

# HESTON WEST BIG LOCAL YEAR 6 to 7 PLAN 2021 to 2022



# YEAR 6 to 7 PLAN

To create opportunities for local people to live healthier and happier lives

Despite the challenges posed by the coronavirus and lockdowns, we achieved an incredible amount from our original Plan, plus a great deal of new work/support to combat the issues posed by the situation for our community. Heston West Big Local received a nomination as Best Community Group Award in the Health and Wellbeing category and were finalised in Groundworks National Volunteering Award ceremony 2019. Heston West Big Local also featured on BBC London Radio's Robert Elms Show in November 2019. Year 5 started with an array of community events including the production of our African inspired performance of 'Together We Are Stars' followed by our Awards Ceremony with special guests Sadiq Khan, Mayor of London and Philip Keith-Roach, Former England Rugby World Cup Winning Coach.

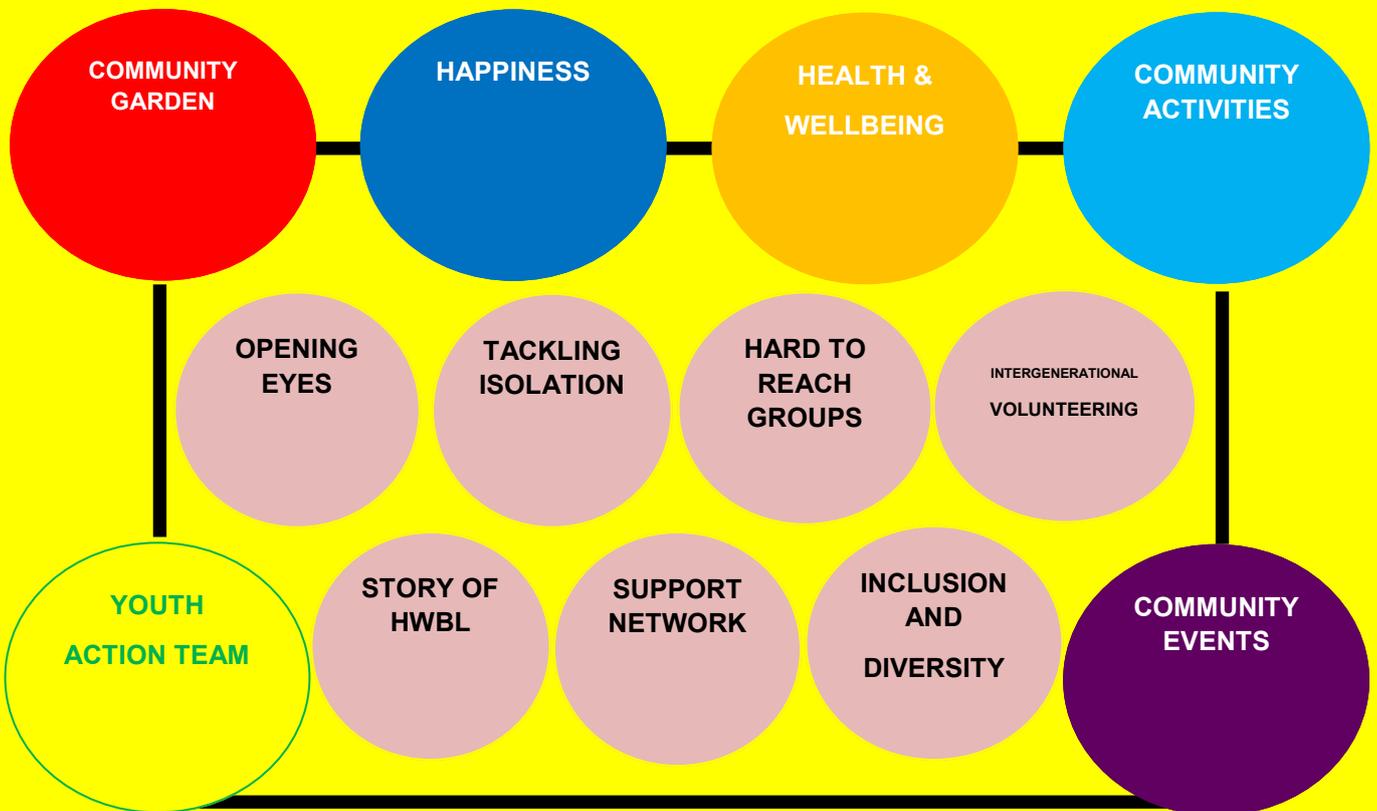
We launched our documentary 'Hard to Reach' in partnership with London Borough of Hounslow, a film about young people's views and voices of Hounslow. Following on from our Gunnersbury Museum collaboration in Year 4, we invited 60 residents to attend Osterley House in our February half-term trip. We also held two community clean up days, our first clean up in partnership with Heston Action Group and our most recent socially distanced clean up. In addition, we also completed our first stage of our Redwood Estate Community Allotment, installing six vegetable beds and two flowerbeds. During the first lockdown, we supported over 550 local residents with our Big Local Pop-Up Foodbank project. Working in partnership with Cranford Community College, Royal British Legion Heston and several other organisations, we delivered to our most vulnerable families and individuals in our community supported by 30 volunteers. Working in partnership with Creative Spaces London, we delivered over 50 online creative sessions for local mothers and children, engaging over 60 residents. During the course of the pandemic, our volunteers raised over £6,000 for our Foodbank project and also developed morale boosting content and activities for the community to enjoy, such as 'Word of the Wednesday' and 'Tarek Mrad's Community Podcast'.

