

# Our Vision for Church Hill.....



Map of Church Hill by Kieran Rose (age 6)

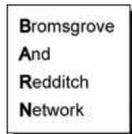
## .....and what we Plan to achieve

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This plan was written and compiled by **Tiller Research Ltd**, working in collaboration with Church Hill Big Local Partnership.

Tiller Research Ltd is a research, project management and evaluation consultancy based in Worcestershire. Further details at [www.tillerresearch.co.uk](http://www.tillerresearch.co.uk)



**Bromsgrove and Redditch Network** (BARN) is a network of voluntary and community organisations and statutory agencies that provide a service to individuals or organisations in the local authority districts of Bromsgrove and Redditch. Church Hill Big Local Partnership has appointed BARN to act as our local trusted organisation to undertake the administration of our funding from Local Trust. Further details at [www.barn.org.uk](http://www.barn.org.uk)

## In brief

Church Hill has been chosen to receive £1million of Big Local funding, to be spent over the next ten years. Local Trust has allocated this Big Lottery Fund money to bring together local talent, ambitions, skills and energy from individuals, groups and organisations who want to make Church Hill an even better place to live.

The *Church Hill Big Local Partnership* is a team of 15 volunteers who live and/or work in Church Hill. We have undertaken extensive consultation with the community, and have used the input from residents and local organisations to formulate this plan.

**Our vision is for a community where residents, organisations and businesses work together so that people feel safe, happy and proud to be part of Church Hill.**

Our priorities are:



This plan outlines what we plan to do for the first two years of our ten year programme.

We are committed to involving the community in all that we do, and we would be delighted if you would like to join us in making Church Hill a better place to live.

Let us know what you think, or find out more by visiting [www.chbiglocal.org](http://www.chbiglocal.org), by calling us on 07577 475331, or by email to [info@chbiglocal.org](mailto:info@chbiglocal.org)

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## 1. Where it all began...

### ...the Story of Church Hill Big Local

Local Trust chose Church Hill to receive £1million of Big Local funding in 2012. This money is allocated by the Big Lottery Fund to bring together local talent, ambitions, skills and energy from individuals, groups and organisations who want to make their area an even better place to live.

Local Trust enlisted the help of Bromsgrove and Redditch Network (BARN), the Redditch-based third sector infrastructure support organisation, to spread the word to residents about the Big Local. They were asked to find some interested community members and community groups who would work together to plan the best way to involve local people in turning great ideas into a positive and lasting difference for Church Hill.

An open public meeting was well attended by an enthusiastic mix of residents and those working with the community. Church Hill Big Local was born.

### Church Hill Big Local Interim Steering Group

The work so far has been overseen by a group of 15 people who live and/or work in Church Hill. All our Steering Group members are volunteers who chose to become involved after hearing about Big Local at our Community Consultation events, or through our *Getting Started* community projects that we developed in 2013.

We have been supported by BARN and a Local Trust representative, and in the spirit of partnership have built up a good relationship with local councillors and organisations that work in Church Hill. This support has helped us greatly, but all the decisions have been made by the Interim Steering Group. Church Hill Big Local really is driven by its residents!

### Role of the Interim Steering Group

- ❖ To let the community know about the Big Local project;
- ❖ To communicate the work of Big Local to the community;
- ❖ To interest the community in becoming involved in the Big Local, and sharing their views;
- ❖ To inform community partners about Big Local, and to involve them where appropriate;
- ❖ To steer investment of the £20,000 Getting Started grant into the community;
- ❖ To facilitate the setting up of a permanent Church Hill Big Local Partnership who will oversee investment of the main £1million grant.

## 2. Getting Started...

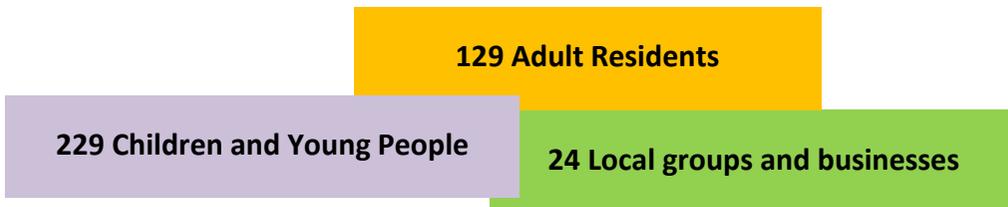
### ...what we have achieved so far

In addition to the main £1 million grant, Church Hill Big Local was allocated some *Getting Started* money. So far we have...

- ...researched the needs and aspirations of **our community**,
- ...developed this **Big Local Plan**,
- ...set-up some small-scale **projects** to explore and support our longer term vision.

### Consultation

We have listened to a lot of people's views on what should be in our plan...



...and raised awareness of Church Hill Big Local in these ways:



### Activities and Projects



### 3. Our Vision...

**...is for a community where  
residents, organisations and businesses  
work together  
so that people feel safe, happy and proud  
to be part of Church Hill.**

Church Hill Big Local will work to make our community a better place to live:

- ❖ By encouraging active community involvement, using residents' knowledge and understanding of Church Hill in making plans and putting these into action;
- ❖ By increasing community participation and raising awareness of activities and opportunities through our magazine and other media;
- ❖ By improving the environment;
- ❖ By involving businesses in the community;
- ❖ By strategic grant giving, so that great ideas can become great projects.

#### Our Values

The Church Hill Big Local Partnership believes it is important to gain the trust and confidence of the community. As part of this, everything created or supported by Church Hill Big Local is expected:

- ❖ To work in partnership with the local community;
- ❖ To be open and transparent and use plain language;
- ❖ To ensure equality of opportunity and social inclusion;
- ❖ To be accountable to the community;
- ❖ To respect one another and the similarities and differences in our views and ways of working;
- ❖ To encourage reflective debate and discussion and respect the majority decision;
- ❖ To support residents to improve their environment and wellbeing.

## 4. About Church Hill...

### ...a quick overview of our community

**Church Hill is a large New Town estate historically divided into its North and South areas...**

Redditch was designated a New Town in 1964. Church Hill, its largest estate, began to be built in 1975.<sup>1</sup> Today, around 8,132 people live on Church Hill<sup>2</sup>, which largely consists of a network of cul-de-sacs divided into the North and South areas by a buses-only road. The centre of the estate has a shopping centre with a small supermarket, medical centre, dentist, hairdressers and takeaways. Two of Church Hill's three schools, a Methodist Church and YMCA housing complex are located near the centre.

The socioeconomic profile of Church Hill is very mixed. The central and south areas of the estate have pockets of deprivation which fall into the top 10%-30% most deprived areas in England<sup>3</sup>. At 5.5% the unemployment figure is higher than that of Redditch (4.6%) or Worcestershire (3.7%) as a whole<sup>4</sup>. Some 39.9% of households fall into the socioeconomic category of 'financially stretched' and 25.8% were categorised as facing 'urban adversity'; again higher than the figures for Redditch or Worcestershire overall<sup>5</sup>.

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<sup>1</sup> BBC (2014) *Doomsday Reloaded* <http://www.bbc.co.uk/history/domesday/dblock/GB-404000-267000/page/2>

<sup>2</sup> [www.neighbourhood.statistics.gov.uk](http://www.neighbourhood.statistics.gov.uk)

<sup>3</sup> *ibid*

<sup>4</sup> Worcestershire County Council – Ward Profiles: Summary

<sup>5</sup> *ibid*.

**We have a strong community with over thirty established community groups and a good range of community buildings...**

Church Hill Community Centre houses Squirrel's nursery, an Early Help Centre and is a meeting place for a variety of community groups and activity clubs.

Redditch YMCA is based in Church Hill. As well as running the Community Centre, they provide support, training and affordable housing to young people and young families, and run a range of young people's activities.

Marlfield Barn is the home of 1<sup>st</sup> Church Hill Scouts (including Beaver and Cub groups).

St. Andrew's Methodist Church hosts a Community Café on weekdays, and provides a meeting space for several faith and non-faith community groups.

Mendip House provides housing for residents aged 60+. Run by Redditch Borough Council, it has in the past hosted a range of activities for the wider community, and has potential to do this again.

**Church Hill is home to many young people and young families...**

There are many young families in Church Hill with 30.1% households having dependent children<sup>6</sup>. Some 8.3% of families in the area are lone parents, higher than the overall figures for Worcestershire and Redditch. Church Hill is the ward of Redditch with the highest concentration of under 16 year-olds<sup>7</sup>.

