

## West End Million Partnership Meeting

11/01/2016 7pm St. Barnabas Centre

### Minutes

**Members present:** Simon Das (chair); Liz Graydon (minutes secretary); Tigger Macgregor (Secretary); Mike Barr (Treasurer); Tom Fyson (Big Local Rep); Jim Mackinson (CVS); Paul Colley (CVS); Gill Taylor; Kathryn MacDonald; Steve Cogan; Robyn Thomas; Olivia Thomas; Melody Treasure; Marian Korzeniowski; Andrew Galland; Janet Hampson

**Apologies:** Charmaine Rothwell; Garry Lloyd; Jo Bamburgh; Olivia Treasure.

### **Agenda**

- 7:00pm: Apologies and confirmation of minutes  
7:05pm: Action Plan – Year 1 (presentations from Working Group leads + discussion + proposal for final sign-off before submission) *Working Group Leads + Mike Barr for Officers*  
7:50pm: LTO Review Criteria (presentation of proposed process + discussion / agreement) *Tigger MacGregor*  
8:05pm: Payment re: Mural (item carried over from December's meeting) Simon Das  
8:15pm: AOB

#### 1. Action Plan

##### 1.1 **Housing** (Liz Working group lead)

##### Mini-action plan: 2016

- **Examine the feasibility of setting up a Housing Renovation Scheme** as a means of renovating derelict properties in the area and training local people in building skills which might include looking at: -
  - workshops on property improvement
  - a tool library
  - linking with Lancaster & Morecambe College for accreditation and practical experience
  - promoting energy efficiency
  - restoring original Victorian features
  - learning Victorian restoration techniques
  - promoting exterior appearances to reflect Victorian seaside town
  - promoting uniform appearance to streets
  - renting out renovated properties to contribute to the sustainability of the project
  - developing the scheme as a social enterprise
  - a social furniture renovation business linked to scheme
  - a first time buyer scheme
  
- **Examine the feasibility of a Community Wardens scheme** working in partnership with the council to educate and assist the local community with environmental and enforcement issues in the area which might include the following elements: -
  - Fly tipping and littering – gathering evidence for enforcement officers
  - Dog fouling – evidence gathering – possible on the spot fines

- Reporting of landlords neglecting properties – working with council
  - Educating – visiting schools and community groups, arranging community clean-ups
  - Working with statutory bodies, Police, Arson reduction team, Council clean teams
  - Educating / enforcing businesses to manage their impact on the area
  - Checking on elderly residents and young people & sign-posting to relevant services
- **Additional linked ideas to investigate:** -
    - House fronts – encouraging maintenance of house fronts, planting up of gardens and encouraging landlords to smarten up their properties
    - Alley ways –improvements to appearance and security

Activities: Research for a Housing Renovation Scheme; Research for a Community Wardens Scheme; Research good practice in community housing projects

Outcomes: Feasibility report for a West End Housing Renovation Scheme; Feasibility report for a West End Community Wardens Scheme; Report on VCS community housing projects in other coastal communities

Measure of success: Survey of Working Group members' confidence in own abilities at start & end of 2016; Level of public interest in the scheme proposals

Evidence: Minutes of Working Group discussing the practicalities of each scheme: Business plans evaluating the pros and cons of each scheme; Survey of residents

- **Budget schedule: £15,000 for Year One Plan.**
  - April – Sept: £5,000
  - Oct – March: £10,000
- **Timeline:**
  - April: scoping exercises, consultation and preparation begin
  - July: research and visits begin (reviewed by Partnership)
  - Oct: evaluation of project ideas and proposals

## 1.2 Young People

Research into:

- Letter out to local agencies re working with young people in area, and map
- Include young people from the start, help design – possibly employ young person
- Possible outreach worker towards end of year
- Look into what other coastal towns have done to help young people
- Robyn raised issue with budget being too high. Paul stated members need to comment and give feedback in draft plan earlier as we are late in submitting plan already. Any changes need to go Jim this week.

## 1.3 Community Events

Janet raised issue of re-naming of working group from festivals to community events. Paul clarified, non feedback from draft. Paul will inform Jim to change back in the plan.