Year 6 to 7 is an opportunity to re-engage the community, provide new and exciting voluntary opportunities, and continue with our legacy mission to become a charity and to complete our Big Local Community Garden and welcome a visit from our friends in Vienna (reciprocating our international trip in Year 4).



# YEAR 6 to 7 PLAN

To create opportunities for local people to live healthier and happier lives



# OUR LEGACY STATEMENT

**Community Garden:** *Creating an environmentally eco-friendly, sustainable, vibrant and unique green oasis in the heart of our urban area. Improving the look and feel of our community, encouraging and developing greener and cleaner activities to help reduce pollution, carbon footprint and increase happiness, health and wellbeing. The Community Garden will also be a creative space for locally based and upcoming artists to deliver theatrical, musical and art community programmes and live performances.*

*This project was ready to go to Planning Permission when the virus hit; we aim to reboot it at the start of 2021 as well as actively seek needed match funding from sources such as Landfill Trusts and others. We'll also produce a sustainability, usage and business plan for the space in parallel.*

**Charity:** *Continuing our intergenerational community engagement in our area whilst expanding our reach, supporting residents and breaking barriers in our neighbouring communities.*

*By the end of our Big Local Plan, we will fully hand over HWBL's work to a new CIO, C-Change West London. C-Change will work across the pockets of severe deprivation in the London Boroughs of Hounslow, Ealing, Hillingdon and Spelthorne (Surrey). Its aims will be to continue the Big Local mission of empowering communities, making them a better place to live, increasing skills and confidence, building solid bases of knowledgeable and committed volunteers, meeting key community needs and providing for all.*

*To date we have chosen our legal form, completed a constitution and objects, selected trustees and held training for them via Local Trust/DSC, begun our Charity Commission application, and drawn up a checklist/action plan to take this forward.*

**Social Enterprise:** *Developing our Youth Film Club into a social enterprise, which will provide employable opportunities for young people to make commissioned based films and documentaries. Additionally, to help support young people to develop their own unique creative content and to increase recognition and awareness of our charity brand, nationally and globally.*

**Volunteering Culture:** *Inspiring people of all ages, backgrounds and diverse communities to volunteer and stimulating social change.*

**Health and Wellbeing:** *Providing a safe, enjoyable, social and inclusive environment for local people to thrive and come together to improve their physical and mental wellbeing through our community initiatives and activities.*

**Learning:** *Sharing knowledge and lessons learned from our Big Local success to communities across the UK and beyond.*

**School:** *Strengthening our pre-existing school links and inspiring a generation of young people and local schools to get more involved with their community.*

**International:** *Linking up with organisations nationally and globally to become better connected and to increase pride, develop friendships and create further enriching and collaborative opportunities.*

**Time Capsule:** *Archiving and preserving our Big Local stories and journey for future generations to enjoy through film, podcasting, music, online journals and installing our physical time capsule in our Community Garden, to open in 50 years.*



