

Minutes of

William Morris Big Local - Partnership Meeting

William Morris Community Centre, 6-8 Greenleaf Road, E17 6QQ
Monday 6th March 2017

Partnership members present

Alison Caldow (AC)
Angela Rouse (AR)
Adam Taylor (AT) – Vice Chair
Chrys Christy (CC) – Chair
Gillian Jacob (GJ)
Lawrence Walker (LW)

Others present

Gabriel Edwards (GE) – WMBL Development Worker (minutes)
Sian Penner (SP) – Local Trust Rep
Alan Horne (AH) – Crest WF (L.T.O)

Apologies

Valerie Stapleton (VS)
Mohamed Khan (MK)

1. Welcome and Introductions	Actions
<p>Chrys welcomed everyone to the meeting and gave the H&S brief. She also explained that this was the first meeting trying a new format where the first half of the meeting would be made up of updates and key decisions and the second half would be about looking forward at themes and projects.</p>	
<p>2. Minutes and Matters arising</p> <p>The minutes of 23rd January were agreed as correct and signed by the Chair and vice Chair.</p> <p>Gabriel took the meeting through the action points that had arisen from the previous meeting;</p>	

<ol style="list-style-type: none"> 1. <i>Find out if Council have a fund raising officer.</i> Stuart Emmerson had emailed Gabriel to say that there is a fundraising officer for Youth activities but not a general fund raising officer at LBWF. Community WF carry out this role for the borough. 2. <i>Provide feedback to organisation on partnership's proposal.</i> Update on this provided later in the meeting. 3. <i>Trial 'Slack' Software and feedback to partnership.</i> Gabriel has set up a 'Slack Team' for WMBL. He said that most of the Partnership had signed up and appeared on the team list. Gabriel suggested that he continues to email out important documents and questions for the partnership as previously agreed but that he would also upload these documents to 'Slack' as a central point for members to be able to locate them. Partnership members can now start working on projects within the Slack Channels set up. Gabriel happy to support anyone with using Slack and will set up a training session on it if needed. 4. <i>Work through key areas document and note down suggestions for each area.</i> GE reminded the Partnership about the document which laid out suggested key areas for the Partnership to consider. Some of those key areas were being looked at later in the meeting but the areas still to think about were; <ul style="list-style-type: none"> - <i>New WMBL Plan</i> - <i>Main Grants</i> - <i>3rd Party administration</i> - <i>Existing Plan projects not started</i> - <i>Communication</i> – this was dependent in part on Gabriel putting together a communication strategy which the partnership can then agree objectives against. Gabriel said he had missed his deadline of completing the strategy by end of Feb but would now get back to work on it. 5. <i>GE to email around away day ideas document to partnership.</i> Gabriel had sent out the document on 21st January but would also upload it to Slack 6. <i>GE to circulate Forum programme to Partnership.</i> This had been done 	<p>1.GE</p>
<p>3a. Updates and Decisions</p> <p>Chrys invited responses to her recent email “<i>Some thoughts on partnership meetings and moving forward</i>”</p> <p>She took the meeting through each point that she had raised in the email;</p> <ol style="list-style-type: none"> 1. Structure of Agenda. Chrys said the new proposed structure for partnership meetings was to try and achieve more in the 2hrs. Chrys went around the table and partnership unanimously approved the new 	

structure.

2. Meetings. Chrys suggested the partnership meet monthly and asked for comments. Points raised by the meeting were;
 - we lose momentum in between the 6 weekly meetings.
 - Crest had tried alternating between one month sub groups and one month trustee meetings and there had been problems of losing momentum
 - Sian said that most Big Local areas had monthly meetings.
 - On the whole the meeting welcomed the more frequent meetings

It was agreed that for the next 6 months the partnership meetings would switch to monthly. **GE to diarise and book meetings for 1st Monday of every month.**

3. Sub Group meetings. Chrys asked for thoughts on sub groups. Adam and Lawrence shared their experience so far of working in a sub group saying it was positive and good for focusing on specific themes. Angela said it was still a new way of working for WMBL but had been effective at Remakery.