Research into:

- Links to Lancaster & Morecambe College for catering
- Social enterprise

- Support and enhance planned events
- Pilot for autumn festival in Oct
- Promote what we have in West End with possibly having street market at autumn festival.
- Kate Drummond given funding from Morecambe Town Council for Family Sculpture Day festival in West End Gardens in August. Morecambe TC stated they will look very favourably at WEM if we support this.

#### 1.4 Enterprise

Changed name to enterprise instead of 'business' to cover community element etc.

Research into:

- Understand what projects will re-circulate revenue in the area
- Sustainable projects –
- £2,500 on research: successes in other coastal communities; Creating business hub: possibly website
- Possible capital project: making toilet block into business space
- £5,000 – professional fees e.g. structural surveys, legal fees. Could tie into renovating derelict shop to support new local business.
- Property business tying into housing project house renovation scheme.
- Piloting young people's business project
- Practical ways to improve shop fronts in WE.
- Creating more positive publicity for the WE.

Robyn raised using young people to help with research. ACTION: Kathryn stated she will contact Frank Doors at Lancaster Uni, with providing research students to help.

#### 1.5 High Impact Project

- Start with autumn light erecting ceremony linked with autumn festival
- Working with artists
- Looking at health and safety aspect of hanging lights etc.
- Practical implications to think about of hanging, maintaining and storing.

#### 1.6 West End Employee and contingency Pot Suggestion

- Officers discussed suggestion of having additional admin and support pot of possible £30,000 to be able to dip into if additional work is needed to commission support work or employee.
- Will give flexibility to the working groups
- Group general consensus is good idea
- Concerns over amount as £30,000 is large percentage of total pot.
- Risk that we could have large part of budget left at the end of the plan term – Big Local raised this is as happened to other Big Local groups.
- ACTION: Tigger will write wording on this
- Paul raised concern with the ambiguity at this stage about not knowing what we want i.e. a full time worker, consultancy fees
- Tom reassured group that Big Local will assess on merit of what we are stating budgets are for. They have no predetermined value on certain things i.e. workers wage.
- Can always hand back at end of plan term if not spent and will be added to following year.

- Use as contingency plan for possibility for employing people
- Group suggested £20,000 instead of £30,000
- **Vote for making this pot £20,000 12 for, 1 against.**
- **Approved this employee/contingency pot for £20,000 will be included into The Plan**

### 1.7 Community Small Grant Pot

- £20,000 proposed to be added to this pot. No objections to this amount.
- Earmarked to benefit local community.
- Proposing having a community grant pot to make money available to the local community to tap into and outside plan
- Tom: Combined value of recognition in local area is positive for this idea, however needs to be managed extremely well. Tom suggests commissioning a professional organisation to administer and manage small grants.
- Detail of this scheme will not be written at this stage.

Changes to draft Plan for Jim: Festivals group re-named, changes to young people's budget in plan, addition of community chest grants; £20,000 budget for employee/contingency scheme agreed.

Simon proposed vote of thanks for Paul's hard work.

### 2. LTO review criteria

Tender request gone out. Discussion on criteria for selection sift for February's review meeting: Additional weighting on...?:

- Contracting and commissioning: Yes (double weighting)
- Data handling: Yes (double weighting)
- Grant application experience: Yes (triple weighting) – Simon proposed this is most important area.
- Time capacity: No
- Skills in the organisation: No
- How LTO fits with their organisation: Yes (double weighting)
- Procurement processes: No
- Level of public liability insurance: Essential - picked out at initial sift

### 3. Payment of mural

Discrepancy between £1,000 amount we agreed to pay Shane Johnson for the mural. Misunderstanding from Shane when he invoiced for £1,100 which was paid. Learning experience to use formal contract/proposal form going forward to avoid any misunderstanding. All members happy.

### 4. AOB

- Treasure Hunt: budget of £500 agreed by all to run the treasure hunt again this spring including £250 prize money, publicity and printing costs
- Working group meetings must be organised from today onwards by working group leads. Can be as frequent as needed, but all must have a meeting before next Partnership meeting on 8<sup>th</sup> February. ACTION: all working group leads to organise next working group meeting.