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<sup>6</sup> Worcestershire County Council – Ward Profiles: Summary.

<sup>7</sup> Redditch profile. Worcestershire County Council Research and Intelligence Unit.

### Church Hill is a green area...

Church Hill has many green spaces, including Bomford Hill in Church Hill North, and Moon's Moat in Church Hill South. In parts, the area is edged by woodland and there are allotments in Church Hill South.

The original 1970s New Town design saw heavily tree-lined footpaths installed throughout the estate, away from the roads. These provide safe walking and cycling routes, but many have become overgrown and can feel intimidating and lonely, especially at night.

Much of Church Hill is designed with road access to the back of houses. Front access is usually via footpaths, with many clusters of houses arranged around green communal spaces.

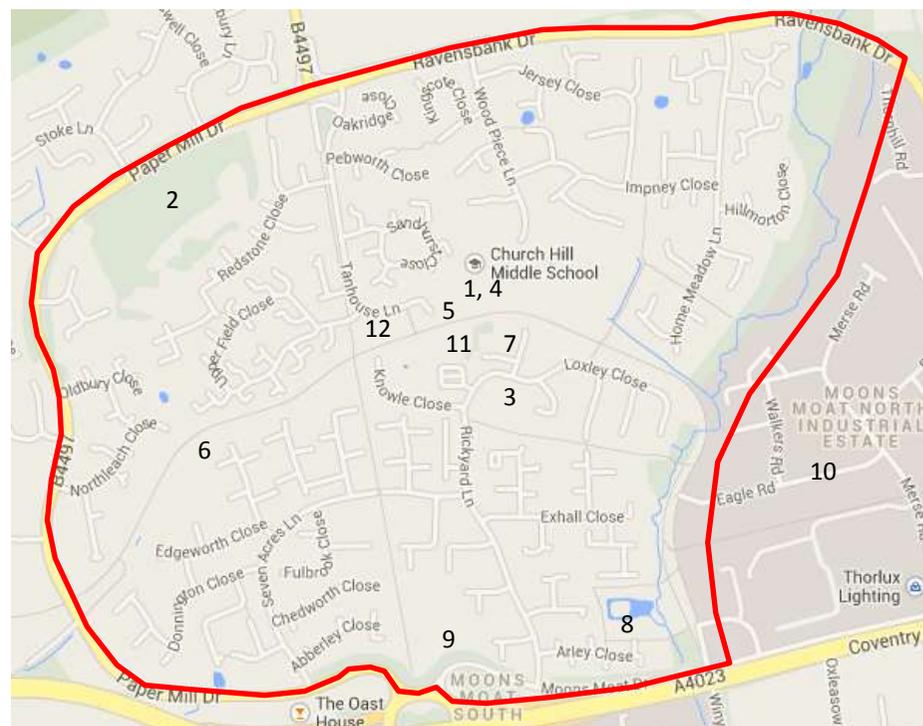
### Our community is currently the site of development and change...

In 2013, the original shopping centre was replaced by a new development located on the opposite side of the bus lane. During 2014, developers LSP/Bellway Homes will build 51 new homes on the site of the old shopping centre. The access roads will be connected via the bus lane, creating a direct road link between the North and South areas of the community.

Despite some concerns, mainly relating to traffic issues, residents seem generally pleased that the run-down original shopping centre has been given a facelift and even a new Christmas tree!

**It is an exciting time of change for Church Hill, and the Big Local Project will provide us with an opportunity to continue to develop the community in positive ways.**

### A map of the Church Hill Big Local area



### Main Buildings and Sites of Interest:

- |                                 |   |
|---------------------------------|---|
| 1. Abbeywood First School       | 7. Mendip House                         |
| 2. Bomford Hill Park            | 8. Moon's Moat Ancient Monument         |
| 3. Church Hill Community Centre | 9. Moon's Moat First School             |
| 4. Church Hill Middle School    | 10. Moon's Moat North Industrial Estate |
| 5. Church Hill Shopping Centre  | 11. Redditch YMCA                       |
| 6. Marfield Barn                | 12. St Andrew's Methodist Church        |

## 5. Our Priorities...

### ...and the change we want to see

We have consulted with residents, community groups, schools, local organisations and businesses. We have listened to what everyone has told us, and chosen five priority areas to focus our efforts:

<b>Improving the Environment</b>
<b>Raising Community Spirit</b>
<b>Supporting Older People</b>
<b>Developing Opportunities for Young People</b>
<b>Developing Opportunities for Children</b>

These priority areas were chosen as they were the things people mentioned most during the consultation. After selecting these areas, the Church Hill Big Local Partnership set up four subgroups to look at these priorities in more detail: Green Spaces, Children and Young People, Older People and Community.

Each subgroup hosted an open meeting, inviting local partners to discuss the consultation feedback. This was an opportunity to share ideas on projects or activities that could be developed to match the ideas put forward by residents.

Following these meetings, the subgroups developed a more detailed vision for each priority area by answering the question '**What change do we want to see, and how are we going to achieve it?**'

Some of our plans will help us in more than one priority area, and these overlaps are listed in more detail in section 7. This section summarises each priority area:

- ❖ Some examples of what the community said;
- ❖ The change we want to see;
- ❖ The activities we have planned for the next two years.

#### Priority Area: **Improving the Environment**

##### **What people said...**

*The area is ugly and overgrown. This place needs a lot of TLC.  
Needs tidying up and planting with flowers.  
More benches and garden areas.  
Make people look after their gardens.  
In general this is a nice green area to live.*

##### **The change we want to see...**

More people commenting that Church Hill is attractive and pleasant.  
More people enjoying the open spaces, e.g. walking for pleasure.  
More people taking an active role in improving the local environment.  
More people being aware of the history of Moons Moat.  
To restore the recreational and environmental value of Bomford Hill Park.

##### **To start....**

- ❖ Develop a **Friends of Bomford Hill** group that joins the new residents of Wharrad Close with the community;
- ❖ Run some small activities, e.g. tree planting, to generate interest;
- ❖ **Eco-Blast Grants scheme**, to support groups of residents who want to brighten up their communal space;
- ❖ A **walking trail** of Church Hill, to raise awareness of our open spaces and local points of interest.

## Priority Area: **Raising Community Spirit**

### What people said...

*We need people coming together and working for the good of things.  
[We need] a new, vibrant, friendly feel... for local residents and visitors.  
We need promotion and awareness of activities.  
More community days and fairs for the community to gather together.*

### The change we want to see...

More people taking part in local activities and using local services.  
Regular community events that bring people together.  
More people saying that they can find what they need in Church Hill.  
More people helping to run community activities.

### To start....

- ❖ Up to **three Community Events a year**, celebrating Church Hill and raising awareness of groups and activities;
- ❖ **Community Grants scheme**, to support individuals and groups with great ideas that match our vision;
- ❖ **Check Out Church Hill magazine**, informing residents of activities and support available in our community;
- ❖ **Community courses** to help people develop valuable skills, but also to get to know others and build a sense of community:
  - Cooking courses to promote healthy cooking on a budget,
  - Computer courses to support people to access *Digital by Default* services;
- ❖ **Practical support** for people who are isolated:
  - A befriending scheme,
  - Money advice and financial training;
- ❖ A **volunteering programme**, to recruit and support local community members to volunteer in Church Hill Big Local activities.

## Priority Area: **Supporting Older People**

### What people said...

*We need more clubs for older people  
I would like to see more benches and garden areas  
I would like to see a local centre for people to meet for a drink, to encourage good community spirit*

### The change we want to see...

Older people feeling less isolated, and more a part of the community.  
More inter-generational interaction, with a shared sense of community.  
More accessible open space, including benches for people to rest.

### To start....

- ❖ **Community courses** to help people develop valuable skills, but also to get to know others and build a sense of community:
  - Arts and crafts activities,
  - Computer courses to support people to access *Digital by Default* services;
- ❖ Identify possible sites for **installing benches**, to enable people to enjoy our open spaces more;
- ❖ **Community Grants scheme**, to support individuals and groups with great ideas that match our vision;
- ❖ **Practical support** for people who are isolated:
  - A befriending scheme,
  - Shopping club to help people benefit from internet and home delivery services.

