

STEERING GROUP MEETING

Date: 14 June 2013

Time: 12 noon – 1.50pm

MINUTES

Present

Jacqui Foile (JF)
Dr. Kamal Bishai (KB)
Quentin Buller
Julie Chandler (JC)
Cllr. Anne Grigg (AG)
John Houston (JH)
Derek Macnab (DM)
Caroline Wiggins (CW)

Vice-Chairman in the Chair
Chairman – Healthier Communities Theme Group
Vice-Chairman – Tourism Taskforce
Chairman – Children’s Partnership
Chairman– Sustainable Communities Theme Group
LSP Manager
Deputy Chief Executive EFDC
Manager – Safer Communities Partnership

Notes

Chris Overend (CO)

Policy and Rsearch Officer EFDC

Apologies

Viv Kelly (VK)
Cllr. Gary Waller (GW)
Cllr. Chris Whitbread (CWh)

LSP Administration Support
Chair – Communities Partnership
Chairman – LSP Board

1. Welcome and Introductions

JF, in the chair as CWh had been unable to attend, welcomed everyone to the meeting.

2. Minutes of the Last Meeting

The minutes of the meeting held on 1 March 2013 were agreed as a correct record.

3. Matters Arising

The Steering Group noted that actions agreed at the last meeting had been followed up as follows:

01/03-01	To appoint new Vice-Chairman as Supt. Collison had moved to a new post.	VK	Done – Jacqui Foile appointed.
01/03-02	To ask Alan Hall to attend Board meeting on 15 March 2013 to report on Welfare Reform Mitigation Action Plan	JH	Done
01/03-03	To draw attention of ECC and EFDC Members to LSP Annual Report	JH/DM	Done
01/03-04	To investigate different potential funding sources in respect of Primary Prize 2013	JH	Funding received from County Council. Potential use of funding later in the financial year to be investigated.

01/03-05	To set up permanent group to take forward work completed by Tourism Taskforce and co-ordinate tourism in the District.	CWh	To be discussed at the meeting and by Board on 21/06/13
01/03-06	To determine Terms of Reference for and Chairman of Youth Employment Taskforce and encourage involvement of private sector employers.	CWh/JH	To be discussed at the meeting
01/03-07	To keep abreast of developments – Stansted - Cambridge Corridor Group	JH	Visit to Airport set for 25/07/13
01/03-08	To identify source of funding for Health Network newsletter..	KB	Newsletter now published and distributed. Funding to be discussed in due course.
01/03-09	To add a question from the Traders to the Town Centres Parking Survey	CW	Done
01/03-10	To establish whether EFDC IT Support Service has the capacity to update the OEF website.	DM	Ongoing

JF made reference to the recently produced report of the LSP on 'Poverty and Disadvantage in the Epping Forest District' and all agreed with JF that the report was both extremely interesting and useful. It was agreed that, to be most effective, the report would need updating on a regular basis, at least annually.

Action 01: JH

4. Draft Minutes of LSP Board Meeting (15 March 2013)

JH advised the Steering Group that arrangements had been put in place for the conference on Welfare Reforms. However, John said he had been called up for jury service in July so the conference would have to be put back. A provisional revised date of 1 September had been identified.

Action 02: JH

5. Draft Agenda for LSP Board Meeting (21 June 2013)

It was noted that Tony Boyce would be unable to attend the Board meeting and that, accordingly, QB would be presenting the Final Report of the Tourism Taskforce at that meeting.

Action 03: QB

It was also noted that one of the items on the agenda was the 'Terms of Reference for Youth Employment Taskforce/Youth Charter'. JC pointed out that there was a meeting on 20 June at which the Terms of Reference were due to be discussed and the outcome of the discussions could be reported to the Board meeting.

Action 04: JC

6. Draft Annual Review Report

All agreed that the One Epping Forest LSP Annual Report was a good report illustrating the range of issues it had been involved in. It was agreed that there needed to be references in the report linking the various issues back to the Community Strategy. The Steering Group otherwise agreed the draft for submission to the Board, meeting on 21 June and requested that the Board determine the promotion and distribution arrangements for the report. DM undertook to speak to Mike War and Val Loftis regarding the possibility of them helping to ensure the report in its final format was presentable and user-friendly.

Action 05: JH/DM

JH was due to attend the District Council's Overview and Scrutiny meeting on 16 July 2013 and would be using the Annual Report as the basis of his presentation to that meeting.

