

STEERING GROUP MEETING

Date: 14th September 2012

Time: 14.00 - 15.30

MINUTES

Present

Cllr. Chris Whitbread (CW)	Chairman - LSP Board
Dr. Kamal Bishai (KB)	Chair – Healthier Communities Theme Group
Quentin Buller (QB)	Vice Chair - Tourism Task and Finish Group
Julie Chandler (JC)	Chair – Children’s Partnership
John Houston (JH)	LSP Manager
Derek Macnab (DM)	Acting CEX EFDC
John Preston (JP)	EFDC
Cllr. Gary Waller (GW)	Chair - Safer Communities Partnership

Notes

Colin Rowell (CR)	LSP Administration Support
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Apologies

Luke Collison (LC)	Joint Vice Chair – LSP Board
Jacqui Foile (JF)	Joint Vice Chair – LSP Board
Cllr. Anne Grigg (AG)	Chair Sustainable Communities Theme Group

1. Welcome and apologies

The Chairman welcomed everyone to the meeting. Apologies were noted as above.

2. Minutes of the last meeting / matters arising

JH reported that actions from the last meeting were either completed or included on the agenda for this meeting.

The table below contains new actions from this meeting.

Ref	Action	Owner	Outcome
14/09 - 01	Draft Board Agenda – item 5 moved to item 3.	CR	
14/09 - 02	Discuss use of available funding with Locality Board	DM	
14/09 - 03	Discuss use of funding	JH/JC	
14/09 - 04	Copy of LSP budget to CW	JH	
14/09 - 05	Further investigate availability of available premises	JH/JF	
14/09 - 06	Arrange meeting of key partners to discuss use of Borders Lane	JH	
14/09 - 07	Develop theme for 2013 Stakeholder Conference	JH	
14/09 - 08	2013 Primary Prize. Investigate funding options	JH	

Ref	Action	Owner	Outcome
14/09 – 09	Investigate commissioning of local services through Healthier communities group	KB/JH	
14/09 – 10	Arrange Tourism summit	QB	
14/09 – 11	One Shops Local – obtain costs for radio campaign & place item in Forrester	JH	
14/09 – 12	Arrange higher education project follow up meeting	JH	
14/09 – 13	Joint market gardens feasibility study	JH	
14/09 – 14	Arrange and send out 2013 meeting dates	CR	

3. Draft Board Agenda

It was agreed that agenda item 5, EFDC Local Plan – Issues and Options, be promoted to agenda item 3. **Action : 01 – CR**

4. LSP Managers Report

LSP funders are currently the PCT, EFDC, ECC (income received for consulting work but no core funding) and some remaining Future Jobs Fund. JH noted and thanked Epping Forest College for its considerable contribution in kind.

Lee Valley Regional Park and Corporation of London are considering providing some funding. There is also a possibility of funding from West Essex CCG.

JH suggested that it would be a benefit to the LSP's ability to engage on behalf of the district if there were a larger number of funding organizations contributing modest amounts. This was agreed, and JH was asked to follow this up with contact with partners.

It was suggested that Locality Boards might have access to £15k support funding, and if they did could this be switched for allocation to the LSP. **DM agreed to investigate**

Action : 02 - DM

There is also up to £35k of funding which had been ring fenced to pay any potential costs from early shut down of Children's PRG initiatives, and this had not been drawn down. It was agreed that this should be earmarked for use on Youth Projects, e.g. Borders Lane. A paper has been produced by JC and JH. Further discussions are to take place concerning the use of this funding, to achieve an active integrated hub and spoke approach to children's services within the district.

Action : 03 – JH/JC

The LSP running costs are between £43 and £45k per annum. The current balance will provide approximately 2 years funding.

CW asked that JH provide him with the current LSP budget.

Action : 04 - JH

The availability of local vacant premises was discussed. Waltham Abbey Police Station is largely empty and is due for disposal, however it could be available for use by local organizations for approximately 1 year. Some local services have expressed an interest. JH agreed to look into this further and discuss with JF.