Other thoughts were;

- good way to achieve more and move key themes forward.
- can open up sub groups to people outside of the partnership
- way the sub groups work can be flexible
- young people sub group would be good and important for legacy.
- sub groups for older people theme also
- short terms of reference for the groups, not too onerous.
- Need to pay attention to governance and confidentiality issues and where decision making lies
- Decisions should come back to partnership.
- Purpose of each group needs to be clear
- Multiple ages on each subgroup would be good, helps encourage intergenerational approach.
- Links to wider inclusion issue. Do we have an inclusion policy?
- Communications subgroup
- Volunteer policy links to subgroup work
- Sub groups led by partnership and help provide extra leg work.

Gabriel suggested checking the partnership's current terms of reference (ToR) and picking out which elements of that will be relevant to a sub group's ToR.

2.GE

Sian said that sub groups can be tightly or less tightly linked to the plan and can include wider themes that are activity focused, eg. Older person running an older persons sub group. The focus of some sub groups might be just about bringing people together.

4. Partnership Support and Training. Chrys explained that her and Gill had been part of a good training session that was about working with other people and organisations as well as teamworking. There was money in the budget for training and Chrys asked what people thought. Thoughts were;

- Could build training into an away day
- Training can be good for helping taking a step back and looking at what we're doing objectively
- Meeting in support of training and partnership members to let Gabriel know what training ideas they have.

5. New WMBL Plan and Away Day. Chrys said there was another £750 instalment coming from CIC that could be used for another away day and it might be well used on forming the new plan.

Thoughts were;

- New plan to be done by November 2017, but could start earlier if wanting to cut existing plan short.
- Could have an away day that incorporates training, plan and social.
- Away days should be about team building and fun/social.
- Last plan was written during the course of around 5 partnership meetings. Last plan informed through consultation and ideas being presented at forums.
- Gathering of ideas and helping direct the plan through presence at key events.
- A facilitator might help the partnership develop the plan
- A new plan would need to have enough detail in it to be assessed by an independent assessor.
- If using same objectives plan would essentially be a refresh, but still needs assessing and need rational behind what's being done.
- Can extend or evolve the plan. Last plan was a refresh.
- Given low turn out at forums must establish a way to ensure public buy in and support for the plan

After discussing whether to work on the new plan at an away day or not it was decided that the Partnership should have two separate days; one 'planning day' for creating the new plan and a 'team building away day'.

3.ALL

<p>Angela offered to map out the process for completing the plan and work with one or two others on this. Chrys offered to support Angela with this. It was suggested that a first draft could be put on Slack.</p>	<p>4.AR</p>
<p>3b. Updates and Decisions</p> <p>Gabriel took the meeting through his updates document that had been circulated the week before and then moved on to the decision making.</p> <p>Decisions</p> <p><u>Local Project for funding:</u> Following another round of recruitment the group had a participant list of 13/16 WM Ward residents (81%). Decision – unanimous decision to release £5,000 funding for project to go ahead.</p> <p><u>New Partnership members:</u> Some concerns about continuity raised with new partnership members joining midway through projects but meeting unanimously voted to invite three potential new partnership members to next meeting.</p> <p><u>Spring Clean event</u></p> <p>Decision - GE to contact council officer to find out when and where events happening in ward. Partnership members wanting to get involved can then support how they see fit.</p> <p><u>Approach from local artist for main grants</u></p> <p>GE to inform artist that WMBL main grants currently closed and that we will contact if and when it re-opens with details.</p> <p><u>Community Chest</u></p> <p>After discussing options for a round 2 of community chest the following unanimous decision was reached;</p> <ul style="list-style-type: none"> - Launch Round 2 on the 9th May at Forum. - £5,000 previously earmarked for Priory Court Community Centre to be used to top up remaining Community Chest allocation. - Invite community chest project from round 1 to present at Forum <p><u>WMBL Outreach and events</u></p> <p>GE to put together events calendar for year that partnership can feed into.</p>	<p>5.GE</p> <p>6.GE</p>

