

**ACTIVE CASTLE POINT**  
**Community Sports Network**  
Meeting held on 20<sup>th</sup> March 2007 at  
Runnymede Hall, Benfleet

**MINUTES**

**Present**

Cllr Mark Howard  
Dawn Catley

Ingrid Harvey  
Kate Chapman  
Kevin McBrearty  
Linda Gaine  
Lisa Vagg  
Mary Roe

Mel Harris (Chairman)  
Natalie Blyde  
Neil Frost  
Paula Bevan  
Ray Munro-Crump  
Ron Curtis

Sharan Allsopp  
Steve Ham  
Tom Moody

**Representing**

CPBC  
Community Development  
Castle View School  
CPBC  
SEE PCT  
Castle Point Council  
Sport Essex  
Connexions  
Benfleet & Thundersley  
Interschool Cluster (BATIC)  
CPBC  
SEEVIC College  
SEE PCT  
Brinn Bevan / public  
Groundwork South Essex  
Work with Schools / CP  
Sports Council /  
Canvey Schools Partnership  
CPBC  
Deanes School Sports  
Partnership

<b>1</b>	<b>Welcome and Introductions</b>	<b>ACTION</b>
	MH welcomed attendees and brief introductions were made.	
<b>2</b>	<b>Apologies</b>	
	Joan Spye - Age Concern, Albert Palmer – CP Sports club for the disabled, Tom Spence - Deanes School, Kelly Hampstead – Deanes School	
<b>3</b>	<b>Minutes of the last meeting</b>	
	<b>Accuracy</b> Agreed	
	<b>Matters Arising</b> MH has applied for the £3000 required to help launch the partnership. LG circulated the Action Plan template. The extended schools coordinators and CAVS have been invited.	

4	<p><b>Draft Terms of Reference</b></p> <p>Mel Harris was appointed as interim Chairman of the Group, with Ingrid Harvey to act as interim secretary to the steering group. Once the partnership is more established, and the CPBC Strategic Leisure Manager is in post, these roles can be reviewed.</p> <p>Partners agreed to use of the Terms of Reference template as a starting point. A sub group consisting of NF, RC, NB, DC, MH, and IH was formed and will meet on the 18<sup>th</sup> April to review the TOR in detail. It was acknowledged that those members of the community, for example older people or those with disabilities, who may be less active, need to be included in the scope. For this reason “wellbeing” should be added along with the reference to <i>sport and physical activity</i> under the vision statement.</p> <p>MH provided a brief overview of the LSP and its sub groups. The Terms of Reference sub group will determine whether Active Castle Point should be part of the LSP. It was proposed that the Active Castle Point logo should incorporate the LSP / CPBC colours. IH will forward the colour and logo information to LG.</p>	<p>MH</p> <p>IH</p>
5	<p><b>Development of Action Plan</b></p> <p>Before the Action Plan can be developed, the TOR and then a visioning document need to be produced, to document aspirations and themes for the partnership. Projects will need to be prioritised, using a democratic approach. Those projects which provide the greatest benefit in terms of measurable benefit for the money should take priority over partners’ “Pet Projects”. Baseline data can be obtained from the Healthy Communities and Older People partnership (of the LSP) and the Active People survey from Sport Essex. MH will distribute the latter to partners.</p> <p>It was agreed that at least one meeting should be set aside purely to develop the Vision document.</p>	<p>MH</p>
6	<p><b>Application for funding document</b></p> <p>LG outlined the background to the Essex County Sports Network, one of forty nine across the country. There are people in place to assist the community networks with information, marketing, statistics etc. Active Castle Point will need to match fund £2 for every £1 funded via Sport England. The application forms are available on the internet, and copies were reviewed at the meeting.</p> <p>The Community Investment Fund is an alternative source of funding as well as The Big Lottery Wellbeing fund. The funding supports new initiatives and enhancements to existing ones. Money is available from April 2007 to March 2008. LG will confirm if this must be spent during that financial year or can be carried over in part.</p>	<p>LG</p>

	Applications go through a two phase process and are reviewed at board meetings in May, July, September and November.	
<b>7</b>	<p><b>Table Tennis funding</b></p> <p>A document was circulated to partners outlining a joint bid between Rochford and Castle Point for funding of table tennis coaching at schools in the two locations. The application was endorsed by partners.</p>	
<b>8</b>	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li> <p>• <b>Sustainable Community Strategy</b></p> <p>MH outlined the importance of the Active CP network being consulted on the Sustainable Community Strategy. This will be an agenda item at the next meeting.</p> </li> <li> <p>• <b>Sponsoring Brinn Bevan</b></p> <p>MH gave partners the background to the £250 award from Benfleet Rotary Club for Brinn Bevan to pursue his gymnastics ambitions.</p> </li> <li> <p>• <b>Groundwork South Essex</b></p> <p>RM-C informed partners of the work and scope of the Groundwork Trust. As a charitable trust, they can access funding streams which other partners are not able to access.</p> </li> <li> <p>• <b>Membership of the ACP network</b></p> <p>Cllr MH suggested that the new housing association might be invited to participate in this network. Also that representation from the Youth Service should be encouraged.</p> </li> <li> <p>• <b>Work with Schools</b></p> <p>RC provided handouts from Work with Schools on their activity to engage with employers.</p> </li> <li> <p>• <b>Pilot project – Strength &amp; balance</b></p> <p>KC outlined a falls prevention course which has been very effective, but has no capacity for maintaining the improved mobility of participants after three months. Training for an instructor to provide the maintenance programme has been funded by the Rotary Club, but ongoing costs of hall hire, instructor fees and transport for participants is needed. KC asked whether CPBC could donate the use of a hall as payment in kind. MH will explore this and respond.</p> </li> <li> <p>• <b>Activity Fair – Appleton School</b></p> <p>MR informed partners that the school is intending to run an activity fair on 10<sup>th</sup> July, inviting clubs, guides, brownies etc. This prompted a discussion about the necessity for all agencies, clubs, coaches etc to have their own Public liability Insurance for public event such as fetes and fairs. It was suggested that due to the close proximity of the dates, Appleton consider merging their event into the Castle</p> </li> </ul>	<b>MH</b>

	<p>Point Show on the 24<sup>th</sup> June.</p> <ul style="list-style-type: none"> <li>• <b>Statistics</b> The Deanes school holds data collected from 62 schools in the area, relating to young people. Other partners also have access to data and it was agreed that a data sharing sub group will be formed to identify useful baseline data etc.</li> <li>• <b>Sport Essex representative</b> LG advised attendees that she will be leaving her current post and that Greg Cooper will be replacing her at future meetings.</li> </ul>	
9	<p><b>Future meetings</b></p> <p>The Terms of Reference Sub Group meeting will be held at 9:30 on 18<sup>th</sup> April in the Foyer, Runnymede Hall, Benfleet. The full ACP network meeting will be 10 am 24<sup>th</sup> April in the same venue.</p>	