

Meeting Notes Steering Group No 1

First Steering Group meeting – 2pm Tuesday 6th July 2010
Creative Media Centre, 45 Robertson Street, Hastings

Present: Ceri Davies (UoB), Sarah Friend (UoB/UCH), Keith Gillies (NWA), Fran McKeown (HVA), Nick Wates (NWA)

Apologies: Peter Ambrose (UoB), Samer Bagaeen (UoB)

1. Introductions

There should be considerable potential for agency buy in to the project in relation to the Duty to Involve. Not just on physical planning. Need to stress that existence of the proposed resource will save agencies money. Need for resource also reinforced by coalition plans for Open Source Planning, Big Society and New Localism.

Gensing & Central St Leonards Community Forum and Hastings Community Network are planning a community planning event on 25 September to try and improve relationships between the planners and the planned. Ideal opportunity to communicate about the project.

Fran: circulate details when finalised.

All: 25th September deadline for project set up.

2. Communication and networking (draft information sheets circulated in advance)

The profile and branding of the project as set out in the draft information sheet (01) was endorsed. It was agreed to add communityplanning.net as a partner and to mention OnOurDoorsteps in small print. Timeline needed. Fran to organise newsnote in Community News (deadline end second week in month).

Nick and Keith: Revise and circulate 01 for a final round of comment.

All: Feed in any comments on all information sheets circulated.

3. Physical archive

Draft list of archive categories prepared (attached 06). First tranche of material ready for cataloguing. May not be time to process during summer.

Nick: Take to Library.

Sarah: Feedback on draft archive categories. Provide listing in due course.

4. Digital archive (draft brief circulated in advance)

NWA to contact Gerard Allsop and Audrey Marshall re possible student project.
Sarah: Provide Audrey's contact details.

5. Development plan

Consider using a Logical Framework. Main purposes: to help us plan the project and attract funding to make it happen and be sustainable.

Ceri: Prepare draft contents for plan.

6. Financial arrangements

Best if NWA responsible for all accounts. Brighton will want income and expenditure account at the end. Timesheets to be maintained and receipts kept. All payments to local groups to be approved by both Nick and Fran to ensure accountability.

7. Internships and volunteering

Jo Bevan to be kept informed. Opportunities to be reviewed.

8. Steering Group and network membership

Steering Group: Fran and Steve both to be included from HVA.
Additions to network: OHPS, Richard Price (proposal for planning watchdog website); County Records Office; SE Planning Aid (John Hughes).

9. Future meetings and communications

Agreed to plan a networking event for stakeholders. Date to be firmed up.

Next Steering Group meeting: **11am Friday 17th September**, same venue, with sandwich lunch.

10. AOB

Group protocol: Copy all steering group into emails (please say if too much).
Fran requested copy of bid (done).