# YEAR 5 IN FOCUS

## COMMUNITY CLEAN UPS

Brabazon, Redwood & Harlech Gardens



**6** HOURS  
OF CLEANING

**28** BAGS  
OF RUBBISH  
COLLECTED

**65**  
LOCAL  
VOLUNTEERS

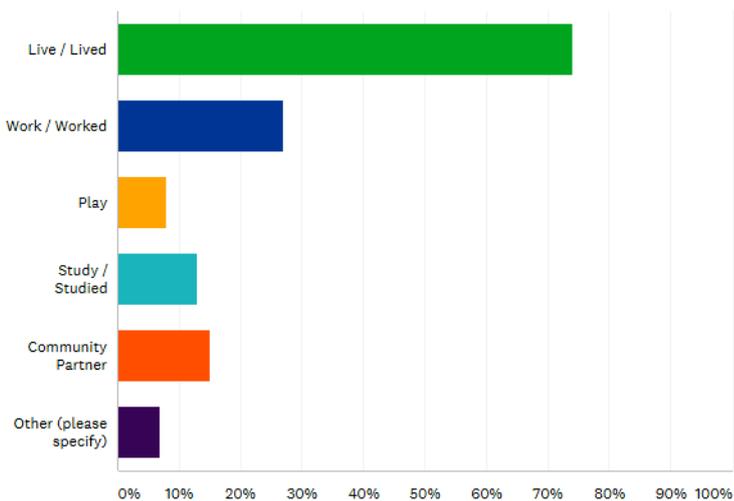
**3**  
BIG LOCAL  
ESTATES

# YEAR 5 IN FOCUS

## COMMUNITY CONSULTATION

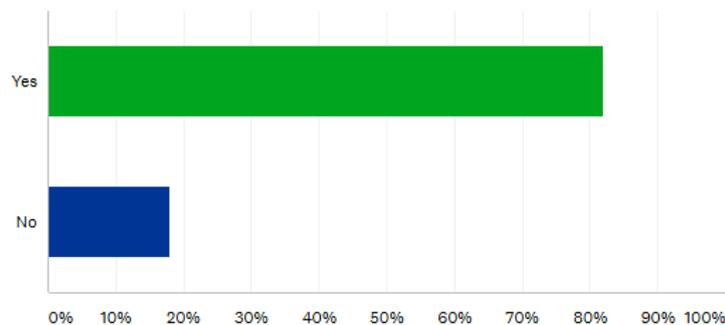
What is your connection to Heston West Big Local (tick all that apply)

Answered: 100 Skipped: 0



Have you volunteered / or currently volunteering for Heston West Big Local?

Answered: 100 Skipped: 0

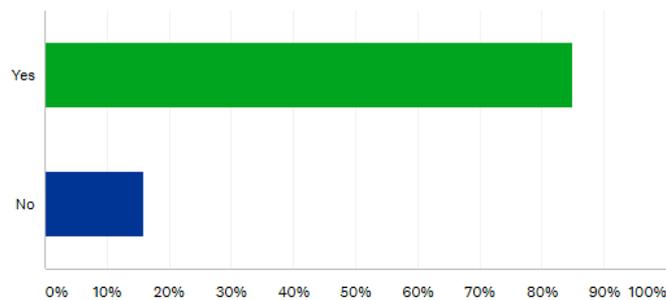


# YEAR 5 IN FOCUS

## COMMUNITY CONSULTATION

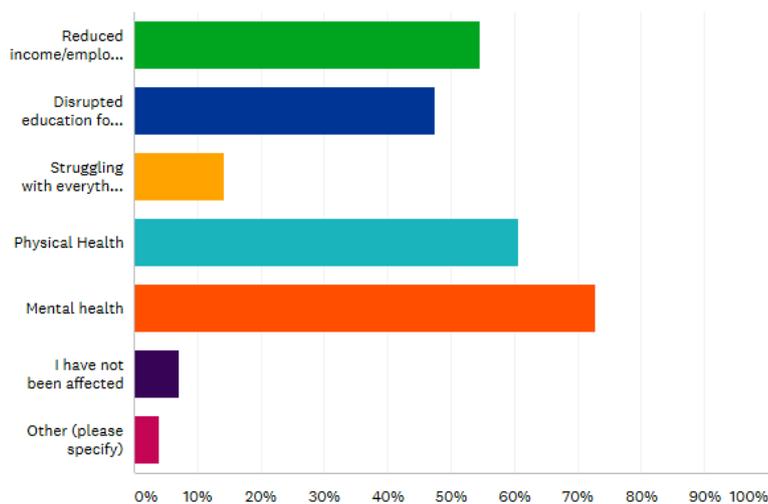
Do you or your children participate / or have previously participated in our Big Local activities?

Answered: 100 Skipped: 0



How have you been most affected by the Coronavirus?

Answered: 99 Skipped: 1

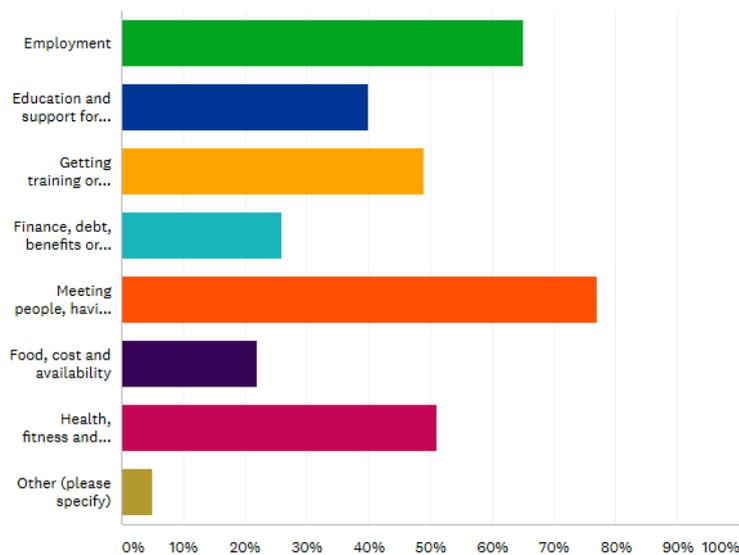


# YEAR 5 IN FOCUS

## COMMUNITY CONSULTATION

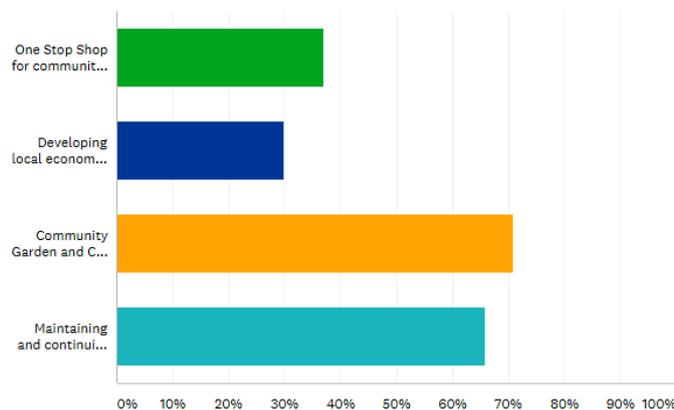
What are your main concerns post Coronavirus? (You can tick more than one)

Answered: 100 Skipped: 0



Which TWO of these legacies do you think are most important?

