

Active Harlow minutes

Committee Room 2b, Civic Centre, 30th April 2007

	<p><u>Present:</u></p> <p>John Wright – Harlow 2020 Free Time Action Group Karen Bartlett – Great Parndon Community Association (GPCA) Ben Wallis – Harlow Sportcentre Helen Offord (Chair) – Harlow Council Gill Penney – Harlow Council Perry Williams – Harlow Youth Council Tara Davies – Harlow Youth Council David Archer – Harlow Education Consortium Scott Daniel – Mark Hall School June Tulloch – Mark Hall School Chris Purvis – Harlow Council</p> <p><u>Apologies:</u></p> <p>Lynn Seward – Harlow Council Emma Sproat – Harlow Sportcentre Della Nash – Harlow Volunteer Centre</p>	ACTION
	<p><u>Minutes of meeting 26th March:</u></p> <p>Amendment Page 1 - Helen Offord highlighted that Linda Gaine wanted to make it clear that in relation to action planning some ideas may need to be amended fit Sport England criteria and not Sport Essex criteria.</p> <p>Amendment page 1 – Helen Offord highlighted that Greg Cooper wanted to make clear that Active Harlow can make a Community Investment Fund (CIF) application to cover a period of 2years.</p> <p>Amendment Page 2 - Helen Offord highlighted that Greg Cooper wanted to make it clear that Active Harlow needs to carefully consider what role an admin officer might play within Active Harlow. If we are requesting Community Investment Fund monies for this post it might need to link in with project delivery.</p> <p>Amendment Page 3 – Helen Offord highlighted that Greg Cooper wanted to make it clear that it is Sport England they will take the draft Action Plan to and not Sport Essex.</p>	
	<p><u>Matters Arising:</u></p> <ul style="list-style-type: none">• Helen dear updated on 2 bids that have been made to the big Lottery Fund:	

- The Healthy Coaches bid has been progressed to Stage 2 and awaits a decision from the board in July. This project is an extension of the Health Trainers role and aims to motivate people into becoming more active. The project will remove barriers to participation from support by the wider community and will fund 2.5 posts across West Essex with Harlow likely to benefit from 1 full time equivalent post.
- The Physical Activity bid failed to progress to Stage 2.
- Helen Offord updated on 2 Community Initiative Fund bids.
 - Bid 1 to develop a cycling a cycling base. £10,000 capital.
 - Bid 2 to support a kayaking slalom course at Harlow Outdoor Pursuit Centre linking to the London 2012 legacy and Broxbourne Olympic watercourse.
- John Wright and Chris Purvis updated that work is underway to update the Playing Pitch Strategy and that £870,000 has been secured from the Gateway development to take this forward.
- Helen Offord gave feedback on the Olympics Seminar held at Mark Hall School:
 - 10 clubs attended with 30 people in total. Feedback was positive and clubs would like to see more workshops to support development in future.
- David Archer highlighted that Karen Boylan is wanting to establish a new Gymnastics club at Passmores School but needs new mats at a cost of £4,000. It was highlighted that Harlow Recreation Trust and Awards For All may be appropriate sources of funding.
- Chris Purvis Highlighted the need to link the Active Harlow Action Plan to the results of the Active People Survey as Spot England will be looking at how CSNs are addressing issues highlighted within it.
- Helen Offord gave an overview of the Action Planning Template to date and highlighted that it is work in progress.

	<ul style="list-style-type: none"> • Helen Dear commented that an Exercise for Older People bid for funding has been submitted to Age Concern by West Essex PCT and Epping Forest District Council. • All Active Harlow members are to look at the Action Plan, complete relevant sections and return to Helen Offord by 21st May. The deadline for Action Plan submission is 15th June for the Regional Sports Decision on 18th July. • John Wright highlighted the need for a Marketing Officer that could possibly linked to physical activity coaches and sports ambassador. <ul style="list-style-type: none"> ○ John Wright suggested was made to apply for 3years worth of funding to Harlow Recreation Trust for this post. ○ Ben Wallis suggested speaking to other CSNs and get more detail on how they are being marketed. • Helen Offord confirmed that Awards for All would fund the work of a Community Sport Network. • Helen Offord highlighted the need for Active Harlow to have a Treasurer. <ul style="list-style-type: none"> ○ Helen Offord nominated John Wright. ○ Helen dear seconded John Wright. ○ John Wright elected as Treasurer for Active Harlow. 	<p>All to complete template and return to Helen Offord by 21st May</p> <p>Chris Purvis to amend Terms of Reference and circulate with minutes.</p>
	<p><u>Any Other Business:</u></p> <ul style="list-style-type: none"> • Helen Offord commented that Active Harlow had been approached to have a stall at the Essex Cardiac Network Conference on 3rd May. It was agreed Active Harlow would not have a stall as it was deemed to be too short notice. • Helen Offord mentioned the Mind Exercise Nutrition Programme (MEND) suggesting that it is something that Active Harlow may want to get involved in. • Gill Penney confirmed that Active Harlow can host a marquee at Harlow Show. Activities should be as interactive as possible. John Wright mentioned that he had found some old sporting photographs of Harlow's Sporting History. It was 	<p>Helen Offord to coordinate</p>

agreed that Harlow Show would be a rolling item on the Active Harlow Agenda.

- Essex Library Services are hosting an event 23rd June and are inviting groups to attend to promote their Services. It was agreed that Active Harlow will hold a stall that is to be worked on shift pattern.

Dates of Next Meetings:

Thursday 24th May 2007 4pm. Civic Offices Committee Room 2A

Thursday 28th June 2007 4pm. Civic Offices Committee Room 2A

Thursday 16th August 2007 4pm. Civic Offices Committee Room 2A

Thursday 11th October 4pm. Civic Offices Committee Room 2A

Thursday 13th December 4pm. Civic Offices Committee Room 2A