

Big Local DY10

3 neighbourhoods, 1 voice

Steering Group

5th February 2013, 7-8.30pm, Trinity Methodist Church, Churchfields

Present	Apologies
Rev. Rose Lawley - Chair (RL) Rob Brown (RB) Carol O'Brien (CO) Siri Hayward (SH) Ben Bendall (BB) John Stevenson (JS) Terry Thomas (TT) Sarah Rook (SR) Jo Knight (JK) Vander Browning (VB)	Sandra Weidrick (SW) Monika Boehmer (MB) Corina Harper (CH)
Invited	
Helen Fairweather (HF) - Big Local Rep Justin Bryant (JB) - Vestia Community Trust	

Actions Agreed:

No.	Action	Details	Who
1	Marketing	<p>Key Messages The group tweaked the 'key messages' list. JB will update and distribute.</p> <p>Products The group discussed the various products explained by TT. It was agreed that the following products were suitable:</p> <ul style="list-style-type: none"> • Cotton bags • Pens • Pencils • Badges <p>The group asked TT, SH & JB to finalise quotes and distribute to the group</p> <p>Website & Social Media JB reported that the website was being used and people, not connected with the Steering Group, were registering to</p>	<p>JB</p> <p>TT, JB, SH</p>

		<p>receive info on how to get involved. The Facebook page is coming on and the group were reminded to 'like' the page and start to use it post comment/ideas. Again people not connected to the Steering Group have started to use the page.</p>	All
2	Engagement Activities	<p>Play Bus - Feb 20th The group discussed and agreed the best locations for the play bus to be sited. These will be passed onto the provider ASAP who will assess suitability.</p> <p>Once details and timings are agreed publicity (posters, flyers, press release, and info to schools) will be produced and given to the group for distribution. This will need to take place by the 13th Feb at the latest.</p> <p>Lunch Clubs JK & SR updated the group on progress. They are planning to hold 1 club in each of the 3 areas. As 2 areas, Greenhill & Horsefair, already seem to have clubs it makes sense to 'sponsor' these. There is no club on Broadwaters so a one off event will be held at St. Oswalds School. JB will meet with JK & SR to discuss details.</p>	<p>JB</p> <p>JB, All</p> <p>JK, SR, JB</p>
3	Community Research Questionnaire	<p>The group discussed the content, approach and style of the questionnaire. There was a wide debate on the purpose and how the information gathered will help with the Profile.</p> <p>Each of the suggested questions was discussed. HF suggested that the purpose of the questionnaire was to engage and collect the many different 'visions' for the area. The group agreed that the statistical information could be gathered in other ways.</p> <p>JS, JK, JB & SR will format the questions, agree wording and layout and distribute to group for comments.</p>	<p>JS, JK, JB, SR</p>

4	Community Researchers Training Dates	<p>JB confirmed that there will be 2 courses available (1 during day and 1 in the evening). Both courses will be held at the Trinity Methodist Church, Churchfields.</p> <p>Course 1 - Tues 12th Feb & Tues 26th Feb. 10am - 1pm</p> <p>Course 2 - Tues 12th Feb & Tues 26th Feb. 6pm - 9pm (light buffet provided)</p> <p>So far there are 4 booked for day sessions and 6 booked for evening sessions.</p> <p>The training provider has suggested they need a minimum of 6 people on each course for it to work (as there is some small group work). The group agreed to try and recruit other people for the morning course, however this will need to be agreed by 6th Feb as otherwise the day course will need to be cancelled.</p> <p>The group agreed to pay care and travel costs where needed.</p>	All
5	New Project Groups	<p>RL explained there will be a new project group set up covering:</p> <p>Multimedia Project SW has shown an interest in the multimedia project so JB will discuss with her. WFDC have offered some support with this and have suggested the group links with local camera clubs</p>	JB, SW
6	Vestia Update	<p>INFO JB talked through the budget position: Total spend to date £55.59</p>	
7	Any Other Business	<p>Event at St. Oswalds School - 11th March 2013 JS updated the group on an affordable warmth event taking place in the area. This provides an opportunity to promote the project and recruit new volunteers. The group agreed this opportunity is appropriate. JS will liaise with WCC to organise</p>	JS

		<p>Wyre Forrest Matters</p> <p>RL explained to the group that Wyre Forest Matters (WFM), Local Strategic Partnership, had recently met and they had a discussion about the progress of the Big Local project. The group were unaware of WFM and its role so JB briefly explained.</p> <p>It was agreed that RL will write a letter to the Chair of WFM to brief them on progress of the project and invite them along to one of the Steering Group meetings to meet the group and hear first hand how the project is working.</p>	RL
8	Date of next meeting	The group agreed to meet on Tuesday 12 th March 7:00 - 8:30pm at Trinity Methodist Church, Churchfields	All