Answered: 100 Skipped: 0

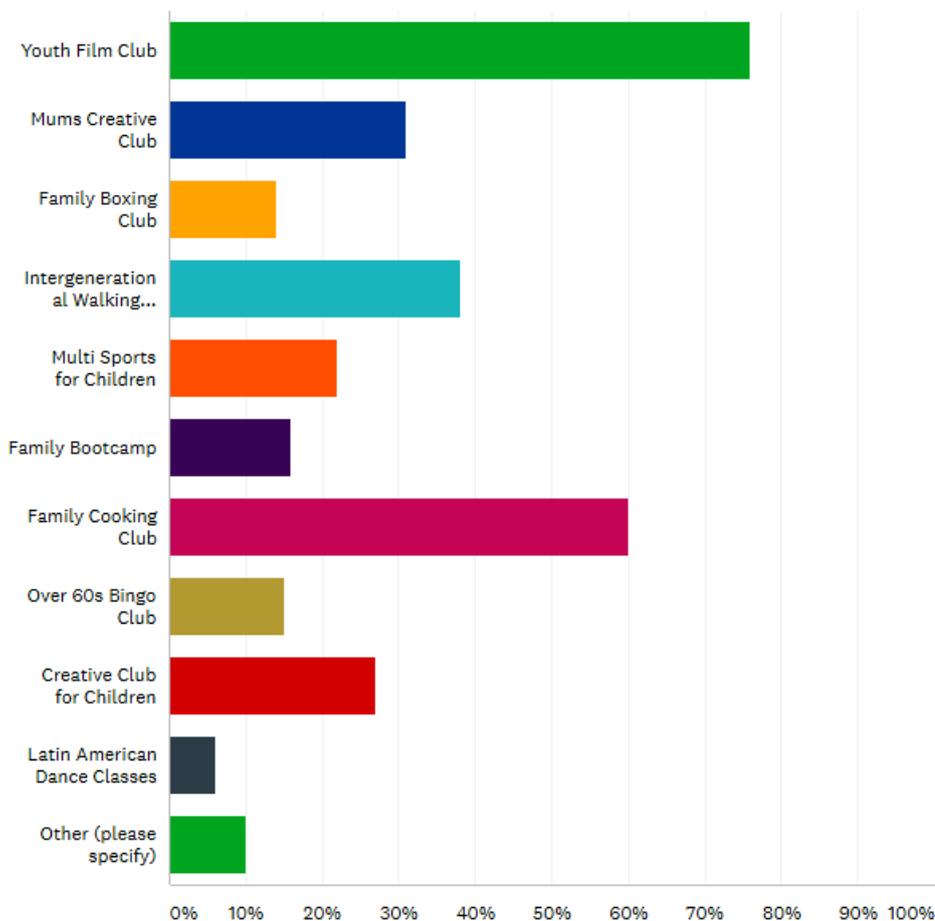


# YEAR 5 IN FOCUS

## COMMUNITY CONSULTATION

Which of the THREE following community activities you would like to see the Big Local continue to fund?

Answered: 100 Skipped: 0

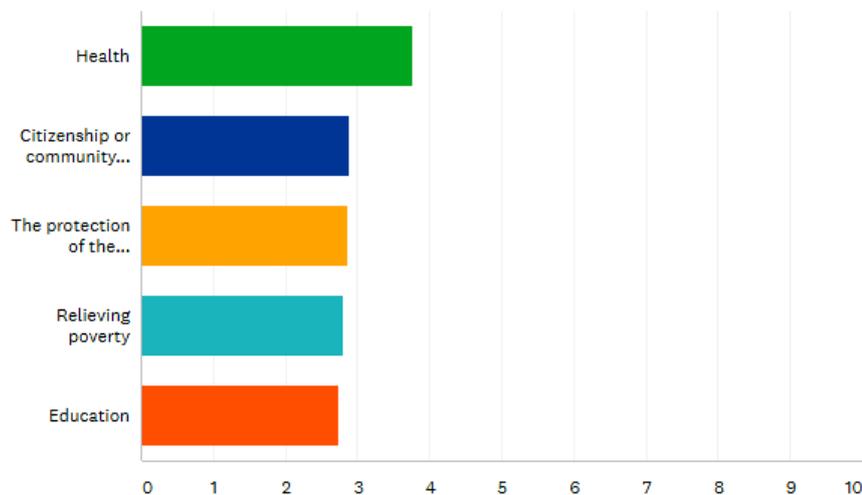


# YEAR 5 IN FOCUS

## COMMUNITY CONSULTATION

Which of the following charitable objectives do you feel is important for our new charity to include? Please rank 1 to 5. 1 = Most Important 5 = Least Important

Answered: 100 Skipped: 0





**HARD TO  
REACH  
GROUPS**

Our One Stop Shop will be a volunteer led, face-to-face Information Hub for the community. The Hub, which will run by local volunteers, will enable local residents to feel reassured, connected and informed about personal and community issues. Local volunteers will be trained in gathering information, signposting, looking up information and assisting with resident's needs. This project will work in direct partnership with London Borough of Hounslow and link with the council's community solutions model.



