

**BIG LOCAL CONSULTATION MINUTES**  
**18<sup>TH</sup> JUNE 2013 AT PORTSMOUTH CITY COUNCIL HOUSING OFFICE**

**ATTENDEES**

Ann Waters (Chair)  
Vicky Brinkley (minutes)  
Adam Newman  
Anna Beauvoisin  
Annette Kemp  
Donna Holder  
Laura Bevis  
Louise Watson  
Sean Nye

**1) Introductions**

Ann noted that the meaning of this group needs to be clarified. The Consultation group is the conjugate between Communication Sub Group. Finance Sub Group and Big Local funding. The team's name needs to be clearer, the wording is very important for residents to understand what we do. Annette mentioned that we could use 'WE BIG' in the title, it needs to be snappy and short. Sean will think of some ideas.

**2) Consultation Events**

Consultation event at Connors Keep – Thursday 20<sup>th</sup> June @ 3pm. Annette will be attending with Anna and Vicky to ask residents what they would like. The group will be aged 50+.

Acorn Centre Summer Fayre – Saturday 29<sup>th</sup> June. The leaflets, website, banner and poster all need to be ready for this. Sean has received various quotes for the leaflets the best price was from Vista Print for 1,500 at £80. The team voted for this company to be used. The A5 leaflets will be posted through doors with the Summer Fayre flyer. Ann Waters will send a paragraph to Hart Plain and Woodcroft schools about the Summer Fayre event stating that the Big Local team will be there and will ask them if they could put it in their newsletter.

**3) Publicity material**

Sean has designed a Business Card for members to hand out. These have got the web address on. These will be ready for the Summer Fayre.

The website and email address was £120, so cheaper than originally thought.

Banner - 2m x 1/2m. Sean has got a price for the banner from ADP printing (£65). It will have the web address on, email address and logo. Sean is going to try and get more quotes.

#### **4) Summer Fayre**

Annette needs helpers to help move bits from her office to Motiv8 on Friday 28<sup>th</sup> June @ 9.30am as she cannot access her office on Saturday.

Louise will be manning the Big Local stall. She will need post it notes, flip chart paper and pens.

PJ will make a board for the 'wall'.

We will need copies of the question sheets that we used for the consultation event at the Acorn Centre.

Tee Shirts – Annette is waiting for a reply from Karen at Asda to see if they can donate the tee shirts for free. We will iron on the transfers at the Housing Office on Wednesday 26<sup>th</sup> June @ 11am.

A contacts book is needed to go on the stand so that people who want to be involved can put their contact details in it.

Sean – email all of the Big Local members to ask for volunteers for the day. Louise will do a quick briefing on the day so that they all know what Big Local is.

Laura – ask Fran for the Big Local booklets for the stall.

Laura – speak to Fran and Nick (Asda) about the giant cheque that was offered.

#### **5) AOB**

Laura received 1,125 surveys back for the Waterlooville Community Planning survey, once she has received the results she will feedback any responses regarding Wecock Farm.

Adam and Vicky have offered to take on the role of Press person. Sean will set up an email address for them.