Priority Area: **Developing Opportunities for Young People**

**What people said...**

*Kids hanging around the shops because they have nothing to do.  
Create a space for youth that is theirs.  
Get young people involved with the decision-making and running of activities.*

**The change we want to see...**

An improved range of venues and activities for young people.  
An increase in participation by young people in local activities.  
More young people involved in decision-making and volunteering.  
A reduction in youth crime and anti-social behaviour.

**To start....**

- ❖ Support the installation of a **Multi-Use Games Area** at Church Hill Community Centre;
- ❖ Set up a **Young Voices group** to provide a structure for consulting with young people and involving them with decision-making;
- ❖ Work with partner agencies to **increase the range of weekly activities** on offer;
- ❖ Develop a **young people's volunteering scheme** to support active involvement with Church Hill Big Local activities.

Priority Area: **Developing Opportunities for Children**

**What people said...**

*Put some more play areas for the little children in Church Hill South because they got taken out.  
There are grass areas not used and these could be converted.  
We need promotion and awareness of activities throughout the community.*

**The change we want to see...**

Parents to be more aware of the facilities and activities available for young children, and to make more use of these.  
More parents being happy with the range of play facilities in Church Hill.

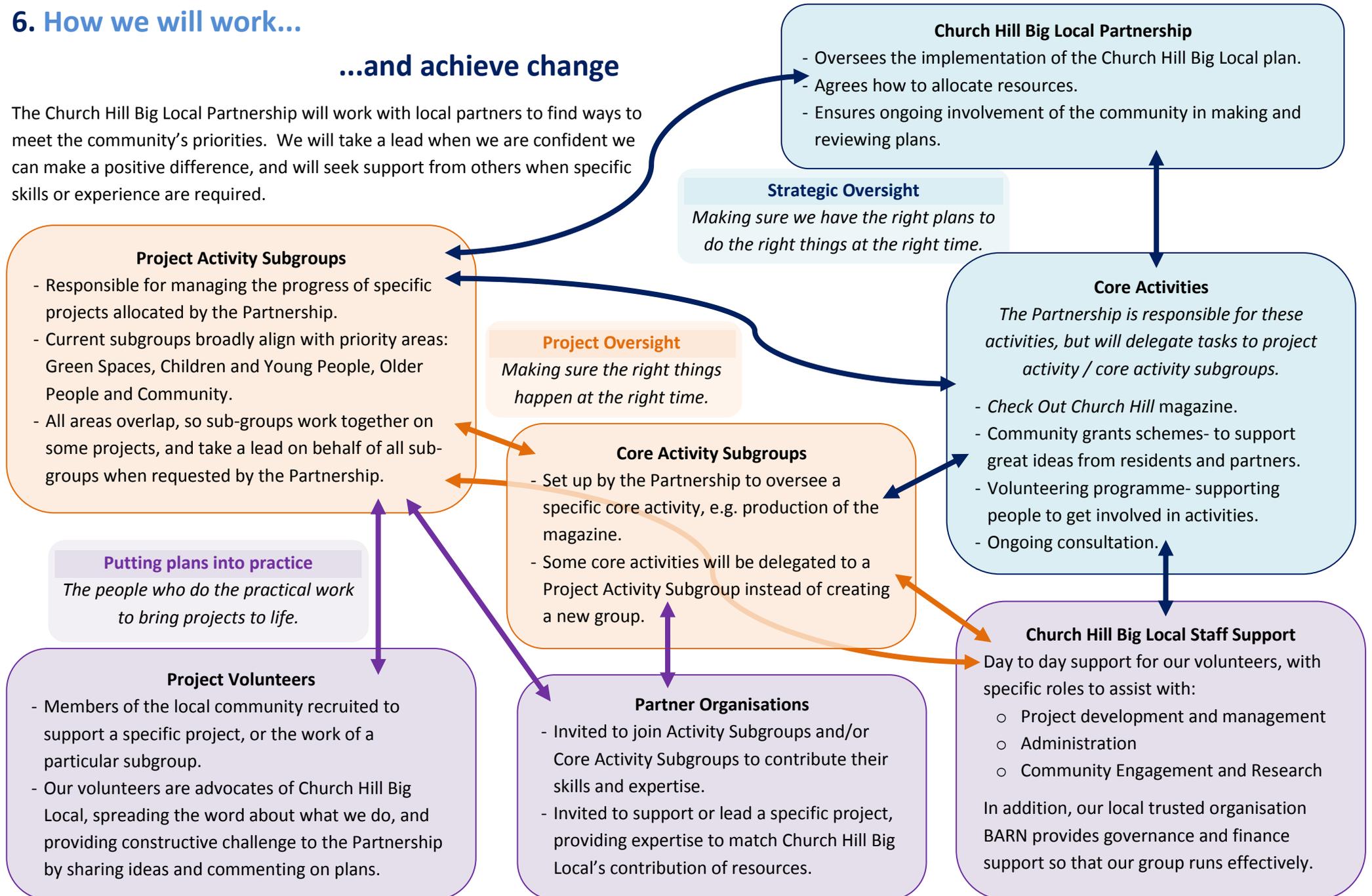
**To start....**

- ❖ Support the installation of open-access **play equipment** at Church Hill Community Centre;
- ❖ Identify possible sites that could be developed as a play resource for young children;
- ❖ **Check Out Church Hill magazine**, informing residents of activities and support available in our community;
- ❖ **Community Grants scheme**, to support individuals and groups with great ideas that match our vision.

## 6. How we will work...

### ...and achieve change

The Church Hill Big Local Partnership will work with local partners to find ways to meet the community's priorities. We will take a lead when we are confident we can make a positive difference, and will seek support from others when specific skills or experience are required.



## 7. Moving Forward...

### ...what we plan to do next

We have devised a list of activities for the first two years of our programme, to get us started. These activities have been chosen by the Church Hill Big Local Partnership and our subgroups. We have discussed carefully the consultation feedback we received, and talked to partner organisations about our initial ideas. This section provides an overview of our planned activities, and how they link to our priority areas:

**C** Core Activity

**E** Improving the Environment

**CS** Raising Community Spirit

**OP** Supporting Older People

**YP** Developing Opportunities for Young People

**CH** Developing Opportunities for Children

<b>C1 Check Out Church Hill magazine</b>		Priority Area(s):	C	E	CS	OP	YP	CH	Who is responsible:
Our consultation revealed that often people aren't aware of what is happening in Church Hill, and many suggestions from the community are in fact already taking place. We produced a trial magazine in November 2013 to build community spirit and improve awareness of what is going on. As this was well received, we will produce a magazine three times a year and distribute each issue to 3,800 addresses in Church Hill.									Magazine subgroup
<b>Project Objectives:</b> To raise awareness of local activities/ services To celebrate what is good about Church Hill	<b>Project Outcomes:</b> Increased participation in local activities Increased pride in Church Hill More people saying they can find what they need in Church Hill	<b>Key Partners:</b> St Andrews Methodist Church Community partners supplying articles Advertisers- generating revenue							<b>Budget:</b> £4,000 for printing and distribution of 3 issues Key task of Admin worker's time allocation
<b>Key Tasks:</b>								<b>By when:</b>	
Establish an editorial group								complete	
Publish trial issue								complete	
Review feedback from community on trial issue								complete	
Plan production timetable for 2014-2015								October 2014	

<b>C2 Community Grants scheme</b>		<b>Priority Area(s):</b>	C	E	CS	OP	YP	CH	<b>Who is responsible:</b> Community subgroup
Our consultation revealed that Church Hill has a lot of existing groups with great ideas that matches what the CHBL Partnership wants to achieve. We trialled a community grants programme, making five awards in September 2013. Supporting established groups and funding new ideas that meet CHBL priorities is a great way to involve more partners in our work. We want to explore different approaches to grant giving, so will seek advice from local organisations before confirming our criteria and processes.									
<b>Project Objectives:</b> To support great ideas for our community To involve more people in delivering our vision			<b>Project Outcomes:</b> An increase in partners working with CHBL An improved network of community activities			<b>Key Partners:</b> BARN <b>Plus:</b> We would like to work with the RBC Grants Officer, to share local practice			<b>Budget:</b> £10,000 year 1 £15,000 year 2
<b>Key Tasks:</b>									<b>By when:</b>
Agree grant criteria- how much, how many, who for, for how long, to do what....									October 2014
Publicise scheme, and invite partners to apply for grants for projects and activities that meet CHBL priorities									November 2014
Award grants and agree monitoring process with grant recipients									January 2015
Evaluate success of initial programme, and plan what will happen next									April 2015