Action : 05 – JH/JF

As discussed Borders Lane (a purpose built youth services centre) is currently used for only 8 hours per week. It was agreed that this would be an excellent facility for a number of services. Several organizations have expressed an interest, the building could support co-location with the voluntary sector. EFDC would be happy to facilitate the formation of a consortium that would manage the Centre. It was agreed that key partners be identified through the Children's Partnership and that they should meet to discuss the situation.

Action : 06 – JC/JH

The 2013 Stakeholder Conference is due to take place during the first quarter. The theme of the conference was discussed. It was agreed that Youth Issues/state of the district are possible themes to be explored. JH agreed to pursue these ideas.

Action : 07 – JH

The 2012 Primary Prize was successful once again with 15 schools taking part. It is planned to continue with this event subject to funding.

Action : 08 – JH

5. Healthier Communities Update

The Healthier Communities Group is working well. The key focus of the group is on managing the transition from PCT to CCG, and lobbying effectively to ensure the district receives its fair share of funding. A special health summit has been arranged for 12th October 2012 at the Marriott Hotel, sponsored by Age UK to explore these issues. Between 50 and 60 people are expected to attend.

It was noted that the HC Group will look to commission services from local organisations, where possible.

Action : 09 – KB/JH

6. Safer Communities Update

The Partnership Analyst has been recruited and will be based in Epping, but covers Epping, Harlow and Uttlesford. Crime figures are only available at an Epping/Brentwood aggregated level at present.

A Domestic Homicide Review (DHR) is underway in the district, the first meeting, to appoint the Chairman and agree terms of reference, is on Oct 1st.

There are now 64 CCTV cameras in Debden Broadway and an additional camera in Epping High St.

There is an increase in the number of reported domestic violence cases. A full page advert is to be placed in the GP Health Guide providing information on DV support organizations.

7. Sustainable Communities Update

QB gave an update on the Tourism Task Force. Four meetings have been held to date. They were all well attended by local tourism providers. A mapping exercise is underway to identify tourism opportunities. A number of approaches to tourism promotion are being looked at including, promoting events that local people can take visitors to, promote the district as a day / stay trippers destination and a longer stay destination. A website (www.visiteppingforest.org) has been setup which is getting significant visitors. A 'what's on' page has been launched, which will in future be updated by the Waltham Abbey tourism office. Posters and leaflets are being developed.

A Tourism summit involving all organizations delivering events and activities is to be held to provide feedback to the group and develop a longer term Tourism Strategy. It was noted that the local economy has benefitted significantly from the success of the Epping Ongar railway.

Action : 10 – QB

The tour of the district for Economic Development leads took place of Fri 14th September. It was a great success and an excellent showcase for the district.

Maintaining the momentum of the One Shops Local initiative was discussed. JH suggested a radio advertising campaign in the run up to Christmas. After discussion it was agreed that JH should get prices for radio advertising. It was also suggested that an item be placed in the Forrester.

Action : 11 – JH

The higher education project is continuing with a follow up meeting being organised.

Action 12 – JH

A joint market gardens project is being looked at with LB Enfield which has received £600K of feasibility funding from the GLA.

Action 13 – JH

JP gave an update on the Local Plan. It is progressing well, although there have been some issues with leaflet distribution. A number of drop in sessions have been held. They were all well attended. Where possible council portfolio holders attended the sessions.

8. Children's Partnership Update

The EFCP meets next week to discuss, amongst other items, the Epping Forest Youth Strategy Group. It was noted that domestic violence scenarios have been added to Crucial Crew and Reality Roadshow.

9. Open Forum / AOB

The Pride of Essex awards takes place on 4th December. JH suggested that Norma Green be nominated. This was agreed.

10. Future Meetings

It was agreed that 2013 meetings be scheduled for 2:00 pm on Fridays. CR to send out dates.

Action : 14 – CR