Action 06: JH

7. Tourism Taskforce – Draft Final Report

The Steering Group agreed the draft Final Report of the Tourism Taskforce for submission to the Board subject to the insertion of the relevant number of local jobs generated by tourism and the addition of the following bullet-points, the first in the section 'What the Taskforce Found', the second in 'Recommendations for Action':

- Many of the 'attractions' in and close to the District were dependant on the role played by volunteers (the resurgence of the Epping-Ongar Line being a good example), the wider voluntary sector and the support of infrastructure bodies such as Voluntary Action Epping Forest.
- The vital role that the voluntary sector has to play in the development of the tourism concept in the District should be recognised with the sector having representation on the standing committee and being involved in the various initiatives taken forward. The strengths of the sector should be harnessed but this will require the support of both the business and public sectors.

JH said that there were conflicting opinions about the best means of taking this matter forward. Some felt that the body set up to deal with it should remain as an 'arm of the LSP' whilst others felt it needed to be an entirely separate independent body. CO was of the view that if that body were to be an adjunct of the LSP there was a danger of the involvement of the business sector being limited or lost altogether.

With regard to the Visit Epping Forest website, QB said that it was self-operating and highly regarded. However, for further developments to take place and for it to serve other purposes beyond being a 'directory' would require additional dedicated resources. Concurring, JH said that the website had had many 'visits' but that it might now need another body for taking it forward

Various options for taking the tourism initiative forward were discussed. JH said that, in terms of financial commitments, the Corporation of London had pledged £3,000, Lee Valley Park £2,000 and the Royal Gunpowder Mills £1,000. QB suggested that, bearing in mind the potential commercial benefits, the District Council might retain overall responsibility and control but with some other body dealing with its developmental aspects on a day-to-day basis. DM wondered whether it might be possible to set up a new separate association perhaps with a not dissimilar membership to the Taskforce. JC was of the view that supporting its development specifically through the LSP might be more appropriate given that it consisted of representatives from a range of partners from the business, public and voluntary sectors.

DM made reference to the Tourist Information Centre at Waltham Abbey to which the District Council provided funding each year. He wondered whether there was the potential for the Centre to lead the development of the tourism concept in the District and he undertook to check the terms of the agreement with the Centre.

Action 07: DM

The Steering Group discussed the funding arrangements for tourism which applied in other local authority districts. In recognising that some districts, Colchester for example, had a long established tradition which readily lent themselves to the tourist market, it was agreed that there was merit in looking at arrangements elsewhere, including those for funding to establish whether these might be applied in the Epping Forest District. CO agreed to liaise with other Districts in that regard.

Action 08: CO

8. Young Person's Employment Taskforce

A copy of the draft terms of reference for the Young Persons' Employment Taskforce had been circulated. In expressing the view that the possibility of representation from the business sector should be looked at, the Steering Group suggested the following partners should be added to the list of Team Members for the Taskforce:

Essex County Council Youth Service (Darren Connew)
Epping Forest District Youth Council
Youth Offending Service
Stort Trust
Secondary Schools/Education Facilitator.(Geoff Mangan)

Action 09: JH

JC expressed the view that there was still an amount of duplication of work/ overlapping of roles in some areas and steps needed to be taken to ensure there was more working in partnership. It was noted that this issue was to be discussed at forthcoming meetings of the Youth Strategy Group and the Locality Board.

Action 10: JC/DM

9. Safer Communities Partnership Update

CW reported on the following issues:

Crucial Crew: Aimed at Year 6 pupils this was taking place now at Gilwell Park and was being well received, with popular sessions including internet safety, healthy eating and responsible drinking.

Safe and Sound/Handyman Scheme: Additional referrals were being received through Safer Communities and the service remained very popular. The potential for increasing the number of referrals received through Occupational Therapy was being looked at.

Prison No Way: This had been successfully piloted in Essex at Roding Valley School and there were plans to increase the promotion of this scheme in other schools.

J9 Domestic Violence Awareness Training Programme: Funding had been set aside for a further four training sessions in the Autumn. There would be increased involvement of EFDC Housing in the training sessions. Reference was also made to a specific incident which had led to a review of existing arrangements.

Reality Roadshows: Oak View School had been added to the schedule of schools visited.

Lock 'em Out campaign: Additional publicity was being given to this initiative which provided advice to householders on anti-burglary measures such as planting for gardens, home security and property marking.

10. Sustainable Communities Update

It was noted that the Sustainable Communities Theme Group scheduled for 5 April had been postponed.