<b>C3 Community Consultation programme</b>		<b>Priority Area(s):</b>	C	E	CS	OP	YP	CH	<b>Who is responsible:</b> CHBL Partnership
We want to involve the whole community in planning what we do. We will undertake consultation to review what we have achieved, and gather ideas for future projects and priorities. Each subgroup will also undertake a review of what we have achieved once a year by gathering data from the community and our partner organisations. We will use the CHBL magazine, website, community noticeboard and links with partners to gather data to review our progress, and involve the community in making future plans.									
<b>Project Objectives:</b> To ensure community ownership of CHBL To evaluate the impact of CHBL			<b>Project Outcomes:</b> Increased participation in CHBL planning			<b>Key Partners:</b> Community groups and organisations			<b>Budget:</b> £2,000
<b>Key Tasks:</b>									<b>By when:</b>
Prepare consultation plan									November 2014
Distribute (via <i>Check Out Church Hill</i> and/or our website) a questionnaire to collect baseline information on community perceptions									January 2015
Subgroups review what has been achieved so far, and compare this against our plans for year one									July 2015

<b>C4 Volunteering programme</b>		<b>Priority Area(s):</b>	C	E	CS	OP	YP	CH	<b>Who is responsible:</b> Community subgroup
Our consultation identified that many residents would be interested in helping to run activities. We also identified that many local groups rely on the contributions of their volunteers, and in many cases would not exist without them. Volunteers don't just help things happen; they also promote community ownership of activities. We want to promote volunteering as an interesting and enjoyable activity for volunteers, which makes a valuable contribution to the community, and for which volunteers are properly supported.									
<b>Project Objectives:</b> To involve more people in delivering our vision To increase community spirit and participation		<b>Project Outcomes:</b> More people helping to run community activities		<b>Key Partners:</b> BARN Community groups and organisations				<b>Budget:</b> £2,000 Year 1 £3,000 Year 2 (expenses and training)	
<b>Key Tasks:</b>								<b>By when:</b>	
Identify appropriate roles for volunteers, prepare role descriptions and recruit volunteers								December 2014	
Provide training and support for volunteers								March 2015	
Get feedback from volunteers on their experience, and use this to develop the volunteering programme further								July 2015	

<b>C5 Enhancing Community Assets programme</b>		<b>Priority Area(s):</b>	C	E	CS	OP	YP	CH	<b>Who is responsible:</b> CHBL Partnership
We want to make a lasting difference to Church Hill. Our consultation revealed lots of ideas to make Church Hill feel more welcoming and offer an improved quality of life for residents. Some are simple, such as signs to highlight points of interest; others will require more planning, such as developing play areas. We will allocate a portion of our budget each year to invest in assets that will benefit our community for many years to come. We want these assets to be high-profile and lasting, so will focus on just one or two each year. Some have already been identified as separate projects: Garden Benches (OP3), Multi-Use Games Area (YP1) and Play Resources (CH1). This programme will identify what else the community would like to see through the work of our subgroups and community consultation, and provide a budget to support these ideas.									
<b>Project Objectives:</b> To provide additional community assets To raise awareness of CHBL		<b>Project Outcomes:</b> More people saying that they have a good quality of life living in Church Hill		<b>Key Partners:</b> We will need to identify experts to support each chosen project, and work closely with RBC				<b>Budget:</b> £ 10,000 each year	
<b>Key Tasks:</b>								<b>By when:</b>	
Agree parameters of programme, providing high-profile one-off additions to how Church Hill looks or how people interact with their environment								September 2014	
Identify potential one-off investments that will make an ongoing impact, e.g. provision of signage or information, play equipment, community art								December 2014	
Assess each option to identify partners, timescales and costs; include community consultation as part of assessment								May 2015	
Confirm projects for years 2-3 and prepare delivery plans								July 2015	

<b>E1 Developing and Improving Bomford Hill Park</b>					<b>Priority Area(s):</b>		<b>E</b>	<b>CS</b>			<b>Who is responsible:</b> Green Spaces Subgroup
<p>Our consultation revealed people like the fact that Church Hill is very green, even though many areas are thought to be overgrown and not as attractive as they should be. Open spaces are considered important for recreation by all sections of the community. Bomford Hill Park is the largest open space in Church Hill, and so provides many opportunities for involving people in environmental and recreational activities. We plan to use Bomford Hill Park as a high-profile site to encourage residents to take active care of their environment. We understand it will take some time to agree major improvement work with the council and local residents. We will start with some small projects to raise the profile of the site and involve more people. We will work towards undertaking major improvement works in the third or fourth year of our plan, in partnership with Redditch Borough Council.</p>											
<b>Project Objectives:</b> To improve access to the park by improving footpaths and providing benches To create a 'Friends of Bomford Hill' volunteer workforce to undertake simple maintenance tasks To secure additional resources (e.g. RBC Capital Landscape budget) to provide ongoing support To develop a long-term plan to improve the environmental and recreational value of the park			<b>Project Outcomes:</b> Increased community use of Bomford Hill park as a recreational resource			<b>Key Partners:</b> Redditch Borough Council (Landscaping and Leisure departments) <b>Plus:</b> We would like to work with Redditch Co-op Homes to involve residents of the newly built Wharrad Close, which borders Bomford Hill Park We would like to work with local conservation groups to benefit from their expertise			<b>Budget:</b> £3,000 (to undertake small projects to generate interest in years 1 and 2. Intention to allocate up to £20k in year 3 to undertake major improvements identified in consultation with residents and RBC.)		
<b>Key Tasks:</b>										<b>By when:</b>	
Agree shared long-term vision with Redditch Borough Council										May 2014	
Consult with residents of Redstone, Upperfield, Wharrad, Northleach, Oldbury and Paxford Closes to identify some small-scale 'quick win' projects										July 2014	
Recruit volunteers to form a 'Friends of Bomford Hill Park' group										September 2014	
Undertake some small scale projects, e.g. planting a community orchard, bulb planting, install a geo-caching trail										March 2015	
Finalise longer term vision, agree development plans with RBC, and secure resource support from RBC for 2016-17 work cycle										July 2015	

<b>E2 Raising the profile of Moons Moat Historic Monument</b>				Priority Area(s):		E	CS				Who is responsible: Green Spaces Subgroup
Moons Moat is an ancient monument bordered by three closes, and the second largest piece of open space in Church Hill. The Moons Moat Conservation Group is keen to develop the conservation and recreation value of the site. We plan to support the existing group to undertake projects that meet our shared ambitions, starting with an information board.											
<b>Project Objectives:</b> To support Moons Moat Conservation Group with their plans to enhance this historical site			<b>Project Outcomes:</b> More people are aware of Moons Moat More people participate in activities related to Moons Moat			<b>Key Partners:</b> Moons Moat Conservation Group Redditch Borough Council			<b>Budget:</b> £1,000 (information board)		
<b>Key Tasks:</b>										<b>By when:</b>	
Support the installation of an information board										September 2014	
Identify a programme of activities to enhance the site and involve more people										March 2015	
Confirm activities for year 2 and prepare delivery plans										May 2015	
<b>E3 Church Hill Walking Trail</b>				Priority Area(s):		E	CS	OP	YP	CH	Who is responsible: Green Spaces Subgroup
Our consultation revealed that many people are glad Church Hill is green with safe walking paths, despite many being overgrown. Many people thought residents should have more pride in what we have. Two walking trails are already promoted by Moons Moat Conservation Group, which highlight some of the fascinating history hidden in our new town estate. We will devise some walks to build local pride by encouraging people of all ages to explore the local area, and highlighting our community assets. Our council contacts can produce high quality maps, and help us explore options for raising awareness by installing permanent signage along the routes of our walks.											
<b>Project Objectives:</b> To encourage residents to explore the open spaces and points of interest in Church Hill			<b>Project Outcomes:</b> More people enjoying the open spaces More people commenting that Church Hill is attractive and pleasant			<b>Key Partners:</b> Redditch Borough Council Worcestershire County Council Moons Moat Conservation Group			<b>Budget:</b> £1,000		
<b>Key Tasks:</b>										<b>By when:</b>	
Identify one or more circular walks around the footpaths of Church Hill that bring local points of interest to people's attention										March 2015	
Work with local councils to produce map in a format that can be downloaded from CHBL website										May 2015	
Publicise walking trail(s) in local media										June 2015	
Assess options for enhancing trail(s), e.g. through installation of waymarkings										September 2015	
Evaluate options and prepare plans for year 2										October 2015	

