

STEERING GROUP MEETING

Date: 1st March 2013

Time: 14.00 – 15.05

MINUTES

Present

Cllr. Chris Whitbread (CWh) (Chair)
Dr. Kamal Bishai (KB)
Jacqui Foile (JF)
Cllr. Anne Grigg (AG)
John Houston (JH)
Derek Macnab (DM)
Chief Supt. Andy Prophet (AP)
Caroline Wiggins (CW)

Chairman – LSP Board
Chair – Healthier Communities Theme Group
Joint Vice Chair – LSP Board
Chair – Sustainable Communities Theme Group
LSP Manager
Deputy CEO EFDC
Essex Police
Manager – Safer Communities Partnership

Notes

Viv Kelly (VK)

SCP Administration Support

Apologies

Julie Chandler (JC)
Cllr. Gary Waller (GW)

Chair – Children's Partnership
Chair – Communities Partnership

1. Welcome and Introductions

The Chairman welcomed Chief Supt. Andy Prophet to his first meeting of the Steering Group and everyone present introduced themselves. It was noted that Supt. Luke Collison had moved to a new post and would no longer be attending One Epping Forest (OEF) meetings. OFE would therefore need to appoint a new Joint Vice-Chairman.

Action 01: VK

2. Minutes of the Last Meeting

The minutes of the meeting held on 30 November 2012 were agreed as a correct record.

3. Matters Arising

JH reported that actions from the last meeting were all completed.

Actions From Meeting on 30 November 2012			
Ref	Action	Owner	Outcome
30/11-01	To arrange a meeting with Kathryn Richmond (WA Town Clerk) and a Police estates rep to discuss accommodation options for police in WA.	JH	Done
30/11-02	To contact LC and JC for a Police Youth Officer and a Community Services officer to sit on working group organising the Stakeholder Conference	JH	Done. Police representatives attended Stakeholder Conference.

4. Draft Board Agenda 15 March 2013

The group considered the draft agenda for the OEF Board meeting on 15 March. It was agreed that the two strategic items for discussion would be:

- Review and Outcomes of the Stakeholder Conference
- Welfare Reform Mitigation Action Plan

JH advised that, in future, reports from Theme Groups to the Board would be contained in a single report, with the group Chairs introducing the relevant section.

Action 02: JH

5. LSP Manager's Report

JH reported on the following issues:

LSP Funding: Lee Valley Regional Park had contributed £2,000 and the Corporation of London had agreed to provide £3,000. Both were expected to be annual awards. Other partners were considering ways in which they might provide financial support for the Partnership.

Annual Report: The Partnership would be publishing an Annual Report in April. The Chairman emphasised the importance of drawing the report to the attention of EFDC and ECC Members, to highlight the good partnership work carried out by OEF.

Action 03: JH/DM

Epping Forest Youth Futures Project: An under-spend of £30,000 from the PRG had been allocated to the project and Essex County Council had contributed £50,000. This had enabled the process of recruiting a Co-ordinator to begin. Plans to base the project in Borders Lane and use this as a 'place of safety' would have to be reviewed, as ECC was considering other possible uses for the site.

Primary Prize 2013: ECC had been requested to contribute to the funding but a response had not been received. Even if funding was received from ECC, OEF would still need to contribute £1,000. Other possible sources of funding were also being explored.

Action 04: JH

Young Persons Christmas Market in Waltham Abbey: OEF had provided project support and funding for leaflets for the market. This was a pilot project to support entrepreneurialism and, due to its success, it was likely to become an annual event.

Town Centre Funding: EFDC had agreed a new fund to support town centres, including setting up a Town Team Group and this work was being supported by the Partnership Business Team. It was important that traders received encouragement to become involved and a workshop would be taking place on 19 March. Arrangements were in place for an Economic Development Officer from ECC to be based with the Partnership for 1 day a week, to co-ordinate activity between County and District levels.

Tourism Task Force: The Tourism Task and Finish Group was completing its Tourism Development Plan and was due to disband after its final meeting in May. However, local visitor attractions felt there was a need for a permanent group to co-ordinate tourism in the district and were prepared to contribute to the running of such a group.

Action 05: CWh

Stakeholder Conference: The Conference had taken place on 22 February and had been the most successful to date, with more people attending than had registered. JH thanked Nina Gavens and other staff from VAEF for organising the conference and Quentin Buller and staff of Epping Forest College for providing the venue and helping on the day.

Youth Charter: The Charter was complete and the next stage was to get relevant organisations to adopt it and implement its guidelines. It was hoped that all organisations which signed the Charter would display it at their premises.

Youth Employment Task Force: The membership, Chair and terms of reference needed to be agreed. It would be important to establish the outcomes expected from the Task Force and to ensure that local private sector, as well as public sector, employers were involved. The choice of Chair would need to reflect this.

