

Minutes

Coventry Cultural Partnership

Monday, 23 June 2008

2.30 pm

Alan Higgs Centre, Council House

Meeting chaired by: Hamish Glen

Attendees: John Teahan, Tim Sawdon, Alice Davey, Andrew Green, June Jeffrey, Nigel Wain, Brinder Seni, Jo Trowsdale, Gary Hall, Peter Walters, Carl Bainbridge, Simon Morris, Kacie Dickie (representing Arts Exchange), Jayne Hytch, Hamish Glen, Ces Edwards, Alan Rivett, Jo Hibbard, Jeanne Jenner.

Apologies: Mike Tovey, Jane Malbasa, Christine Hamilton, Martin Price, Les Hems, Tom Clift, Paul Breed, Harnek Kandola, June Morley, Tony Skipper, Vince Mayne, Marion Doyen, Ludo Keston

Agenda topics

1. Notes of meeting held on 31 March 2008

With the exception of any items listed below, these were agreed as a true record.

2. Updated Terms of Reference – Election of Chair

Hamish Glen formally resigned the post of Chair. The minutes of the last meeting states that each term should be for three years, whilst the terms of reference state two years. The terms will be amended to reflect this. For the post of Chair, Marion Doyen was proposed by Jayne Hytch and seconded by Hamish Glen. Marion was not able to attend today's meeting. Alice will contact Marion to see if she is happy to accept this appointment. In her absence, Hamish will continue to Chair the meeting today.

Action items:	Person responsible:	Deadline:
Terms of Reference to be amended	Alice	
Marion Doyen to be contacted regarding appointment to Chair	Alice	

3. Cultural Strategy Initiative Progress

Once these have been agreed, this information will be put on the Cultural Partnership web.

➤ **Develop an Online Portal for Culture**

The aim is to create a central point for groups to input all their information into, operating as a one stop shop for culture and arts in the city. A more detailed presentation to be brought back to the group at the next meeting. The portal would contain links www.visitcoventry.co.uk and other partnership websites. It is proposed that the portal be subject to independent usability testing similar to that recently done on the City Council's website.

It was recognised that the Visit Coventry website contains a great deal of useful information and suggestions for additional content were noted and will be discussed with Nikki Leake, Head of Destination Marketing with a view to inclusion, e.g. including a calendar of dates, meaning that it is possible to click on a date and see details of events organised by all partners – a master diary of partnership events. It was also agreed that Carl and Nikki would look at the work that other cities have done (Bristol and Newcastle being specifically mentioned).

As the Visit Coventry website is aimed at visitors to the city, it was also suggested that the portal needs to contain a database of activities, similar to that used for sports clubs and accessible via the City Council's website – Coventry Active – www.coventry.gov.uk/coventryactive. Those populating the site would have a password and would be able to use it to draw off figures relating to the popularity of particular activities.

➤ **Promote Public Art**

Supplementary planning guidance is being worked up and will be embedded into the LDF. The Arts Council has implied that funding might be available for the development of an arts portal. The planning guidance has now been embedded into a number of major projects, including the NDC, War Memorial Park and city centre developments. There is no specific requirement to assign a percentage of build costs to public art, but ways in which this can be addressed now have to form part of the planning application.

In order for the Cultural Partnership to be a statutory consultee on any planning applications involving public art, the Partnership would need to draw up criteria detailing particular triggers that are included in reports. These would ensure that notification of any applications is sent to a nominated officer, who could then circulate the details of the application to the Partnership. Alice to discuss with Lesley Wroe

Alice advised that the Coventry's Crown designs should now also be included. The City Council's Management Board had received the presentation that Mike had previously given to the Cultural Partnership and were supportive. Arrangements are also being made for Members to be briefed. It was agreed that thanks to Mike Tovey, Dave Moorcroft, Marion Doyen and the Higgs Trust for bringing the project together should be minuted.

Action items:	Person responsible:	Deadline:
Carl and Peter to link with Nikki Leake about portal.	Carl Bainbridge/ Peter Walters	Update at next meeting
Alice to discuss planning applications with Lesley Wroe	Alice Davey	" "

4. Local Area Agreement Indicators for Culture Feedback from Cultural Inspection and Action Plan

A briefing note containing extracts from the CPA report was circulated. It was noted that when the inspectors visited Coventry for the first time the Cultural Strategy had not been signed off, but that it had by their second visit and was a contributing factor to us receiving the report of "promising prospects".

The next phase of evaluation is looking at the national indicators and if the services that are being provided are good value for money. This involves looking at how much is spent per head of population and comparing this with the satisfaction surveys. The Action Plan arising from the CPA inspection supplements the Action Plan for the Cultural Strategy, and it was agreed that a copy would be circulated to all Partnership members and placed on the website.

It was noted that Coventry Partnership has a meeting based around Value for Money this Wednesday. However, owing to the change of Chair, there will be no representative from the Cultural Partnership. It was also noted that Coventry is well advanced in having put two National Indicators relating to culture included in our Local Area Agreement and a number of others are being worked on.

Action items:	Person responsible:	Deadline:
John to circulate Action Plan	John Teahan	

5. Update on Coventry Crown

Covered earlier – see Promoting Public Art.

6. Any Other Business

Tom Clift was unable to attend the meeting, but had provided a 2012 update, a copy of which is attached to these minutes. It was requested that Partnership Members try and avoid these dates when planning events. Applications to include 2012 branding on publicity material have been submitted by Imagineer and the Transport Museum. The outcome of the applications will be confirmed by e-mail.

Action items:	Person responsible:	Deadline:
Key dates to be included in Partnership Members diaries	All	
Outcome of Inspire mark branding to be advised	Jayne Hytch/Gary Hall	

7. Date of Next Meeting

Monday, 22 September 2008, ICE Building

Special notes: Thanks were extended to Hamish for having Chaired the Group.