<p>GE will email out about working with schools and nursing homes and collate feedback.</p>	<p>7.GE</p>
<p>4. Forum Feedback and next steps for Greenspaces & Local Economy</p> <p>Angela presented an update on Greenspaces;</p> <ul style="list-style-type: none"> - Angela, Gabriel, Alison and Cathy Edwards (local resident) went out and explored all areas of the ward that people had indicated on maps as areas of improvement or potential greenspace projects. - Took photos and also experimented using mapping apps 'ScoutLog' and 'Ramblr' - Now have a catalogue of all indicated spaces - Visited 41 sites in total - The sites were categorised into 5 different types of project; small grass root schemes, crossroad schemes (needing multiple stakeholders), existing parks and greenspaces, multiple themed issues (asb, littering), development opportunities and business fronts. - Need to speak with third parties such as landowners and stakeholders - A library of tools project holds relevance with helping facilitate the grassroots green projects. - No hard conclusions yet but potential now to provide a menu of options for greenspaces. <p>Suggestion from the meeting were;</p> <ul style="list-style-type: none"> - to speak with Queens Boundary Residents association who have tackled greening up their area. - Could use stencils to mark out the identified areas with contact details for people to get in touch with us and put in expression of interest - Interactive options for these spaces should be considered also as that has been raised at consultation events. - Raising awareness is important as some residents may not know that they can make improvements without having to wait for the council. - Next steps could include voting on which schemes to develop, seeking expressions of interest, helping people to visualise some of the potential improvements. <p>GE to contact Mini Holland about the Forest Road plans and opportunities as well as the developers in the Ward to find out their greenspace plans.</p> <p>Next step to produce an options paper for Greenspaces.</p>	<p>8. GE</p>

<p>Lawrence presented an update on Local Economy and handed out a document summarising where the sub group have got to.</p> <p>Main points were;</p> <ul style="list-style-type: none"> - Sub committee have met up a few times now and done some thinking on what Local Economy could mean for local people, the ward and for the partnership. - Used forum as a test bed for ideas - Have come up with a broad overarching aim to focus on grassroots community led-enterprise. - Emerging themes have focused on skills, sharing resources, knowledge and talents, young people and supporting local businesses - Need to be realistic on what WMBL could achieve. - An emerging idea is that of a pop up shop/community enterprise. - Existing pop up shops and incubators are business led and can be expensive for grass roots enterprise. - Case study pop up shop #PUMU Camden - Adam meeting asset manager of the LBWF for an introduction <p>Meeting's thoughts were:</p> <ul style="list-style-type: none"> - A pop up shop would work well for the local population of designers, makers and crafters who are based at home and don't have a 'shop front' to promote their work. - Could help drive a shop local campaign - Affordable hot desking also important - WMBL can be an information hub and a physical location could give WMBL a visible base. - Ensure not to duplicate what services and support already taking place in the area. <p>Action – All to read through update document and to respond to some questions that Lawrence will post on Slack and via email.</p>	<p>9.LW / ALL</p>
<p>Next Partnership meeting Monday 3rd April - 7pm – 9pm - William Morris Community Centre</p>	

Summary of Action Points arising from meeting	Person/s responsible for Action	Timescale
1. GE to complete Communications Strategy	GE	
2. GE to book monthly partnership meetings for next 6 months	GE	
3. ALL – Partnership members to forward any training ideas to Gabriel	ALL	<i>ongoing</i>
4. Mapping of process and timetable for creating new	AR	

plan. 1 st draft to go on Slack		
5. GE to contact council officer to find out when and where events happening in ward and circulate info.	GE	<i>asap</i>
6. GE to put together events calendar for year that partnership can feed into	GE	
7. GE will email out about working with schools and nursing homes and collate feedback.	GE	
8. GE to contact Mini Holland about the Forest Road plans and opportunities as well as the developers in the Ward to find out their greenspace plans	GE	
9. All to read through Lawrence's Local Economy update paper and to answer questions that he will pose via email and on slack	LW / ALL	