Action 06: CWh

Economic Development: The Partnership was increasingly involved in the London-Stansted-Cambridge Corridor Group and work with neighboring Councils was also underway in relation to supporting the food-growing industry.

A new resource - 'Poverty & Disadvantage in Epping Forest District – Data and Statistical Analysis Digest' was being prepared. This would provide information to support funding bids by local charities and help partners to lobby on behalf of the area.

Stansted Airport had been bought by Manchester Airport Group. It was not yet clear whether Nick Barton would be remaining as CEO.

Action 07 - JH

6. Healthier Communities Update

DM reported that a Joint Wellbeing Board and Executive Group for Epping, Harlow and Uttlesford was being set up.

KB advised that a draft Health Network newsletter had been produced, including a new logo, but funding would need to be identified for printing and circulation. JH emphasised the importance of flexibility in Clinical Commissioning Group (CCG) funding.

Action 08: KB

7. Safer Communities Update

CW reported on the following issues:

Draft Strategic Intelligence Assessment: This had been completed and would be considered by the CSP Strategy Panel on 5 March. The LGA would be carrying out a desktop review of the Assessment process.

CCTV: At a recent visit to the CSP office, Police incident teams had been complimentary of the CCTV coverage.

Operation Albatross: Police in Brentwood were carrying out a successful operation relating to burglary. It was hoped that the operation could be extended to the Epping Forest district.

Crucial Crew 2013: All schools in the district and some home schooled pupils would be attending the event. Five schools from Brentwood would be paying to attend. Funding for booklets had been obtained from the High Sheriff awards and OEF.

Rogue Traders Week: This would begin on 22 April and would be focussing on rogue builders.

Safe and Sound Project: Funding had been obtained from Safer Essex to enable the project to continue for a further year, whilst sources of longer term funding were investigated.

8. Sustainable Communities Update

A number of relevant issues had already been covered in the LSP Manager's Report.

Economic Development Strategy: AG advised that this was scheduled for adoption on 30 November 2013 and would therefore need to go to Full Council on 5 November. DM indicated that the timetable could be flexible.

Town Centres Parking Survey

The parking survey would be circulated shortly. Traders had asked to add a question to the survey.

Action 09: CW

9. Children's Partnership Update

An update report from JC was circulated at the meeting, which covered the following issues:

- New support options which had been provided for young people aged 14 – 19 years;
- Activities which had been provided to primary schools through their funding contributions, following changes to direct funding for Local Delivery Groups;
- Primary School Prize Awards evening;
- Epping Forest Youth Futures Project; and
- Funding development training and funding templates for partners working with children and families.

10. Any Other Business

One Epping Forest Website

DM advised that the OEF website needed to be updated. CW indicated that this work had previously been undertaken by the CSP Administrator but the hours of the post had been reduced and there might not now be capacity to carry out the work. **Action 10: DM**

Apprenticeships

JH reported that EFDC was setting up an Apprenticeship Scheme and would be offering 12 placements. JF advised that, whilst VAEF could not offer apprenticeships, they could offer short-term placements to enable young people on the Council scheme to gain experience of the voluntary sector.

11. Dates of Future Meetings

Friday 7th June at 2pm

Friday 13th September at 2pm

Friday 29th November at 2pm

Actions from this Meeting

Ref	Action	Owner
01/03– 01	Appointment of new LSP Joint Vice-Chairman to be put on agenda for future LSP Board meeting.	VK
01/03– 02	Alan Hall to be asked to attend the Board meeting on 15 March to report on the Welfare Reform Mitigation Action Plan.	JH
01/03 – 03	LSP Annual Report 2013 to be referred to the relevant Committees of EFDC and ECC and the Locality Board.	JH / DM
01/03 – 04	OEF Board to be requested to agree: - funding of £1000 towards the costs of the Annual Primary Prize; - that contributions be sought from other agencies; - the need for a response to the request for funding from ECC be raised at the Locality Board.	JH
01/03 – 05	Discussion to take place with Cllr Boyce on how to progress permanent arrangements for tourism co-ordination.	CWh
01/03 - 06	Contact to be made with Higgins to encourage their participation in the Youth Employment Task Force. Other local, large, private sector employers to be encouraged to join the Task Force.	CWh JH

01/03 – 07	Meeting to be arranged with representatives of the new owners of Stansted airport	JH
01/03 - 08	Source of funding for Health Network newsletter to be identified.	KB
01/03 – 09	Ask John Gilbert whether traders can add a question to the Town Centres Parking Survey.	CW
01/03 - 10	Establish whether EFDC's IT Support Service has the capacity to update the OEF website.	DM