



**Minutes of Meeting held on Tuesday 27 March 2007, 10am at
Braintree Connexions Centre**

Present:	Mark Aldous Taiwo Ajayi Linda Gaine Jim Dickson Judy Cuddeford Brendan Walshe Joel Shaljean Paul Tufnell Colin Joyce Rob Faiers Lucy Philp Lyn Mowforth Kyra Fox Sara Moutard Greg Cooper	Braintree District Council (BDC) - Chair BDC Community Sports Network Manager, sportessex DC Leisure Braintree District Voluntary Support Agency NACRO Braintree Community Sports Project North West Essex Schools Sports Partnership Partnership Development Manager Extended Schools Co-ordinator Braintree College Braintree College Xpect Health & Fitness Mid Essex Primary Care Trust Connexions BDC Community Sports Network Manager, sportessex
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1.	MA welcomed everyone to the meeting. Apologies were received from Bryan McManus, Mark Taylor, Helena Goodwin, Charmaine Dean, Carol Ware & Sarah Johnson.	Action by
2.	Matters arising and minutes agreed - 4.1) MA had emailed everyone to request details of what each partner/organisations does and most had been returned. 4.2) It was suggested that other people should be invited to the group, Craig Horner is on Annual Leave at present and Darren Connew was unable to attend. Number 10 bowling was suggested but all thought that there were enough in the group at present.	

	<p>LG suggested reviewing this in 6 months.</p> <p>4.3) LG reported that the CSN Alliance Meeting due to take place on the 14 March 2007 was cancelled and will be rearranged.</p> <p>The minutes were agreed as a true record.</p>	
3.	<p>Name and Logo for the Group - This matter was discussed and it was decided on 'Active Braintree' in line with other local authorities.</p> <p>It was also suggested adding a strap-line underneath, so as to include the district maybe 'making the district active'? A decision has yet to be made on the strap line.</p> <p>Red was the colour agreed on for the logo.</p>	
4.	<p>Terms of Reference for the Group - MA thanked LG for her help in drafting the terms of reference.</p> <p>It was suggested that Active Braintree should sit within the Local Strategic Partnership (see point 6) and the governance should be added to the Terms of Reference.</p> <p>It was suggested that one contact from each group should be listed and that Phil Davis from Ramsey Sports College should be invited.</p> <p>JC suggested deleting on page 2 the wording '..rather than sending an alternative representative'. The group agreed to this.</p> <p>As long as there were four people representing different organisations, meetings can go ahead and decisions could be made.</p> <p>MA will make the changes and send out to the group. The final version to be signed off at the next meeting.</p>	<p>MA</p> <p>MA</p>
5.	<p>Partner Information - It was agreed that presentations from Partner groups would be given at each meeting. Joel Shaljean to give the first presentation.</p> <p>Agreed to rotate meeting venues around partners.</p>	<p>JS</p> <p>All</p>
6.	<p>Partners and Communities Together (PACT) Sarah Moutard gave a presentation to the group about PACT, how it works and how it would tie in with the CSN.</p> <p>It was agreed that Active Braintree should sit under the Cultural Partnership Board, which included Leisure & Sport.</p> <p>The group agreed that MA would go to the next Cultural Partnership</p>	<p>MA</p>

	Board with that proposal.	
7.	<p>Sport England Start up Funding - MA reported that the application for funding had been submitted and that the funding would initially sit with BDC. In the future the group might look at the option of Active Braintree being a constituted body with it's own bank account.</p>	
8.	<p>Action Planning - MA asked the group if anyone had any ideas, new projects that they would like to propose.</p> <p>LM reported that in Active Chelmsford there were 2 projects - a Family Activity Day and a Cycling Initiative Scheme.</p> <p>It was suggested having a one off event using the start up funding and engaging local clubs.</p> <p>TA mentioned the Halstead Fun Run to be held in September and would it be worth linking in with this event? In terms of timing, event and location the group agreed that the Fun Run could be an ideal vehicle. To report further at next meeting.</p> <p>Harlow had quite a big launch, with activities advertised in the newspapers and events in Sports Halls with information and demonstrations.</p> <p>MA reported on the 2012 Staff Briefing Event that BDC organised.</p> <p>JS said that skipping is big at the moment, what about setting up a challenge?</p> <p>LM will also give a report at the next meeting regarding work in the Chelmsford area.</p> <p>As per the terms of reference the projects Active Braintree would work on would be split into 5 themes with 5 lead partners. They were agreed as follows:</p> <p>Sport - BDC Health - Mid Essex PCT Education - North West Essex School Sports Partnership Community & Volunteering - BDVSA Communication & Marketing - sportessex</p> <p>LG mentioned that there is a template from Sport England on 'Action Planning'.</p> <p>MA to forward to the group.</p>	<p>TA</p> <p>LM</p> <p>MA</p>

	<p>Action Plan's main aims will be to increase participation and widen access of opportunity.</p> <p>Each partner to submit action plan template with proposed projects.</p> <p>MA to collate and distribute ahead of next meeting, which will focus on project planning.</p> <p>LG suggested sharing draft Action Plans with Sport England so they are agreed as on the right track.</p>	<p>All</p> <p>MA</p>
9.	<p>Any other business</p> <p>TA suggested trying to collate activities in the summer holidays so they can be found in one guide/booklet. MA to arrange a meeting after Easter.</p> <p>The Physical Activity Plan was circulated; the deadline for any comments / feedback is 2 April 2007.</p> <p>MA reported that BDC have employed a new Community Sports Coach - Karen Trigg.</p> <p>MA also thanked LG for her support in the establishment of Active Braintree.</p>	<p>MA</p>
10.	<p>Date of next meeting - 22 May 2007 at 10am at Braintree College - subject to confirmation.</p>	<p>MA</p>