The project will run as a one-stop shop, offering a means of support across a wide range of services including but not limited to: employment advice, and support (including tailored job coaching), safeguarding and support for children/vulnerable adults, housing, health and wellbeing, environment, mental health, start-up business schemes, benefits, access to foodbanks and credit unions.

The Hub would support those residents who need help and/or who do not have access to digital information. The Hub could help with almost anything, ensuring the simplest task could be solved, such as "Could I get help with this online form?" to "I've been made redundant and need support with my CV and what to do next", to "I want to report this incident on the estate but don't know how".



**We have applied for the London Borough of Hounslow Recovery Fund and awaiting final decision.**





## COMMUNITY ACTIVITIES

### HARD TO REACH GROUPS

Community activities help us connect with local residents and bring opportunities to their doorstep. We will continue look to build a bridge with hard to reach groups through our activities and link groups to local services and projects that will enable every participant to gain access and support they require.

In Year 5, we were successful in receiving funding from the Mayor's Office for Policing and Crime (MOPAC) for our **Mums Power Project** with Creative Spaces London and Cranford Community College, an online and offline project aimed geared towards preventing knife crime (and anti-social behavior) and empowering mums in our local community to help.

In our recent Big Local Legacy Consultation, we asked you which activities should we continue to fund and support, the top three choices chosen were: **Youth Filmmaking Club**, **Family Cooking Club** and **Intergenerational Walking Football**. We will also continue with our volunteering programme, offering exciting opportunities to get involved with our local community in 2021 and beyond.



# COMMUNITY EVENTS



At Heston West Big Local, we love events! Since 2015, we have delivered over 85 community events.

We enjoy bringing people together, forging new relationships and friendships, fundraising for local and national causes and educating our community.

Due to the Coronavirus, we only delivered a few events including: two clean up days, annual awards ceremony, live theatre performance and our community get together lunch. We hope to celebrate our community successes in 2021 and 2022, launching our new community garden and charity.

In Year 6, we hope to deliver 8 community events including our Virtual Awards Ceremony, Clean Ups, Murals and Family Fun Days. In Year 7, we will be aiming to deliver 14 events, including our grand opening of our Community Garden and our final Awards Ceremony. To keep up with all the latest and upcoming events please visit:

[www.hestonwest.org/events](http://www.hestonwest.org/events)





# YOUTH ACTION TEAM

Made up of enthusiastic young people (10 – 18yrs) The Big Local Youth Action Team actively participate in the work of the Heston West Big Local, **engage with public decision** making and **inspire other young people** while developing team work and communication skills. Youth Action Team members **receive guidance and training** while participating in projects that have a real positive impact in our community. In Year 5, our young people helped organise our Community Annual Awards Ceremony, Christmas Donation Drive, Get Together Community Lunch and Community Clean Ups.

The Big Local Youth Action Team work on a variety of **exciting projects** (alongside our Youth Film Club) from: organising events, community activities, making films or campaigning on the issues important to themselves and our local community.

## STORY OF HWBL



Read more about our Youth Action Team adventures on [www.hestonwest.org/youth-action-team](http://www.hestonwest.org/youth-action-team)

# HWBL CIO & PLAN

| What  |
|---|
| ✓ Set up account for registering CIO on Charity Commission website  |
| ✓ Look at application and begin filling in; determine additional info needed  |
| ✓ Set up bank account – use Berkeley Academy for time being   |
| ✓ Establish what registered address will be – Cranford  |
| ✓ Consultation & decision on name – C-Change West London  |
| ✓ Names & other details needed of first confirmed trustees:   |
| ✓ Formal list of partnership members vs trustees – for Local Trust/partnership info   |
| Trustee Declaration forms signed  |
| ✓ Draft constitution with agreed amendments, name, address etc.   |
| ✓ Draft formal objects for partnership to review - <ol style="list-style-type: none"> <li>1. Health</li> <li>2. Protection of environment</li> <li>3. Citizenship &amp; community development</li> <li>4. Relieving poverty</li> <li>5. Education</li> </ol>  |
| Final constitution  |
| Initial mission document for Charity Commission application, including: <ul style="list-style-type: none"> <li>• Background &amp; why established – story so far</li> <li>• Aims &amp; mission statement</li> <li>• Area covered &amp; specific places to focus on</li> <li>• How the organisation carries out its purposes (activities)</li> <li>• What are the benefits of the organisation's purposes (outcomes)</li> <li>• How the organisation will raise funds</li> <li>• Est. first year income &amp; expenditure</li> <li>• Next FY end date</li> </ul> |
| Review final constitution, mission document & CC application with trustees/Board  |
| Submit CIO application to Charity Commission  |
| Charity Commission decision/registered (about 40 days after submission)   |
| Membership: <ul style="list-style-type: none"> <li>• initial trustees &amp; non-voting members</li> <li>• Requirements/procedure for membership</li> <li>• Trustees/organisations to co-opt/ask to join</li> <li>• Meetings schedule &amp; minuting</li> </ul>  |
| Determine what support in initial setup/capacity building Ealing/Hounslow CVS can offer   |
| Skills audit: <ul style="list-style-type: none"> <li>• what skills do trustees have/what do they need?</li> <li>• Training: determine who will do training in what skillset—via DSC or elsewhere</li> <li>• Recruitment: who can we bring in to fill skills/experience gaps?</li> </ul>   |
| To include: <ul style="list-style-type: none"> <li>• Finance</li> <li>• Staff management</li> <li>• Project management</li> <li>• Monitoring &amp; evaluation</li> <li>• Fundraising</li> <li>• Promotions/marketing</li> </ul>   |