AG reported that the Town Centres Team had met on 7 May and had approved a number of bids to the pilot Economic Initiatives Fund including those from Buckhurst Hill TCP (Photography Exhibition and Competition and Children's Fashion Show), Loughton Broadway TCP ('Shop Local Day' and 'Debden Day'), Loughton High Road TCP ('Loughton Summer of Fun') and Ongar Town Forum (Multi-Disciplined Approach to Tourism). Each of the successful bids had been approved subject to a number of conditions and meetings with the applicants were to be held, at which the arrangements for the schemes were to be discussed in more detail. There was to be a further bidding round later in the year, with a deadline of 18 September, for which it was anticipated there would be further bids, including from other areas in the District.

JH reported on the following issues:

Portas Initiative: Work was ongoing.

Smartphone Apps: These were being developed.

Meridian Festival: Ideas for this were being investigated, including the possibility of linking it with other events.

Business Support Programme: This course, tailored to the needs of the District, was being run at Epping Forest College. Discussions were being held with Hasler's about involving them.

One Shops Local: The number of registered businesses was approaching 300. One Shops Local was now also on Facebook and Twitter.

One Business Briefing: The latest edition (June 2013) had just been published. JH undertook to circulate copies to members of the Steering Group who, in turn, agreed to forward copies to appropriate members of their own organisation.

Action 11/JH

11. Children's Partnership Update

JC reported on the following matters:

Enrichment Course: A total of 80 places were available on this course to be run at Epping Forest College.

Trampolining Project: This was proceeding well and was proving to be a popular project.

Children's Centres: More engagement was planned to assess who was using the Centres and whether those using them were always the most appropriate.

Young People's Referral Unit: The possibility of setting up a People's Referral Unit in the District, with the potential re-location of the unit currently in Commonsidge, Harlow, to the Loughton Centre was being looked at. JC pointed out the need to obtain the support of the local secondary schools if there was any possibility of a unit being cited in the District. It was agreed to seek the support of the LSP Board in that regard.

Action 12: JC/JH

Epping Forest Young Futures: Laura Betteridge had been meeting with the providers to discuss this matter. Laura would be at the next Board meeting with a view to giving a presentation at the subsequent Board meeting.

12. Healthier Communities Update

KB reported on the following issues:

Healthier Communities Priorities: Discussions were taking place with a view to aligning the local healthier communities' priorities more closely with those of the Clinical Commissioning Group. The next Healthier Communities meeting was scheduled for 17 June 2013.

Health and Wellbeing Board Meetings: The Executive Board had met on a number of occasions. Provisionally the first meeting of the Joint Board had been scheduled for a date in July. One of the items for discussion at that meeting would be areas of good practice for joint working, 'falls prevention' being an example.

West Essex Wellbeing Joint Committee: The District Council appointments to the Board were Councillors Tony Boyce and Gavin Chambers.

Health Equalities Group: The District Council appointment was Councillor Brian Sandler.

13. LSP Manager's Report

There were no items for report.

14. Open Forum

Epping Forest District Museum: JC reported that Epping Forest Museum had received a grant of £1.6 million from the National Lottery.

Harlow Health Works Programme: JC informed the Steering Group that the Harlow Health Works Programme, which was run by the District Council on behalf of Harlow, had obtained funding of £120,000.

Principal, Epping Forest College: QB reported that interviews had been held for the post of Principal at the College. An offer had been made to one of the candidates and a response was awaited.

15. Dates of Future Meetings

Friday 13th September at 2 pm

Friday 29th November at 2 pm

Actions from this Meeting

14/06-01	Report on Poverty and Disadvantage to be updated regularly (ideally on an annual basis)	JH
14/06-02	Arrangements for conference on Welfare Reforms	JH
14/06-03	Final Report of Tourism Taskforce incorporating agreed amendments to be presented to LSP Board 21 June 2013	QB
14/06-04	Terms of Reference for Youth Employment Taskforce/Youth Charter	JC
14/06-05	LSP Annual Report to incorporate links to Community Strategy	JH
14/06-06	Presentation on LSP to District Council's Overview and Scrutiny Committee 16 July 2013	DM/JH
14/06-07	Investigate potential for Tourist Information Centre at Waltham Abbey to be involved in taking forward tourism concept in the District	DM
14/06-08	Investigate arrangements for funding the development of the tourism concept at other local authorities	CO
14/06-09	Amend Terms of Reference for Young Persons' Employment Taskforce to reflect discussions/decisions at this meeting of the LSP Strategy Group	JH
14/06-10	Issue of overlapping of roles for provision of services to young people to be raised at Youth Strategy Group and Localities Board	JH/DM
14/06-11	Copies of One Business Briefing to be distributed to all members of LSP Steering Group	JH
14/06-12	LSP Board to be asked for support in seeking setting up of Young People Referral Unit	JC/JH