
Meeting Minutes: Keighley Big Local Partnership

Venue: AES, Sunderland Street, Keighley BD21
Date: Thursday 6th October 2016
Time: 6.30PM

Attendance:

Partnership- Big Local People: Mike K, France Leigh H, Pauline M, Fiona T, Helen P, Greg H
Partnership- Big Local Friends: Wendy S, Shaun OH, Sue G, Ian O

Apologies

Partnership- Big Local People: Junaid P, Halimah A, Hamim A, Taqdees H, Claire L,
Partnership- Big Local Friends: Cllr Malcolm S, Sonia E

1.0 Welcome & Apologies

Shaun welcomed everyone. The Meeting was quorate. Decisions could be made

Shaun read out apologies and advised group that in line with KBL Terms of Reference those 3 Partnership members who have missed 3 meetings in succession without giving apologies should no longer be considered members. Shaun will contact those people to see if they want to remain involved with KBL. Two members have resigned; Betty Cartwright and Phil Sheridan. Phil will remain an 'active volunteer'. Pauline Marshall has returned to the Partnership. Pauline contributed a lot of time in the early stages of the KBL pathway. Shaun advised that Local Trust Forms are available for members to update contact details and reaffirm membership status.

2.0 Facilitator Introduction [1-5mins]

Shaun introduced Ian Owers as facilitator. Ian introduced himself and gave a brief account of his experience and how he could assist the KBL Partnership in his role as Local Rep for Keighley.

3.0 Reports**3.1 LTO**

Wendy gave a brief overview of LTO activity to date; that there was a lot of project activity and related spend. Wendy's only concern is around providing cash payments to members to deliver agreed project activity, Wendy will be encouraging better project management to reduce and avoid cash advances. Wendy recognises that Shaun's working hours are increasing with workload and subsequent toil is compromising the ability to sustain consistent support to the partnership and residents involved in Big Local.

ACO

Sue confirmed her responsibility as Area Officer is to support activity throughout the Keighley East electoral ward and the many shared opportunities with KBL. Sue is particularly keen to evolve the Street corner discussions as a means to share information and promote organised activity with residents

Elected Members

Apologies given

Projects Coordinator

Shaun gave a brief overview of activity with a selection of photographs showing various types of resident and partner activity. All going well, we are starting to see a lot of activity delivered by partners on behalf of the KBL Partnership. All activities are within budget and agreed timeline. The Small Grants have generated a lot of work and as a result Shaun has struggled to include as much development work and further

consultation in areas of the KBL area where there is little resident engagement. Some events including the 'Girls Collective' DJ Classes have had a poor response from residents. The courses will not commence and there will be a further effort to promote and consolidate activity into the Half term holiday.

Shaun explained how KBL will be promoting and sustaining semi formal meetings using the Big Local People agreement. This is a 7 point agreement to encourage further street corner discussions within the KBL area.

Shaun confirmed the awards made in the second round of Small Grants. A total of £2175 was awarded with 3 All for Play, 1 Local Food, 4 Better Together and 1 Learning Together grants given to a mix of organisations and individuals

The Partnership received a late application from Hainworth Wood Community Centre. An application for a £200 Better Together Small Grant to provide a British Sign Language course, including a £50 contribution towards refreshments. Shaun advised there was £175 remaining in the Better Together budget. The Partnership discussed the application sharing concerns about poor publicity of previous activity at the centre. The application was agreed with 5 members for, and 1 against allocating the remaining funds. The offer letter should state that the course will be funded in total with a 50% contribution to the cost of refreshments. The centre should be encouraged to 'fill the spaces' on the course before commencing and drawing down the grant.

4.0 MEETING AGENDA

Walk n Sit

Shaun confirmed £10,000 was allocated to a project to provide seating on Parkwood Street and Hainworthwood Road. The Partnership member who secured the project in the Action Plan and who would have taken a lead is not in a position to contribute her time due to illness. The second interested member, Betty Cartwright has resigned. Shaun promoted the options; to find another member to take the project forward or for the partnership to consider allocating the budget to a similar project which has emerged and been identified as meeting a need and helping the KBL Partnership meet its aims and objectives. The projects to be considered are- [a] placement of 8 notice boards throughout the KBL area as a means to raise the KBL profile and promote activity to residents [b] Improve public footpath between Dalton Lane and Parkwood Street, promoting potential community growing area [private sector offer of land] and include seating to provide an improved street scene. All proposals were supported by a Power-point presentation. Ian asked for those present to vote. The Partnership voted unanimously to investigate further the opportunity to deliver option [b]; this is similar to the original Walk n Sit project, combines smaller projects and aspirations communicated by residents. It helps to reclaim redundant land, provide a safer route to school as well as forging links with the private a sector and providing precedent for landscape improvements on Dalton Lane. Shaun should confirm the offer of land, permissions and potential match funding and gifts in kind. Mike requested a copy of the plan showing the proposal with the aim of walking the route and noting opportunity and constraints. Ian advised that the final decision should be submitted to the Local Trust

