

<p><b>Present</b></p> <p><b>Apologies</b></p> <p><b>Non attendance</b></p>	<p>Maureen Wilcox Sharon Walsh Liz Fox Ann Halliday Jacqui Payne Philippa Fitch Liz Plastow Sue Green Stewart Rutland Carol O'Regan Jane Marshall Jocelyn Jordan Karen Cosans Pam Denmark</p> <p>Ola Kanu Paula McCulloch Naya Naqui Gail May</p> <p>Jonathan Catton Celia Suppiah</p>	<p>Chair Vice Chair Local Strategic Partnership Grays Libraries Ngage Learning &amp; Skills Council South West Essex PCT Thurrock Council CEF Thurrock Council Rep – Grant Greatrex Thurrock Play Network Thurrock Adult Community College PCDL Co-ordinator Community Mothers Minute taker</p> <p>Gateway Academy Wishes – Children's Centre Thurrock CVS UEL</p> <p>Thurrock Council Museums Officer</p>
Ref	Item	Action
1	<p><b>Welcome and introductions</b> MW welcomed everybody to the meeting and introductions were made.</p>	
2	<p><b>Personal and Community Development Learning Partnership – introduction</b> MW asked for Item 6 on the agenda, Terms of Reference, Draft, to be moved to follow item 3, Local Strategic Partnership Perspective.</p> <p>MW explained that PCDL covers all non-accredited learning however it is delivered and whoever delivers it. TACC delivers LSC funded PCDL on behalf of the Local Authority. The purpose of the partnership is about planning and not duplicating what is being offered in the Borough, it is about aligning not pooling budgets. This will only happen when partners choose to do so. Working together should also strengthen opportunities to bid for funding.</p> <p>It is too late to influence planning for 2008-9. We need to focus on 2009-10.</p> <p>MW passed round PCDL Policy Context slide notes which Sue</p>	

	<p>O’Gorman, (NIACE) had produced and briefly discussed information on slides. Some key points:</p> <p>What is PCDL? Covers wide range of informal courses; learners are not required to take qualifications or progress to other learning.</p> <p>FE White Paper 2006. Explains how PCDL fits in with Government legislation.</p> <p>Understanding the voice of the learner – a key role for the Partnership as it will inform planning. We will need to decide the best way to do this.</p> <p>Mapping existing provision is also a key role. JJ has been jointly employed by Southend, Essex and Thurrock as PCDL Coordinator to map PCDL in our respective areas.</p>	
3	<p><b>Local Strategic Partnership Perspective</b> Liz Fox circulated information on the Local Strategic Partnership in Thurrock, which explained who the Partners were, the vision for Thurrock and the 7 crosscutting themes</p>	LF to email handout for circulation with the Minutes
6	<p><b>Terms of Reference – Draft</b> SW passed round draft Terms of Reference for PCDL Partnerships which looks at</p> <ul style="list-style-type: none"> <li>• Background and why they have been set up</li> <li>• Purpose and Vision</li> <li>• Structure</li> <li>• Roles &amp; responsibilities and outputs</li> <li>• Membership</li> </ul> <p>SW explained that Essex LSC is one of the last to set up PCDL Partnership in the region and the country.</p> <p>Information contained in the Terms of Reference has been taken from other regions</p> <p>Information on page 2, last paragraph, “Structure of the PCDL Partnerships in Thurrock” to be clarified.</p> <p>Paragraph to be added stating “levering of additional funding”.</p> <p>Page 3, Item 4, Sue Green suggested the words “including volunteering” to be added. Agreed.</p> <p>Page 4 – JP would like to see ACE (Active Citizenship Entitlement), be included in the Membership as ACE currently exists and offers a programme. Agreed. .</p> <p>MW suggested that the frequency of meetings be timed to coincide</p>	LF/MW