# HWBL CIO & PLAN

Decide on launch/what form; & set date of first AGM

Logo/social media accounts/website – begin development

Complete strategic/business plan:

- About the area
- About the trustees/organisation (eg skills, experience, what HWBL has accomplished)
- Need for organisation/needs of the area; how it is filling gaps (USP); competitors
- SWOT analysis
- Risk analysis/mitigation
- Expenditure/budget – during & after BL (3-5 years), inc. office/staffing
- Income – BL, external fundraising, longer-term plan/opportunities; fundraising plan inc. timings

Look at staffing/professional support/basics:

- Finance/bookkeeper
- Tax – contract & future TUPE implications from HWBL
- Accountant
- Public liability & employers' liability insurance
- Office/IT etc. – determine options/when this needs to be decided

Develop policies & procedures (&/or timeframe/schedule to do so):

- Financial policies & procedures, inc. reporting, petty cash, expenses
- Reserves policy
- Model SLAs for commissioning delivery from other organisations
- Protection of Vulnerable Adults
- Child Protection
- Health & safety
- Staff & supervision
- Staff contracts
- Disciplinary, grievance, sick leave, compassionate leave, expenses, TOIL, redundancy
- GDPR & privacy
- Confidentiality
- Complaints
- Code of Conduct
- Conflict of Interest
- Risk assessments & management
- Incidents
- Volunteers





# YEAR 6 & 7 PLANNED BUDGET

| Big Local Planned Items/Activities:  | Planned Budget     |
|--|--------------------|
| Community Garden (Additional Funding Required)<br>Please note we will produce a separate proposal to Local Trust when all the details, business plan etc. are finalised before requesting funds. | £108,100.65        |
| Community Activities (Match Funding Required)  | £15,000.00         |
| Events & Marketing   | £20,000.00         |
| Staffing / LTO Costs (Gross)   | £101,195.64        |
| Training Costs<br>(Incl. CIO and Community Garden Professional Fees)   | £12,857.65         |
| External Grants Required   | £91,899.36         |
| <b>Total Planned Spend</b>   | <b>£349,053.30</b> |

## YEAR 6 & 7 BREAKDOWN BUDGET

### Year 6 Payment 1 (Jan – June 2021):

Staff / LTO Costs (Gross): £25,298.91  
 Big Local events: £1,000.00  
 Big Local activities: £7,500.00  
 Big Local Marketing: £1,000.00  
 Training Costs: £12,857.65  
 External Grants: £27,500.00

**Total requested £47,656.56**

### Year 7 Payment 1 (Jan – June 2022):

Staff / LTO Costs (Gross): £25,298.91  
 Big Local events: £2,500.00  
 Big Local activities: £7,500.00  
 Big Local Marketing: £1,500.00  
 Training Costs: £0  
 External Grants: £28,449.68

**Total requested £36,798.91**

### Year 6 Payment 2 (July – December 2021):

Staff / LTO Costs (Gross): £25,298.91  
 Big Local events: £4,000.00  
 Big Local activities: £0  
 Big Local Marketing: £1,000.00  
 Training Costs: £0  
 External Grants: £28,449.68