<b>E4 Community Eco-Blast</b>				<b>Priority Area(s):</b>		E	CS	OP	YP	CH	<b>Who is responsible:</b> Green Spaces Subgroup
<p>Our consultation revealed that many people are frustrated at the number of overgrown green spaces in Church Hill. The new town design includes many communal ‘courtyard’ areas installed to create community spirit in a shared space without cars, but which in some cases have become unwelcome eyesores. We plan to encourage people to take ownership of these spaces, working with their neighbours to create attractive, low maintenance spaces. We will test this idea in year one, working with the council to agree suitable projects that will provide a lasting benefit.</p>											
<b>Project Objectives:</b> To encourage residents to take care of small patches of land by providing bulbs, seeds, plants, etc.			<b>Project Outcomes:</b> More people saying that they have a good quality of life living in Church Hill More people take an active role in improving the environment More people commenting that Church Hill is attractive and pleasant			<b>Key Partners:</b> Redditch Borough Council  <b>Plus:</b> We would like to work with local conservation groups to benefit from their expertise			<b>Budget:</b> £2,500 (bulbs, plants, seeds, small hand tools, publicity)		
<b>Key Tasks:</b>										<b>By when:</b>	
Agree eco-blast application and selection criteria, with process, safeguards and land ownership issues agreed with councils										October 2014	
Undertake one example activity to raise awareness- e.g. planting area by Moons Moat school										April 2015	
Publicise scheme, inviting residents to apply as a group to brighten communal land near their homes with donation of bulbs, plants etc										May 2015	
Select approximately four sites for pilot project										June 2015	
Undertake a ‘Church Hill in Bloom’ competition to celebrate residents’ efforts										September 2015	
Evaluate programme and prepare plans for year 2										October 2015	

<b>CS1 Community Events</b>					<b>Priority Area(s):</b>			<b>CS</b>			<b>Who is responsible:</b> Community Subgroup
<p>Our consultation revealed that raising community spirit is a very high priority for local residents, and that many people feel that a good way to do this is to create opportunities for people to come together at fun and celebratory events. We have also learnt that many people are not aware of what is already happening in our community, and events are a good way for groups and organisations to show people what they do. We plan to hold three events a year, including a summer event and a Christmas event, and will work with community partners to achieve this.</p>											
<b>Project Objectives:</b> To bring people together three times a year in a celebration of the Church Hill community To raise awareness of local activities and services			<b>Project Outcomes:</b> More people taking part in local activities More people helping to run community activities			<b>Key Partners:</b> YMCA <b>Plus:</b> We intend to work with local community groups and organisations			<b>Budget:</b> £ 3,000		
<b>Key Tasks:</b>										<b>By when:</b>	
Identify community partners to support event and establish events steering group										September 2014	
Plan events timetable and agree who will be leading preparations for each event										October 2014	
Publicise Christmas event through local networks, press, CHBL communications channels										November 2014	
Deliver Christmas event										December 2014	
Publicise Summer event through local networks, press, CHBL communications channels										June/July 2015	
Deliver Summer event										July/August 2015	
Evaluate events and agree future events timetable										September 2015	

<b>CS2 Community Courses</b>					<b>Priority Area(s):</b>			<b>CS</b>	<b>OP</b>		<b>Who is responsible:</b> Community Subgroup
<p>Our conversations with local organisations revealed a lot of requests for activities that combine social activities with the opportunity to learn a skill. The most common requests were for basic computer skills, money management and healthy cooking on a tight budget. We have spoken to potential providers of these activities to set a suitable budget, but have not yet finalised arrangements with specific providers. We initially plan to provide three courses each running once a week for 8-12 weeks.</p>											
<b>Project Objectives:</b> To support people to develop skills To build stronger community networks by bringing people together with a common interest			<b>Project Outcomes:</b> More people taking part in local activities and using local services More people feel part of the community			<b>Key Partners:</b> St Andrews Church YMCA <b>Plus:</b> We intend to work with local training providers who have experience of delivering appropriate courses, as well as organisations such as the CAB and Early Help who already provide some related activities, to enhance their work			<b>Budget:</b> £6,000 (venue hire and specialised trainers)		
<b>Key Tasks:</b>										<b>By when:</b>	
Identify provider and venue for basic computer skills course										December 2014	
Identify provider and venue for money management course										December 2014	
Identify provider and venue for cooking course										March 2015	
Identify community demand for other courses										July 2015	

<b>CS3 Money Advice Service</b>				<b>Priority Area(s):</b>			CS	OP	YP	<b>Who is responsible:</b> Community Subgroup
Our research has revealed that many people in Church Hill are financially stretched, and are often unaware of services available to assist them. We plan to provide a locally-based money advice service that is convenient for residents to access, meeting our priority of people being able to find the support and services they need in Church Hill. We initially plan to offer a weekly drop-in service for 2-4 hours a week.										
<b>Project Objectives:</b> To provide a weekly debt advice service			<b>Project Outcomes:</b> More people feel confident in managing their finances			<b>Key Partners:</b> We have had some initial discussions with debt advice charities, who have agreed in principle work with us to deliver this service.			<b>Budget:</b> £4,000 (venue hire and qualified debt advisor)	
<b>Key Tasks:</b>										<b>By when:</b>
Identify debt advice partner and plan sessions										November 2014
Identify suitable venue										November 2014
Promote service via local press, community networks, CHBL communication channels										January 2015
Evaluate use of service and plan future activity										August 2015
<b>CS4 Befriending Scheme</b>				<b>Priority Area(s):</b>			CS	OP		<b>Who is responsible:</b> Community Subgroup
Residents have commented on a desire to develop a more vibrant and friendly feel to the estate. Our vision is to create a community where people feel safe, happy and proud, and to achieve this we believe it is important to provide support to people living in our community who are isolated or vulnerable. We intend to help build community spirit by providing support and training to community members to build links with people who may need a bit of extra support, and help them to take part in activities on offer throughout Church Hill.										
<b>Project Objectives:</b> To work with partners to develop a befriending service for vulnerable isolated people in the community			<b>Project Outcomes:</b> More people feel part of the community More people feel safe and happy in Church Hill More people help to run community activities			<b>Key Partners:</b> We have had preliminary discussions with Age UK and Onside Advocacy, organisations that are experienced in this type of activity.			<b>Budget:</b> £ 1,000 (volunteer recruitment and expenses)	
<b>Key Tasks:</b>										<b>By when:</b>
Draw up project plan with partners										December 2014
Recruit and train volunteer befrienders										April 2015
Identify befriendees through community networks										April 2015
Evaluate scheme and plan ongoing activity										August 2015

<b>OP1 Shopping Club</b>					<b>Priority Area(s):</b>				<b>OP</b>		<b>Who is responsible:</b> Older People's Subgroup
Our consultation revealed a desire for a greater range of opportunities for older people to meet socially. These activities will build a community spirit to deliver our vision of an improved sense of well-being across the community. We have identified that many older people in particular feel they have little shopping choice due to lack of access to major shops and the internet. We plan to set up a weekly shopping club to support people to access internet shopping options to broaden choice and lower shopping bills.											
<b>Project Objectives:</b> To reduce social isolation To support people to use internet and home delivery shopping services to broaden their choice of purchases			<b>Project Outcomes:</b> Older people feel less isolated, and more a part of the community Older people to have a greater choice of lower cost shopping options			<b>Key Partners:</b> Reddishare YMCA St Andrews Methodist Church <b>Also:</b> We intend to seek advice and support from Age UK and the Redditch Older People's Forum			<b>Budget:</b> £1,000 (venue hire)		
<b>Key Tasks:</b>										<b>By when:</b>	
Identify venue and recruit volunteers to run the shopping club										May 2015	
Support older people to access computer courses										June 2015	
Launch shopping club with people who have completed basic computer skills courses										June 2015	

