on **29 October** with a recommendation.

**Action Points**

* Task Force Team need to do:
* Formulate the criteria. SW to send the group the existing criteria ASAP.
* Proposals to be in by the end of week.
* Take a few weeks to analyse and return on 17th.
* Conduct interviews week beginning 23rd.
* Make recommendation back to management group by 29th Oct.
* SW and DM - Within the plan document:
* Change business to communication in the BL Delivery Structure.
* Include volunteer capacity into the sustainability section.
* Youth funding - details will be discussed with EJ and others.
* Develop the section on ‘The Worker’
* Leave the farmers market out.
* Include that we endeavour/aspire to build apprenticeships into the work we’re doing.
* Page 10 – Error – The Placemaking plan is actually just being made.
* Page 11 – VH not just a dance hall, it’s actually an art centre (which includes a dance centre).
* LM Replace & with and.
* Captions to be added to the pictures.
* Include wording of ‘capacity building’ instead of/including ‘investing in’.
* ALL - More comments encouraged – send to SW or DM. Deadline is Weds 1st October.
* SW - Find out what Angela Ladd of Small Business Focus had planned
* RH - to have a conversation with Jon Wilkinson regarding the operation and success of the current apprenticeship scheme. Also to ask about the reports that the Economics Forum have done on the area, including those that fed into the Big Local plan.
* SW and RW - to disseminate information regarding plan: Into the papers by next week. Emails, mailchimp, radio, write to councils and ask if can distribute to councillors, send draft.
* SW - Contacts within the management group to be shared.

**Shortlisting of LTO and Delegate LTO interviews**

* *Summary of the issue:*

SW sent letter to number of orgs asking for expressions of interest.

4 expressions of interest came back – Westfield Parish Council. Short Accountancy Ltd. South West Foundation. Somer Valley FM.

We will go through the process of choosing the appropriate LTO.

* *Summary of the key points and proposals:*

We now need a process to decide which organisation(s) will become the LTO(s).

Task force to deliver the process to consist of: Marlene Morley, Leslie Mansell, Ed Joseph, Sarah Westell helping.

**Agree draft plan for consultation**

* *Summary of the issue:*

Dom Murphy summarised the plan including the funding profile (which had been disseminated to members). JM asked us to agree on the plan. We agreed and set timeline for fine tuning, consultation and finalisation.

* *Summary of the discussion, capturing key points, proposals and decision:*

**JM – Outlined process of finalising the plan and**

**Timeline is:**

* Weds 1st October for further management committee comments.
* Fri 3rd Oct Redraft out for everyone to read over the weekend.
* Mon 6th, 10am. Comments in.
* 7th Oct – 22nd Oct public consultation.
* 22nd – 27th Oct. Take comments on board and redraft done. Emailed to Management Group to read before 29th Oct.
* Weds 29th Oct. Management Group meeting to approve plan for recommendation to Partnership,
* Weds 12th Nov (probably). Partnership meeting to approve for submission to Local Trust.
* Then it gets submitted to Local Trust who should take about a month to approve.

**Management Group agreed on the draft plan:**

* Overall Essence and shape of plan – *Agreed*.
* Elements – Background, history etc – *Agreed*.
* Budget: People and Place the biggest spend *– Agreed on basis it can be reviewed.*
* Plan: People and Place – *Additional detail to be added:*
* (EJ – further work) DM to put in that the details will be discussed with EJ and others for youth funding.
* The worker – This section is important and needs to be developed further.
* Budget: Mobility – *Agreed.*
* Budget: Place – *Agreed.*
* Budget: Business. *Agreed* *to leave blank*
* This may help to elicit comment from others (LM said we may wish to work in partnership with business but not to fund. Agreed).
* RH – worried that no money has been included for interfacing with business.
* LM – Economic development is highly skilled process. There isn’t the skills within R&W or within BANES.
* EJ – We could engage local traders assoc. Match funding.
* DC – Role of LTO will be to engage community and traders.
* CG – Worth finding out what Angela Ladd of Small Business Focus had planned.
* A discussion was had around the feasibility of the market. It was unclear whether it would be feasible and was agreed to leave mention of the market out of the plan and budget.
* Budget: – Lifelong learning – *Agreed.*
* Plan: - Lifelong learning- *more to be added:*
* CG – we should be building apprenticeships into the work we’re doing (endeavour/aspire).
* DC – Can see need for Business apprentice and IT apprentice.
* Budget: – Communications – *Agreed.*
* Plan: The How (Section 7) – Delivery Structure – *Agreed.*
* Plan: The How – Principles – *Agreed.*
* LM stated that the wording should include ‘capacity building’.

**Further points raised in discussion regarding the plan:**

RH question regarding the questionnaire –What were the reasons for people’s fear of walking on paths? SW answered that it was due to the physical nature of the path and proximity of traffic.

RH asked where the consultations about the market are kept, i.e. are they public? LM replied it was with the Economic Forum. RH to have a conversation with Jon Wilkinson.

RH said the whole thing is based on local investigations and enquires –he asked where and when done? JM replied that a number of docs are represented in the profile. Professionals did the consultation. Also the Dragons Den event resulted in community expressing need and wishes.

LM raised the issue that there is already an apprenticeship scheme in the area. RH concerned that it’s not working. The person in charge is John Wilkinson (Economic Enterprise and Business Development Manager, BANES, according to BANES website).

LM informed group that the Economic Forum is no longer operating and a new Forum is being set up which may not actually cover economics.

DC stated that the publishing and dissemination of the newsletter is down to the LTO to decide how it’s operated.

DC says 2 different areas to the plan – Infrastructure and delivery on projects. Agreed DM.

There was a quick discussion of what LTO can do, agreed that there were various options for the LTO.

**Agree Dragon’s Den event**

*Summary of the issue and information shared:*

JM proposed event for the end of Jan - the Dragon’s Den event will coincide with the launch party of plan.

Applications for DD end of Nov.

*Agreed.*

**Agreement on drawing down some/all of £18k (and for what purposes)**

*Summary of the issue and information shared:*

JM proposed drawing down £3000 For Launch Party and Dragons Den.

*Agreed.*

**Any other business?**

MM and SW - Radstock Museum – MM going to talk to them on 16th, can she represent BL then? *Yes*. SW will support her.

DC – happy to supply people with info regarding the Somer Valley FM LTO proposal.

ALL - Date for diary - Meal for Mon 15th December of this group at the Centurian. Pay for own meal.

**Next meeting – date, time, location, agenda items**

Need someone to Deputy Chair if Chair not there. MM kindly volunteered, *agreed*.

Weds 29th October – Meeting place TBC