	<p>with 09/10 planning. 24/9/08 and 26/11/08 have been identified as the following two meetings.</p> <p>PF suggested offering 'E' type learning. This was discussed as valuable for some but not for all.</p> <p>SW said that this document (Terms of Reference) gives us some parameters and shows what we are working towards.</p> <p>SW to update for sending out with the Minutes.</p>	SW
4	<p><b>Mapping of PCDL</b></p> <ul style="list-style-type: none"> <li>• <b>LSC &amp; ACL &amp; ACE</b></li> <li>• <b>Wider concept / Non LSC</b></li> <li>• <b>Sharing knowledge</b></li> </ul> <p>SW explained that towards the end of 2007, Essex LSC commissioned NIACE to run a scoping project that would recommend how PCDL Partnership should be formed in Essex LSC area. As part of the project, TACC carried out a mapping exercise throughout the Borough covering 50 different organisations, 14 replies were received back. SW said that there had not been any return from health &amp; leisure clubs.</p> <p>SR could see why they might not have felt it applied to them and would contact the appropriate person at Impulse Leisure.</p> <p>SW handed round PCDL Partnership (Thurrock) Prospectus 2008/09 which the LSC had required TACC to produce this year. SW explained that TACC deliver programmes on behalf of the Local Authority but that TACC staff are employed by the Local Authority with a fully delegated Governing Body. It has two funding streams, FE which is accredited learning and PCDL which is non accredited learning.</p> <p>SW said that as a group we need to map what is out there and what is required.</p> <p>MW suggested going round the table detailing what is currently being offered.</p> <p>AH – Libraries  Basic IT courses for the over 50's, approximately 1200 successful learners  Belhus Library hosts china painting  Play networks at Belhus and other Libraries  Work alongside TACC with Family Learning  Big Summer Read and Chatterbox for children  Family history events  Started working with parents within pre-school environment.</p> <p>JP – Ngage  ACE Partnership's Community Development programmes</p>	SR

	<p>Get On 2 Get On Bus</p> <p>JM – TACC Arts &amp; Crafts Ramblers Course Get On 2 Get on Bus</p> <p>LP – South West Essex PCT New in post (3 weeks). LP said that pathway for 19+ has been redesigned and this has just started being taken out. LP felt really positive and can see how this will all work. Would need to undertake mapping. MW suggested JJ would be able to help with this.</p> <p>SG – TC CEF Very informal and led by parents Wishes project Offer taster sessions as a way of drawing parents in Pyramid for parents learning. Courses depend on need.</p> <p>CO'R – Mainly informal learning Seasonal &amp; cultural activities</p> <p>SR felt that he was the wrong person to ask regarding this and would pass the request on to the right person.</p> <p>KS Home visiting programme Life behind the buggy Stepping into learning New venture – Reflections – aimed at recruiting volunteers Own training programmes – breastfeeding supporters</p>	<p>LP/JJ</p> <p>SR</p>
<p><b>5</b></p>	<p><b>PCDL Co-ordinator for EST – role</b> SW introduced JJ who has been employed as PCDL Project Co-ordinator by the three LA adult learning providers in the Essex LSC area, Essex, Southend &amp; Thurrock (EST). It was agreed jointly to fund the post so that all of the Essex LSC area would be working the same way.</p> <p>JJ gave overview of what she was currently doing. Copies of a survey were handed out. These would be sent out and all the information received back collated and used as a planning tool. JJ went through organisations and groups that have been identified with PCDL activity and contacts already made. MW advised that the Royal Opera House would also be interested. JJ is hoping to use the Partnership to forge links.</p> <p>It is hoped that the information will be captured using the PCDL Framework headings.</p>	

	<ul style="list-style-type: none"> <li>• Individual &amp; Personal Development</li> <li>• Health &amp; Wellbeing</li> <li>• Supporting Families</li> <li>• Strengthening Communities</li> <li>• Preparation for Life &amp; Work</li> <li>• Learning Disabilities</li> </ul> <p>JJ has visited other areas, Norfolk, Suffolk, Hertfordshire, Bedfordshire, Cambridgeshire and Peterborough.</p> <p>JJ will e-mail survey to all partnership members with hard copies sent to some of the groups.</p> <p>AH suggested changing the wording to <i>informal adult learning</i>. Agreed . SW take out TACC and replace with PCDL. Agreed.</p> <p>It should also be made clear that this is for 19+.</p> <p>The survey will be sent out with an explanatory letter.</p> <p>Timescale : being sent out in September, results available November PCDL meeting.</p>	<p>JJ</p> <p>“</p> <p>“</p>
7	<p><b>Who else needs to be round the table</b> WA &amp; WI – from Essex point of view, JJ will be contacting</p> <p>MW to contact U3A. *</p> <p>SW felt that the capturing and monitoring of informal learning such as small arts &amp; crafts groups will be difficult.</p> <p>MW to contact Jonathan Catton* regarding attending PCDL Partnership meetings.</p> <p>MW said that JP role will be crucial in linking with community. MW to speak to Natalie Warren for contact details of Village Halls*.</p> <p>AH suggested researching the Thurrock Libraries website for local clubs and organisations.</p> <p>SR to speak to Mike at Impulse Leisure for the right person to talk contact.</p>	<p>MW</p> <p>MW</p> <p>MW</p> <p>JJ</p> <p>SR</p>
8	<p><b>Consulting the wider community</b> SW advised that she had met with Ali Hadawi Southend Adult Community College and Jenny Parker Essex ACL and consideration has been given to running a Learning Fayre on the 30<sup>th</sup> October 2008.</p> <p>The planning of the day would be:</p>	