<b>OP2 Arts and Crafts Group</b>					<b>Priority Area(s):</b>				<b>OP</b>		<b>Who is responsible:</b> Older People's Subgroup
Our consultation revealed a desire for a greater range of opportunities for older people to meet socially. These activities will build a community spirit to deliver our vision of an improved sense of well-being across the community. We identified a lot of interest in arts and crafts activities, and so plan to develop a weekly arts and crafts group.											
<b>Project Objectives:</b> To run a weekly arts and crafts group for older people to socialise and develop skills			<b>Project Outcomes:</b> Older people feel less isolated, and more a part of the community			<b>Key Partners:</b> Reddishare YMCA St Andrews Methodist Church <b>Also:</b> We intend to seek advice and support from Age UK and the Redditch Older People's Forum			<b>Budget:</b> £2,000 (venue hire, materials)		
<b>Key Tasks:</b>										<b>By when:</b>	
Identify a suitable venue and plan programme										May 2015	
Recruit volunteers to run the group										June 2015	
Publicise and recruit participants										April 2015	

<b>OP3 Garden Benches</b>					<b>Priority Area(s):</b>				<b>OP</b>		<b>Who is responsible:</b> Older People's Subgroup
<p>Our consultation revealed a great deal of pride and pleasure in the amount of green open space in Church Hill, but concerns that people are not always able to enjoy these spaces fully. Benches were regularly mentioned as an opportunity for people to rest and enjoy the open spaces, something important for people with restricted mobility, as well as for those who do not have their own gardens. We recognise that benches can also create problems, for example attracting anti-social behaviour at night. We will work with the council and local policing team, as well as consulting local residents, to identify suitable bench locations and designs. We plan to install between six and eight benches. The final number of benches will depend on being able to identify suitable locations, and the cost of groundwork required at each location.</p>											
<b>Project Objectives:</b> To install benches in attractive spots of Church Hill to allow people to enjoy our open spaces more, in particular those who may have restricted mobility			<b>Project Outcomes:</b> Older people feel less isolated, and more a part of the community			<b>Key Partners:</b> Redditch Borough Council <b>Also:</b> We will liaise with our local policing team and residents to identify suitable locations for benches			<b>Budget:</b> £6,000 (purchase and install benches)		
<b>Key Tasks:</b>										<b>By when:</b>	
Identify suitable locations for benches, in partnership with the council										February 2015	
Work with council to prepare installation and maintenance schedule										May 2015	
Install benches using Redditch Borough Council recommended contractors										September 2015	
Monitor usage of benches, and consult residents on future installations										February 2016	

<b>YP1 Multi-Use Games Area / Play Area / Outdoor Gym</b>					<b>Priority Area(s):</b>					OP	YP	CH	<b>Who is responsible:</b> Children & YP Subgroup
Our community consultation identified that the highest priority for all sections of the community was to provide more opportunities for young people to get involved in positive activities. A group of young people working with the YMCA have been developing plans for a new games area, to be installed in the grounds of Church Hill Community Centre. With support from Church Hill Big Local, these plans can be enhanced by expanding the range of equipment to provide a highly visible positive development right in the heart of our community. The chosen site will allow the area to be closely monitored, as well as providing opportunities for a range of supervised activities.													
<b>Project Objectives:</b> To provide additional community assets To provide constructive facilities for young people				<b>Project Outcomes:</b> An improved range of activities for young people				<b>Key Partners:</b> YMCA Redditch Borough Council				<b>Budget:</b> £15k (match-funded contribution to costs)	
<b>Key Tasks:</b>												<b>By when:</b>	
Agree design of facility with young people, with residents involved through a community consultation												September 2014	
Secure planning permission to install open-access facility in grounds of Church Hill Community Centre												February 2015	
Plan installation of new facility												June 2015	
Celebratory event to launch new facility with CHBL branding												July 2015	

<b>YP2 Young Voices Group</b>					<b>Priority Area(s):</b>						YP		<b>Who is responsible:</b> Children & YP Subgroup
Our community consultation identified that the highest priority for all sections of the community was to provide more positive activities for young people. We plan to work with the YMCA to support young people to take a lead in planning the best way to meet their needs, and support young people to help decide how to use CHBL resources, such as the community grants scheme and allocating the budget for developing additional weekly activities. We initially plan for a young voices group to meet twice a term.													
<b>Project Objectives:</b> To set up a group for young people to contribute to CHBL plans and wider community involvement				<b>Project Outcomes:</b> More young people involved in decision-making and volunteering				<b>Key Partners:</b> YMCA <b>Also:</b> We intend to work closely with local schools and other youth organisations in Church Hill				<b>Budget:</b> Running costs will be low, and supported by the budget of YP3	
<b>Key Tasks:</b>												<b>By when:</b>	
Work with YMCA and other partners to identify appropriate structure for group												July 2014	
Recruit young people to participate												September 2014	
Undertake ongoing consultation, supporting Young Voices group to consult more widely												March 2015	
Review feedback, and use to construct plan for Year 2 activity												June 2015	

<b>YP3 Increase range of weekly activities on offer</b>					<b>Priority Area(s):</b>					<b>YP</b>	<b>CH</b>	<b>Who is responsible:</b> Children & YP Subgroup
Our community consultation identified that the highest priority for all sections of the community was to provide more positive activities for young people. We will work with partners and the Young Voices Group to undertake further consultation with young people so that we can allocate our resources based on what will make the most difference to young people in Church Hill. We expect this will include a combination of expanding existing activities, and supporting partners to create new activities.												
<b>Project Objectives:</b> To provide an improved choice and availability of activities for young people			<b>Project Outcomes:</b> An improved range of young people's activities A reduction in youth crime and anti-social behaviour Young people feel less isolated, and more a part of the community			<b>Key Partners:</b> YMCA St Andrews Methodist Church <b>Also:</b> We plan to work closely with organisations providing activities for young people, in particular the Scouts, Early Help, and local schools			<b>Budget:</b> £5,000 year 1 £10,000 year 2 (publicity, match funding for activities)			
<b>Key Tasks:</b>											<b>By when:</b>	
Work with young voices group and partners to identify and pilot new activities											March 2015	
Evaluate success of pilot activities with young people and activity providers											July 2015	
Agree programme for year 2											September 2015	

CH1 Play Resources					Priority Area(s):					CH	Who is responsible: Children & YP Subgroup
<p>Our community consultation identified that residents wanted more play resources for children. Church Hill used to have a large number of micro-play areas that the council removed over ten years ago for safety reasons. Although a few larger play areas were installed, many residents feel that the current play provision is inadequate, especially in Church Hill South. We recognise that installing and maintaining play areas has many complications, so will consult with the council, partners and local residents to identify suitable locations. We will also consider options for low maintenance play areas, for example with play markings but no equipment, to provide play spaces that avoid the expense of ongoing maintenance costs.</p>											
<b>Project Objectives:</b> To provide additional community assets To provide constructive facilities for children			<b>Project Outcomes:</b> More parents being happy with the range of play facilities available for young children			<b>Key Partners:</b> Redditch Borough Council YMCA St Andrews Methodist Church <b>Also:</b> We plan to work closely with organisations that work with children, in particular the Scouts, Early Help, Home Start and local schools			<b>Budget:</b> Provisional year 2 budget of £10k		
<b>Key Tasks:</b>										<b>By when:</b>	
Ensure needs of young children considered as part of installation of equipment on site of Church Hill Community Centre (YP1)										September 2014	
Consult with community partners to identify other potential development sites										April 2015	
Research creative options for low maintenance play areas										May 2015	
Work with partners and consult with the community to assess the feasibility of developing play resources at each identified site										July 2015	
Agree plan of action for year 2										September 2015	

<b>X1 Recruit Church Hill Big Local support staff</b>				<b>Priority Area(s):</b>	<b>C</b>	<b>E</b>	<b>CS</b>	<b>OP</b>	<b>YP</b>	<b>CH</b>	<b>Who is responsible:</b> CHBL Partnership
<p>Church Hill Big Local is focussed on increasing the participation of residents as volunteers to run activities and undertake tasks to make our community a better place to live. We recognise that some roles critical to our success will benefit from paid staff support. This will make sure we have the support of people who have specialised skills and experience, and are able to undertake the day-to-day work. We plan to create paid staff roles to oversee project development and management, administration, community engagement and research. We intend to recruit staff on a two-year fixed term contract, to give us an opportunity to review the support we need as we turn our plans into actions. As activities develop, we will investigate sharing staff support with our partner organisations, and other options for developing sustainable ways to support our activities.</p>											
<b>Project Objectives:</b> To provide day to day support for our work To provide community development and administration skills to enhance the work of CHBL			<b>Project Outcomes:</b> Appropriately skilled and experienced staff recruited			<b>Key Partners:</b> BARN			<b>Budget:</b> Provisional budget of £36,000 for Year 1 and £45,000 for Year 2		
<b>Key Tasks:</b>										<b>By when:</b>	
Finalise roles, job descriptions and working parameters to be recruited to										July 2014	
Advertise Development Worker role										September 2014	
Undertake interviews for Development Worker										October 2014	
Induct Development Worker										December 2014	
Advertise Admin Worker role										January 2015	
Undertake interviews for Admin Worker										February 2015	
Induct Admin Worker										March 2015	

## 8. Our spending plans...

### ...and other resources

Our aim is to use our grant to help great ideas get started quickly, and to develop partnerships by matching the contribution made by residents and other organisations- not just financial contributions, but contributions of time, enthusiasm, skills, venues and other resources.