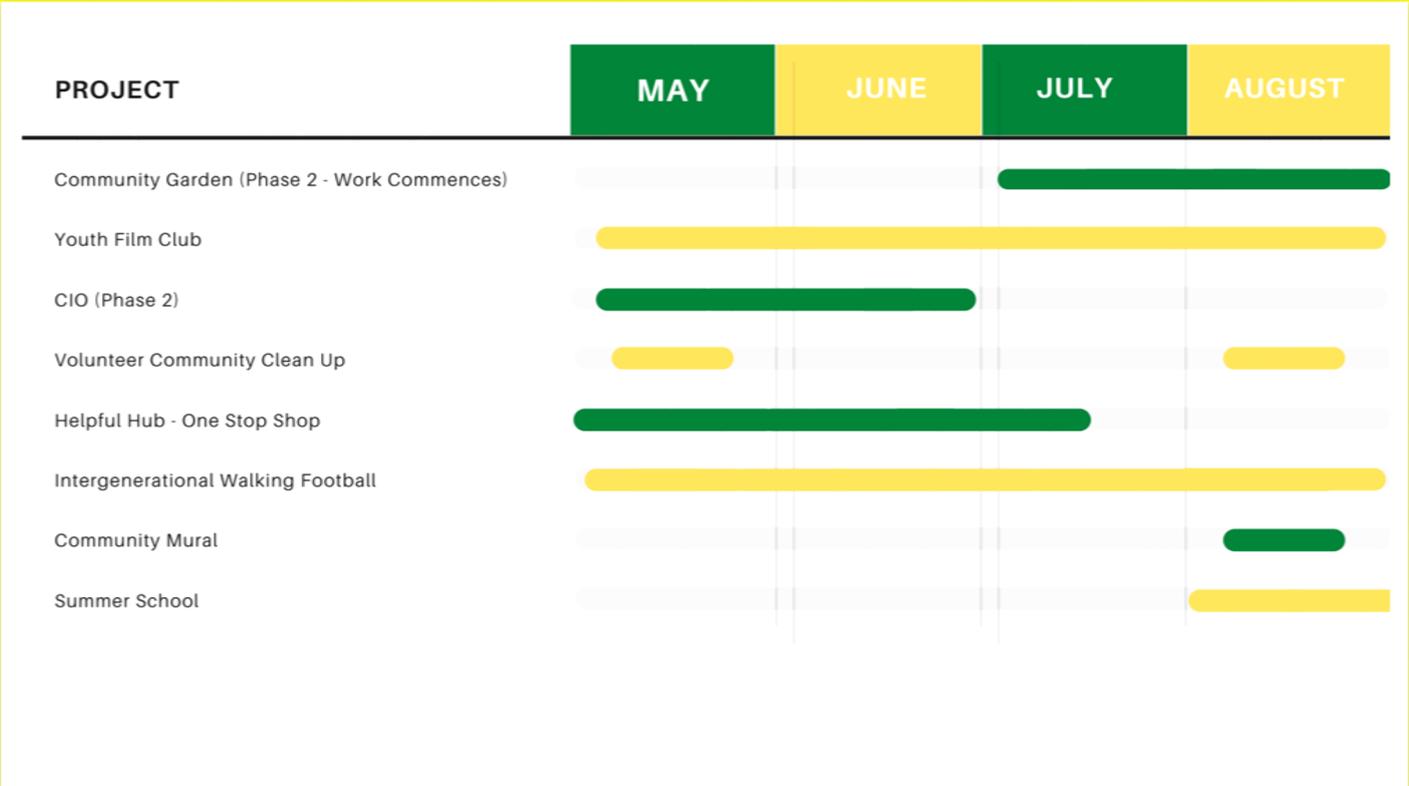
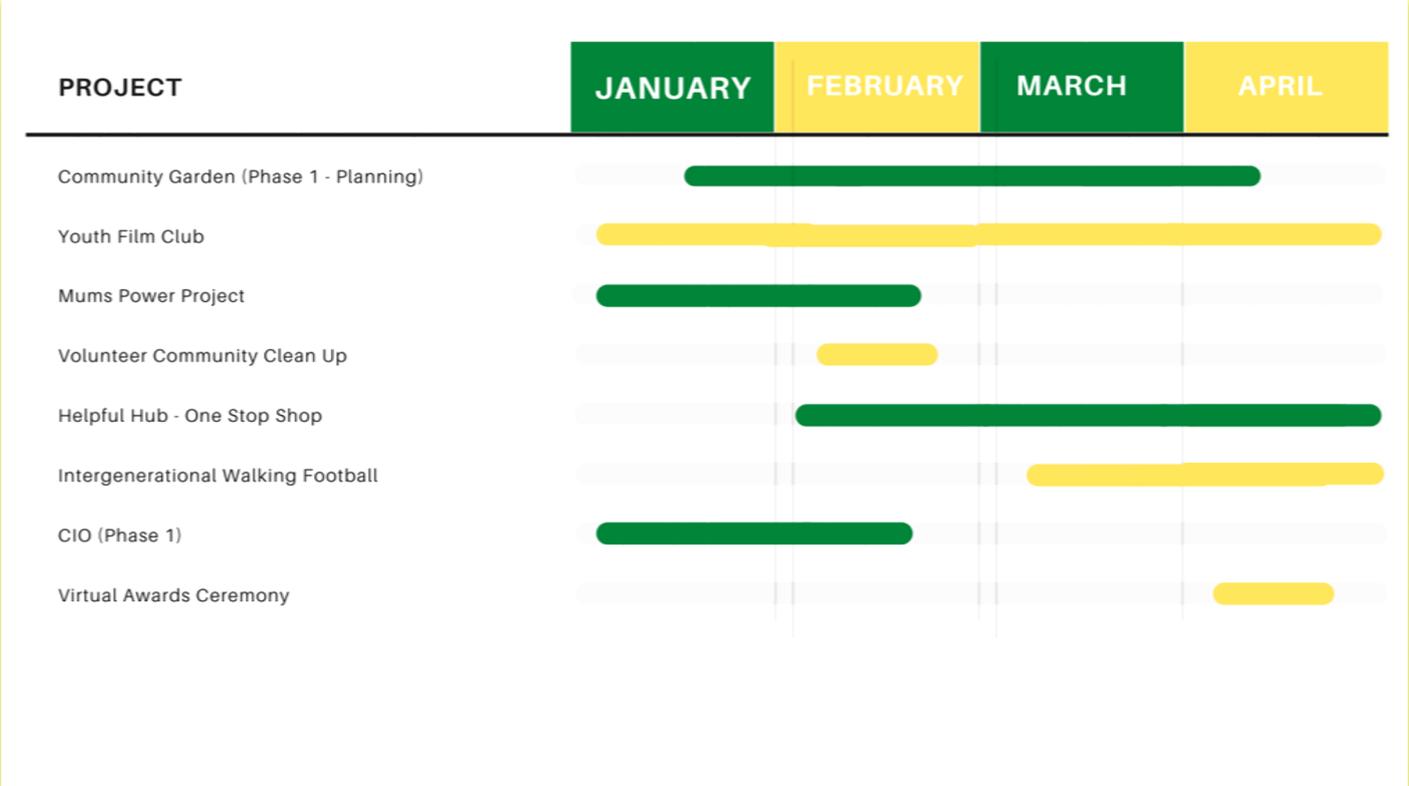
**Total requested £30,298.91**

