

Meeting Notes Steering Group No 2

Second Steering Group meeting – 11pm Friday 17th Sept 2010
Creative Media Centre, 45 Robertson Street, Hastings

Present: Mel Bonney-Kane (HT), Keith Gillies (NWA), Fran McKeown (HVA), Frank Rallings UoB), Nick Wates (NWA)
Apologies: Peter Ambrose (UoB), Samer Bagaeen (UoB), Ceri Davies (UoB), Sarah Friend (UoB).

Verbal reports were given by those named in brackets.

1. Communication and networking (Nick)

The main Information flyer (01) has been finalized and mailed out by Fran to the Hastings Community Network email list. This comprises 700 people including councillors, voluntary organizations and individuals interested in civic issues. Four email and several verbal responses have been received. The project seems to be generating considerable interest. A database has been started to record those expressing interest in the project and those offering archive material. A physical mailing by HVA will take place at the beginning of October.

Nick: Supply 300 paper copies of the information flyer to Fran. Plus supply needed.

2. Physical archive (Sarah via Nick)

Sarah has not yet had time to look at the first tranche of archive material supplied or to review the categories suggested in leaflet 05. A system needs to be established for processing archive material being offered by community organizations. It was agreed that boundaries need to be established to pin down what is and is not going to be part of the archive. Proposal agreed: 10 years for material relating to non physical projects; 30 years for material relating to physical projects; no limit for material relating to strategic planning. It was agreed that aim should be to digitize everything in long term. Explore scope for students to sort archive material eg students of Librarianship or Local history.

Nick and Sarah: Liaise to establish how to proceed. **Peter** may have ideas. **Fran** offered to pursue if asked.

3. Digital archive and student support (Keith)

Gerard Allsop, head of IT courses at University Centre Hastings (UCH), has responded very positively to the project and is hoping that some of his

students will be interested in working on the website. A brief has been devised and a presentation will be made to the students at the start of term (around 4 October). Students would do feasibility work up to July 2011 so website could be built by end of August 2011.

Nick and Keith: Prepare powerpoint presentation for students (and others).

4. HVA archive aims and offer (Fran)

Fran tabled a note titled 'Rationale for including a broader scope for the Hastings Community Planning Resource Project'(attached). Keith was a little concerned that this was 'mission creep' but it was agreed that the broader scope should be considered at feasibility stage as it might lead to additional sources of funding.

5. Development plan (Ceri and Nick)

Ceri has supplied a template for the development plan which Nick has completed in draft (attached). Any comments welcome.

6. Finance (Nick)

No immediate issues. A report on the state of play will be given at the next meeting. It was agreed that it would be useful to discuss requirements for long term funding with HBC and agencies as soon as possible.

Nick: Financial report for next meeting. Establish ball park requirements and discuss with Jeremy Birch.

All: Keep eye out for underspend in budgets and any other opportunities.

7. Evaluation (Nick)

Ceri has supplied a template for the evaluation process (attached). It will take some time to complete but additional funding is available to cover this (£1,000). It is important that everyone involved in the project keeps a record of time spent on the project (both paid and unpaid) and any expenses incurred. At the end of the project Nick will circulate a draft of the completed template to all Steering Group members for comment. A timesheet template in excel is attached for people's convenience.

All: Meticulous maintenance of timesheet and recording of expenses.

8. Steering Group and network membership (Nick).

It was agreed that Jo Bevan and Gerrard Allsop should be accepted as members of the Steering Group. It was agreed that someone from Hastings Borough Council should be invited, Jane Jackson or Jane Hartnell perhaps. It was agreed that Nick should approach Tim Cookson to discuss the project in the first instance.

Network suggestions: BSLS (Elizabeth), Hastings Trust (Derek Coffee).

9. Planning conference – new date 20th November (Fran and Nick)

Fran and Nick are on the Steering Group for the conference which dovetails neatly with our own project. Be good if members of the Steering Group can attend. Possibility that Town Planning Students would be interested.

All: Date in diary. Sat 20th November, 9.30 to 13.00 at the Azur, Marina, St Leonards.

Fran: Conference info to Frank. HCPR project to be on agenda for next planning meeting on 8th October (10 mins slot).

10. On Our Doorstep network and website (Ceri)

Project documents should be available on the On Our Doorstep or other website.

Nick: Arrange with Hanne Eis at Cupp.

11. Next meeting.

Monday 29th November, 11.00am, CMC. It was agreed that this meeting should be a precursor to making pitches for funding.

All: Date and time in diaries.

12. AOB