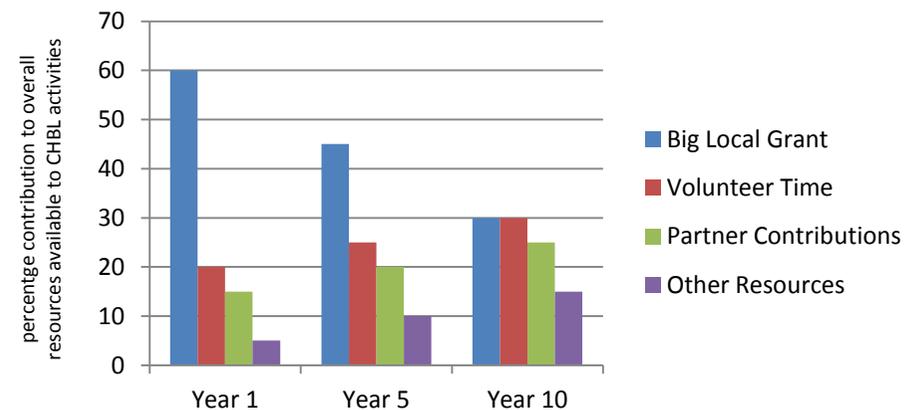
Our plan is to spend a greater proportion of our budget in the earlier years of our ten year programme. This will:

- ❖ Allow us to invest in resources that will provide benefits throughout the ten years, and beyond;
- ❖ Give us an extra push at the start when more work is needed to establish partnerships and community participation;
- ❖ Allow us to plan for long-term sustainability by gradually reducing our spending as contributions of time and resources from others increases.

### More than just a grant

Church Hill Big Local is about much more than spending the money allocated to us by Big Local. It's about inspiring residents to become more active in shaping our community (volunteer time), enabling local organisations to work together more effectively (partner contributions), and creating the right conditions to encourage greater investment in Church Hill by businesses, funders and service providers (other resources).

The chart below shows our plan for the resources we will use to deliver Church Hill Big Local projects and activities, and how these will change over time. We're not using complicated formulas to try and compare the value of cash and the value of people's time. We're simply saying that, as we deliver our plan, the relative importance of the Big Local grant will reduce as we increase the contributions made by the community and partners, and as we encourage investment in our area from other sources.



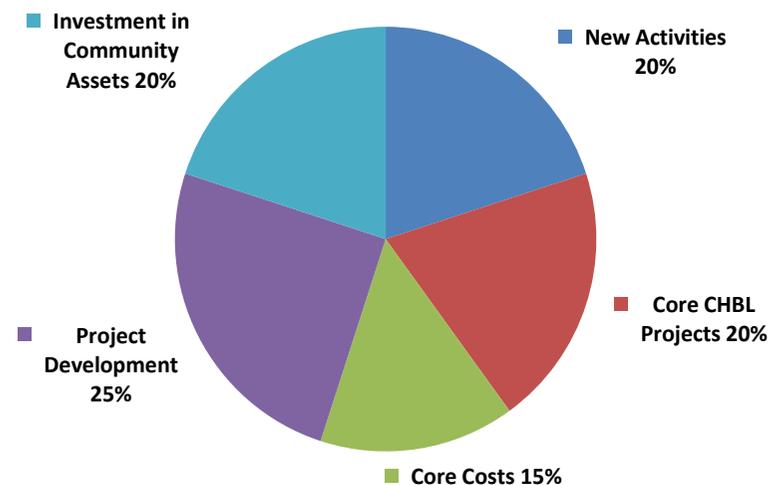
## Our budget

Our intention is to allocate at least two-thirds of our budget to project resources, with a focus on sustained benefits. There are five elements to our budget:

- ❖ **Developing new activities**  
running costs of new activities, support to get things started.
- ❖ **Investment projects to develop our community assets**  
one-off costs to provide a long-term benefit, e.g. installation of benches, new play areas, signage.
- ❖ **Core projects to improve community spirit and encourage participation**  
e.g. our magazine and community grants fund.
- ❖ **Project development and management**  
what we need to make sure our plans will be delivered, including staff support to develop projects.
- ❖ **Core support costs**  
what we need to function properly as a group, including admin support, office resources, venues for meetings and costs of meeting our legal obligations.

Our overall allocation of budget for the first three years will be roughly:

### Allocation of CHBL budget



The following pages provide a breakdown of our proposed budget for years 1 and 2 of our ten year programme.

## Year One

<b>Developing New Activities</b>		<b>£ 26,500</b>
Green Spaces Activities	Bomford Hill starter activities, Moons Moat information board, Walking Trail, Eco-Blast scheme	£ 7,500
Community Courses	Cooking, computer skills, money management	£ 6,000
Money Advice	Professional advisors	£ 4,000
Social Network Activities	Befriending scheme, Shopping club, Arts and Crafts club	£ 4,000
Young People's Activities		£ 5,000
<b>Investment in Community Assets</b>		<b>£ 31,000</b>
Multi-Use Games Area / Play Area/ Outdoor Gym	Match-funding for open access play and recreation equipment on site of Church Hill Community Centre	£ 15,000
Garden benches		£ 6,000
Enhancing Community Assets	Budget for long-term improvements, e.g. signage, information boards, community art	£ 10,000
<b>Core Projects</b>		<b>£ 21,000</b>
Check Out Church Hill Magazine	3 issues	£ 4,000
Community Grants Scheme		£ 10,000
Community Consultation	on-going community engagement	£ 2,000
Events	Up to three events	£ 3,000
Volunteering programme	Publicity and expenses for volunteers	£ 2,000

<b>Project Development and Management</b>		<b>£ 28,392</b>
Development Worker	37 hrs per week for 9 months based on FTE £27,323	£ 20,492
Travel		£ 200
Training		£ 2,000
Promotional materials		£ 1,500
Resources	e.g. computer, telephone, stationery, website, specialist equipment	£ 4,200
<b>Core Costs</b>		<b>£ 15,640</b>
Admin Worker	8 hrs per week for 6 months, based on FTE £15,873	£ 1,716
Employer's obligation costs	25% of staff costs	£ 5,552
Recruitment, management and supervision	20% of staff costs	£ 4,442
Office costs	Hire of office space	£ 3,000
Meeting room hire	Monthly meetings for partnership and 4 subgroups	£ 540
Refreshments	Meetings and events	£ 390

**Year One Total** **£122,532**

## Year Two

<b>Developing New Activities</b>		<b>£ 30,500</b>
Green Spaces Activities	Bomford Hill step activities, Walking Trail, Eco-Blast scheme	£ 6,500
Community Courses	Cooking, computer skills, money management	£ 6,000
Money Advice	Professional advisors	£ 4,000
Social Network Activities	Befriending scheme, Shopping club, Arts and Crafts club	£ 4,000
Young People's Activities		£ 10,000
<b>Investment in Community Assets</b>		<b>£ 20,000</b>
Play Area Resources	Budget for developing open access play resources	£ 10,000
Enhancing Community Assets	Budget for long-term improvements, e.g. signage, information boards, community art	£ 10,000
<b>Core Projects</b>		<b>£ 27,000</b>
Check Out Church Hill Magazine	3 issues	£ 4,000
Community Grants Scheme		£ 15,000
Community Consultation	on-going community engagement	£ 2,000
Events	Up to three events	£ 3,000
Volunteering programme	Publicity and expenses for volunteers	£ 3,000

<b>Project Development and Management</b>		<b>£ 34,723</b>
Development Worker	37 hrs per week	£ 27,323
Travel		£ 200
Training		£ 2,000
Promotional materials		£ 1,700
Resources	e.g. computer, telephone, stationery, website, specialist equipment	£ 3,500
<b>Core Costs</b>		<b>£ 22,272</b>
Admin Worker	8 hrs per week, based on FTE £15,873	£ 3,432
Employer's obligation costs	25% of staff costs	£ 7,689
Recruitment, management and supervision	20% of staff costs	£ 6,151
Office costs	Hire of office space	£ 4,000
Meeting room hire	Monthly meetings for partnership and 4 subgroups	£ 600
Refreshments	Meetings and events	£ 400

**Year Two Total** **£134,495**

## 9. Managing risks...

### ...keeping everything running smoothly

The Church Hill Big Local Partnership recognises that there are many risks involved with managing a programme of this size and complexity.