### Year 7 Payment 2 (July – December 2022):

Staff / LTO Costs (Gross): £25,298.91  
 Big Local events: £7,500.00  
 Big Local activities: £0  
 Big Local Marketing: £1,500.00  
 Training Costs: £0  
 External Grants: £7,500.00

**Total requested £34,298.91**

# YEAR 6 PROJECT TIMELINE



# YEAR 6 PROJECT TIMELINE

| PROJECT                                   | SEPT         | OCTOBER      | NOV | DEC          |
|---|--------------|--------------|-----|--------------|
| Community Garden (Phase 3 - Final Stages) | [Green bar]  |              |     |              |
| Youth Film Club                           |              | [Yellow bar] |     |              |
| CIO (Final Phase)                         | [Green bar]  |              |     |              |
| Volunteer Community Clean Up              | [Yellow bar] |              |     | [Yellow bar] |
| Helpful Hub - One Stop Shop (Phase 2)     | [Green bar]  |              |     |              |
| Intergenerational Walking Football        | [Yellow bar] |              |     |              |
| Community Mural                           |              | [Green bar]  |     |              |
| Awards Ceremony / Christmas Event         |              |              |     | [Yellow bar] |



# YEAR 7 PROJECT TIMELINE

| PROJECT                                 | JANUARY | FEBRUARY | MARCH | APRIL |
|---|---------|----------|-------|-------|
| Community Garden (Phase 4 - Completion) | █       |          |       |       |
| Youth Film Club                         | █       |          |       |       |
| Community Garden Grand Opening          |         |          |       | █     |
| Volunteer Community Clean Up            |         | █        |       |       |
| TBC Community Event 1                   |         | █        |       |       |
| Intergenerational Walking Football      |         |          | █     |       |
| Community Mural                         |         | █        |       |       |
| TBC Community Event 2                   |         |          | █     |       |

| PROJECT                            | MAY | JUNE | JULY | AUGUST |
|------------------------------------|-----|------|------|--------|
| Community Garden (Summer Event)    |     |      |      | █      |
| Youth Film Club                    | █   |      |      |        |
| TBC Community Event 3              | █   |      |      |        |
| Volunteer Community Clean Up       | █   |      |      | █      |
| TBC Community Event 4              |     |      | █    |        |
| Intergenerational Walking Football | █   |      |      |        |
| Community Mural                    |     |      |      | █      |
| Summer School                      |     |      |      | █      |

# YEAR 7 PROJECT TIMELINE

| PROJECT                            | SEPT | OCTOBER | NOV | DEC |
|------------------------------------|------|---------|-----|-----|
| Community Garden (Autumn Event)    |      |         | █   |     |
| Youth Film Club                    |      | █       | █   | █   |
| TBC Community Event 5              |      |         | █   |     |
| Volunteer Community Clean Up       |      | █       |     |     |
| TBC Community Event 6              |      |         |     | █   |
| Intergenerational Walking Football | █    | █       | █   |     |
| Community Mural                    |      | █       |     |     |
| Awards Ceremony / Christmas Event  |      |         |     | █   |



# Our Story so far...

**900k** Invested

**154600** Website Page Views

**70200** YouTube Channel Views

**21000** Hours of Activities

**8500** Hours of Volunteering

**2200** Local People Engaged

**850** Residents attended trips

**710** Twitter Followers

**540** Bags of Rubbish Collected

**485** Facebook Likes

**465** Instagram Followers

**85** Big Local Events

**60** Young Volunteers

**55** Big Local Activities

**35** Delivery Partners

**27** Community Groups Engaged

**14** Board Members