	<p>Morning – Providers / Stakeholders (All PCDL Partnership members and others group might suggest) Lunch Afternoon/early evening – Learning Fayre.</p> <p>Thurrock &amp; Basildon, SEEC and UEL to be invited to attend Fayre. Agreed – good idea.</p> <p>MW It would provide us with an opportunity to consult with learners prior to planning for 2009-10) Learning Fayre information to be forwarded to LF when ready.</p> <p>Next meeting 24/9/08 could be used as a planning meeting for the Learning Fayre. Agreed.</p> <p>Mailing list for the survey to be used to advertise the Learning Fayre, LF advised that the Local Strategic Partnership can help with the promotion.</p>	
<b>9</b>	<p><b>Any other business</b> Nothing to record</p>	
<b>10</b>	<p><b>The dates for the next two meetings are:</b></p> <p>24<sup>th</sup> September 2008 – 2.00pm 26<sup>th</sup> November 2008 – 2.00pm</p> <p>MW. It was important all partners felt ownership of the Partnership and had the opportunity to host meetings. Meetings can be held at any venue that has a big enough room to accommodate the meeting, parking to be considered. It was agreed to hold the next meeting at TACC because of the accommodation and parking.</p>	
	<p><b>Meeting finished 3.30pm</b></p>	

\*Contact details for:

Thurrock U3A: Joan Young, 73 Brampton Close, Corringham – tel.. 01375 403176.

Village Halls: See attached sheet

Informal Learning information from Jonathon Catton, Thurrock Museums Officer:  
See attached sheet

**Jonathon Catton has provided the following information**

The Museum Service stimulates informal learning through;

The Museum Gallery

Museum Reminisence projects

Museum Volunteers

Displays like at Orsett Show

Talks and lectures x 40 per year

Thurrock Heritage Plaque – most recent Kynocks explosive works and Joseph Conrad

Down Memory Lane feature each week in the Thurrock Gazette

Heritage plays in Tilbury Docks – interpretation through drama, song and dance

Individual support to people undertaking any form of local history or family history research

Publication of local history books

## Village Halls Public Contact Information

<b>Name</b>	<b>Address</b>	<b>Telephone No.</b>	<b>Main Contact</b>	<b>Main Contact – Telephone No.</b>
Aveley Village Hall	Purfleet Road Aveley Essex RM15 4DJ	01708 866197	Kath Nelson, Secretary	01708 864486
Belhus Village Hall	Daiglen Drive South Ockendon Essex RM15 5AE	01708 851290	Sandra Bronze	01708 856323
Belmont Village Hall	Parker Road Grays Essex RM17 8LY	01375 371850	Brian Taylor	01375 371850
Bulphan Village Hall	Church Road Bulphan Essex RM14 3RU	01375 891671	Mrs D Goodman, Treasurer	01375 891566
Chadwell Village Hall	Waterson Road Chadwell St Mary Grays Essex RM16 4NX	01375 843361	Mrs P Hollands, Chairperson	01375 843361
Corringham Village Hall	Springhouse Road Corringham Essex SS17 7LE	01375 679011	Roger Goldsmith, Chairperson	01375 640632
Cowdray Community Centre	560 London Road West Thurrock Grays Essex RM20 3BJ	01708 864222		
Drake Community Centre	Drake Road Chafford Hundred Grays Essex RM16 6PS	01375 480420		
East Tilbury Village Hall	Princess Margaret Road East Tilbury Essex RM18 8SB	01375 841934	David Crates, Chairman	01375 841934
Homestead Village Hall	Dunstable Road Stanford le Hope Essex SS17 8QT	01375 411138	Jill Rowland, Treasurer/ Secretary	01375 411138

<b>Name</b>	<b>Address</b>	<b>Telephone No.</b>	<b>Main Contact</b>	<b>Main Contact – Telephone No.</b>
Horndon Village Hall	Mill Lane Horndon on the Hill Essex SS17 8LY	01375 673634	David Gray, Chairman	01375 673634
Linford Village Hall	Lower Crescent Linford Essex SS17 0Q	01375 670765	Libby Beck, Booking secretary	01375 670765
Long Lane Leisure Hall	Long Lane Grays Essex RM16 2PR	01375 675654	Mr A Clarke, Chairman	01375 675654
Orsett Village Hall	Mill Lane Orsett Essex RM16 3JP	01375 891835	Francis Clayden, Treasurer	01375 891835
South Ockendon Village Hall	65 North Road South Ockendon Essex RM15 6QA		Spencer Carter	07932 951544
Stanley Lazell Hall	Dell Road Grays Essex RM17 5JZ	01375 413963	Jean Rogers	01375 413964
The Woolmarket	High Road Horndon on the Hill Essex SS17 8LD			