Red Holt Youth Shelter & Play Pod

Consultation around the placement of the proposed play pod and youth shelter is ongoing with BMDC Youth Service prioritising contact with young people and children and Shaun knocking on doors in the next couple of week to record general opinion. To date the consultation is demonstrating support for the play pod but there is a categorical refusal to support the placement of a youth shelter on the estate. The major issue facing this project is who takes on the ultimate responsibility for the structures, providing necessary insurance cover and related maintenance and management in the long term. BMDC Parks, Youth Service and Social Housing are reluctant to indemnify residents. Shaun asked the partnership if the responsibility for

structures should lie with KBL. This would mean ring fencing funding in future years to cover insurance and ensure compliance through regular upkeep. The partnership were generally uncomfortable with the idea of allocating funding in years 2-10; this would set a precedent and burden future members. Ian Owers and Sue Gledhill suggested the project not be cancelled or stopped, out of courtesy of the partnership members who have been exceptional in their contributions to KBL and who were not present to take part in the discussion. The Partnership voted to put the project on temporary hold after the consultation is completed and until more information could be gathered on how to ensure the structures remained safe, secure and fit for purpose in future years. France Leigh offered to do some investigations and Shaun should look at contingencies which met the overall aims of the project. Ian advised that the final decision should be submitted to the Local Trust

Youth Worker

The KBL Action Plan includes for a part time youth worker in Year 2. The 0.6 FTE post is to provide a worker supporting the personal development of young people active in the KBL area. Shaun asked the partnership to consider what exactly this role would entail and how the opportunity could best complement future provision. A discussion on what the role might be included moving away from the idea of a traditional youth worker and consider an 'events coordinator' dedicated to young people, using the budget to 'buy' dedicated time from Youth Service. Sue and Shaun both reiterated the potential cuts in services and resources facing BMDC Youth Services. The Partnership decided a survey monkey should be sent out to all partnership members which clearly promoted the various options.

Projects Coordinators Hours

The Project coordinator is currently employed by AES, the Local Trusted Organisation on 22.5 Hours a week [0.6FTE]. Timesheets and Toil indicate this is not enough to support the Partnership in delivering the Action Plan. Shaun has proposed that the Projects Coordinator post is increased to 30 hours a week [0.8FTE] until March 2017. This 'additional day a week' would be moved from quarter 3 and 4 of the 2017/18 financial year. The proposal would not increase spend, but would change the spending profile agreed by the Local Trust. The proposed change would allow the Projects Coordinator to support project activity as well as maintain a decent level of development work in the area, maintaining the KBL profile, recruiting volunteers and helping to identify further opportunity and resources. Ian Owers advised that this 'top loading' of resources was a good idea considering workload. Ian encouraged a vote from those present. The unanimous decision was to submit the request to Local Trust for full approval. Wendy offered to contact the Local Trust with the proposal and relevant information.

Budgets

After a short break a PowerPoint presentation was given to bring the KBL Partnership up to date with spending. Shaun advised that spending was in line with the budgets set. Ian advised how the Local Trust were interested in spending under Themes rather than individual projects and Mike congratulated the LTO and Shaun on the clarity and transparency of KBL financial management

Partnership Working with Hainworth Wood Community Centre

Shaun advised the Partnership that the letter sent to the management committee of the community centre had not been included on the agenda at their last meeting. The letter was submitted in the hope that a formal agreement could be negotiated to structure and promote a closer relationship between the centre and KBL. Sue advised that the letter had since been sent out to the Hainworth Wood Management Committee. All agreed this was a positive step forward.

Round-Up of Projects:

Greg, Helen, Pauline, Mike and Fiona gave a brief update on project activity. Greg is happy with progress at Hainworth Wood, particularly the reduced incidents of fly tipping. Greg & Shaun will be submitting an application to Unltd to gain additional support in activating the woodland. Mike is pleased an application to

Awards for All [with a £1000 contribution from KBL] will be submitted to fund practical action in Park Wood. Helen was pleased with the Big Local Big Bash held at Jam on Top and is keen to develop the Unique Keighley festival. Pauline is involved in organising the OAP Christmas celebration and Fiona has made great contributions which have resulted in the successful planning and delivery of many of the KBL projects

5.0 STANDARD PRESENTATION [up to 20mins]

5.1 Health & Safety

5.2 Equality & Diversity

5.3 Complaints & Grievances

5.4 Policy & Procedure

5.5 Acknowledgements & Thanks

No issues.

6.0 Summary of Discussions & Actions [1-5mins]

7.0 Date of Next Meeting

January 2017. The exact date will be revisited. Thanks to Lynn for the sandwiches and cakes!

8.0 Meeting Close

8.45PM