Our main aim is to make things happen that make our community a better place to live. To do this effectively, it is important that we identify and take action to minimise risks in the following areas:

#### Reputational Risks

To be effective, we must gain the trust of the community and partner organisations. Church Hill Big Local must be seen as reliable and trustworthy. We will ensure:

- ❖ All activities undertaken in our name uphold the Church Hill Big Local values (see page 5);
- ❖ We are clear about what we plan to do and when we plan to do it, and avoid making vague promises that we can't deliver;
- ❖ Our promotional activity is positive in tone, and always acknowledges the contributions of partners;
- ❖ We will always seek the advice of people with appropriate experience before starting an activity;
- ❖ We respond constructively to opposition and new ideas, with the intention of building consensus among all stakeholders;
- ❖ We will work closely with BARN to ensure that our financial management and governance is as good as it can be.

#### Health and Safety Risks

Our plans include a wide range of activities, many of which could present hazards to participants or the wider community. We will ensure:

- ❖ Each activity will be overseen by a subgroup that will check that an appropriate risk assessment has been undertaken;
- ❖ Each activity will have a nominated lead individual, who will be responsible for making sure that agreed procedures are followed;
- ❖ All stakeholders will be made aware of how to report health and safety concerns, which will be discussed by the CHBL Partnership.

#### Safeguarding Risks

Many of our plans involve working with children and/or vulnerable adults. We will ensure:

- ❖ Every activity that works with children or vulnerable adults has appropriate safeguarding measures that have been reviewed by an appropriately experienced individual;
- ❖ We will work with partners such as the YMCA and Age UK to monitor our safeguarding procedures.

## 10. Staying on track...

### ...monitoring our progress

This plan is just the beginning. We have a lot of ideas, many of which will work out how we have planned; some of which may not.

We expect new ideas to be generated. We have tried to keep our plans quite flexible so that we can respond quickly to new ideas without losing sight of what we want to achieve.

We will monitor our progress in the following ways:

- ❖ The CHBL Partnership meetings will receive progress reports from subgroups at every meeting, and focus its discussions on areas of concern and plans for the future;
- ❖ Subgroups will keep detailed track of progress of each project, and highlight areas of concern to the Partnership at the earliest opportunity;
- ❖ We will undertake ongoing consultation with the community and stakeholders to identify what has gone well, what we can improve on, and what we might do next;
- ❖ We will regularly update the community on our progress by:
  - Information on the community noticeboard we have installed,
  - Regular updates on our website,
  - Articles in the local press,
  - Holding an open meeting or information event at least twice per year.
- ❖ The CHBL Partnership will review progress against our intended outcomes and review the overall plan once a year to ensure that it remains relevant to the community.



## Appendix 1. Draft Job Descriptions for paid staff roles

Job Title	Development Worker
<b>Reporting To</b>	BARN Chief Officer
<b>Main Purpose</b>	<p>To project manage Big Local activities and projects. Working with local people and organisations on activities set out in our Big Local Plan ensuring realistic targets and outcomes delivered.</p> <p>To increase awareness of Big Local throughout Church Hill with residents; local businesses; the voluntary/community and public sectors and support local people getting involved in this programme.</p> <p>To work with local people and organisations on ideas set out in our Big Local Plan ensuring realistic targets are set and outcomes delivered.</p> <p>Line Manage the project administrator.</p>
<b>Duties and Responsibilities</b>	<p>To understand the principles of the Big Local Pathway: to read national guidance, and to find out what has already been done locally.</p> <p>To attend a range of Big Local meetings including monthly steering group meetings and to present a regular report.</p> <p>To plan and deliver a series of community engagement activities across Church Hill to encourage community involvement.</p> <p>To organise the annual Community Grants Funding.</p> <p>Manage monitoring and evaluation activities for grants.</p> <p>To liaise with the Social Media volunteer and help update the website and help produce regular Big Local newsletters.</p> <p>To identify Partners and alternative sources of funding.</p> <p>To identify training and support needs of people involved in Church Hill Big Local.</p> <p>To produce reports on progress against the project work plan and objectives.</p>

	<p>To undertake quarterly monitoring reports for Big Local and other funders.</p> <p>Liaison with the Local Trusted Organisation, Bromsgrove and Redditch Network (BARN), on financial issues.</p> <p>Provide support and take an active role in working towards the wider aims of Big Local.</p>
<b>Key Tasks</b>	<p>To ensure efficiency, effectiveness and equality in service delivery.</p> <p>To exercise proper integrity in respect of confidential matters and personal information obtained during the execution of the duties of this post.</p> <p>Work within the policies and procedures of BARN.</p> <p>Follow the requirements of the project funder (Big Local branding policies).</p> <p>Undertake other duties as requested which are commensurate with the general character and level of responsibility of the post.</p> <p>To understand and comply with the legal requirements of The Health And Safety at Work Act (1974), and any other relevant regulations.</p> <p>To carry out duties and responsibilities required under the Data Protection Act 1998; in particular, to take all reasonable care that no unauthorised loss or disclosure of personal data occurs.</p>
<b>Salary and hours</b>	<p>37 hours per week - £27,323</p> <p>The post will involve evening and weekend working.</p>
<b>Employment status</b>	<p>Two year fixed term contract with Bromsgrove and Redditch Network.</p> <p>The post will be based in Redditch.</p>

<b>Job Title</b>	<b>Administration Worker</b>
<b>Reporting To</b>	Development Worker
<b>Main Purpose</b>	To co-ordinate administration systems and provide administrative support for the Development Worker working with Church Hill Big Local Partnership, local people and organisations to deliver the activities in their 10 year plan.
<b>Duties and Responsibilities</b>	<p>To provide a full range of administrative support to the Development Worker including maintaining a meeting diary, answering telephone calls and collating information.</p> <p>To organise and co-ordinate monthly partnership meetings and to take and write minutes at these meetings.</p> <p>To assist the Development Worker to produce reports on progress against the project work plan and objectives and undertake quarterly monitoring report for Big Local and other funders.</p> <p>To assist Church Hill Big Local Partnership to update the website and help produce regular Big Local newsletters.</p> <p>To undertake monitoring and evaluation activities for the annual Community Grants Scheme.</p> <p>Liaison with the Local Trusted Organisation, Bromsgrove and Redditch Network (BARN) on financial issues.</p> <p>Provide support and take an active role in working towards the wider aims of Big Local.</p>
<b>Key Tasks</b>	<p>To ensure efficiency, effectiveness and equality in service delivery.</p> <p>To exercise proper integrity in respect of confidential matters and personal information obtained during the execution of the duties of this post.</p> <p>Work within the policies and procedures of BARN.</p> <p>Follow the requirements of the project funder (Big Local branding policies).</p> <p>Undertake other duties as requested which are commensurate with the general character and level of responsibility of the post.</p> <p>To understand and comply with the legal requirements of The Health And Safety at Work Act (1974), and any other relevant regulations.</p> <p>To carry out duties and responsibilities required under the Data Protection Act 1998; in particular, to take all reasonable care that no unauthorised loss or disclosure of personal data occurs.</p>

<b>Salary and Hours</b>	8 hours per week, £3,432 (£15,873 FTE) over a minimum of 2 days The post will involve evening and weekend working.
<b>Employment status</b>	Initially two year contract with Bromsgrove and Redditch Network. The post will be based in Redditch.



www

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