

STEERING GROUP MEETING

Date: 30th November 2012

Time: 14.00 - 15.20

MINUTES

Present

Luke Collison (LC)	Joint Vice Chair – 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
Jacqui Foile (JF)	Joint Vice Chair – LSP Board
Cllr. Anne Grigg (AG)	Chair Sustainable Communities Theme Group
John Houston (JH)	LSP Manager
Cllr. Gary Waller (GW)	Chair - Safer Communities Partnership

Notes

David Wright (DW)	SCP Administration Support
-------------------	----------------------------

Apologies

Cllr. Chris Whitbread (CW)	Chairman - LSP Board
Derek Macnab (DM)	Deputy CEO EFDC

1. Welcome and apologies

LC chaired the meeting and welcomed everyone. Apologies were noted as above.

2. Minutes of the last meeting / matters arising

There was one matter arising from the minutes of the meeting of 14 September. In section 6, the Safer Communities Update, it stated that the newly recruited Partnership Analyst would cover Epping, Harlow and Uttlesford when it should have been Epping, Harlow and Brentwood.

JH reported that actions from the last meeting were all completed. Updates were given on 14/09-05 and 06 (see entry in table below.)

Actions from previous meetings			
Ref	Action	Owner	Outcome
14/09 - 01	Draft Board Agenda – item 5 moved to item 3.	CR	Done - Closed
14/09 - 02	Discuss use of available funding with Locality Board	DM	Done - Closed
14/09 - 03	Discuss use of funding	JH/JC	See comment against 14/09-06 below and section 8 - Closed
14/09 - 04	Copy of LSP budget to CW	JH	Done - Closed

Actions from previous meetings			
Ref	Action	Owner	Outcome
14/09 - 05	Further investigate availability of available premises	JH/JF	The attempts to view the Waltham Abbey Police Station were abortive but JF confirmed that unless the premises were available for a minimum of 3 years then VAEF would not be able to make use of them. LC suggested that it was likely to be 18 mths to 2 years. JC said that use could be made of it if it were 2 years. AG suggested CAB but JH said that there were issues with disabled access. He added that one option being considered was a satellite site for EFC. The station is still partly occupied by the police but JH has been in contact with WA Town Council to see if an arrangement could be made whereby WATC provided space for the Police so that the whole of the Police station could be freed up. JF said that managing the facility would cost. JH suggested this could be covered by rent. It was agreed that the next step would be for JH to meet with Kathryn Richmond (WATC Town Clerk) and a police estates representative. Action: 01 JH
14/09 - 06	Arrange meeting of key partners to discuss use of Borders Lane	JH	A meeting was held with the Epping Forest Youth Strategy Panel to discuss maximising the use and to hand over control to an independent body. Talks with the relevant ECC body were not auspicious. Reduced resources at ECC may be an issue if use increased and relinquishing control to an independent body may also be an issue. £30k funding held by the LSP has been tentatively set aside for this (see also section 8 below.)
14/09 - 07	Develop theme for 2013 Stakeholder Conference	JH	See section 4 below - Closed
14/09 - 08	2013 Primary Prize. Investigate funding options	JH	Done - Closed
14/09 - 09	Investigate commissioning of local services through Healthier communities group	KB/JH	Done. See update in section 5 below. Closed
14/09 - 10	Arrange Tourism summit	QB	Done - Closed
14/09 - 11	One Shops Local – obtain costs for radio campaign & place item in Forrester	JH	Done - Closed
14/09 - 12	Arrange higher education project follow up meeting	JH	Done - Closed
14/09 - 13	Joint market gardens feasibility study	JH	Done - Closed
14/09 - 14	Arrange and send out 2013 meeting dates	CR	Done - Closed

Actions from this meeting			
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	
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	

3. Draft Board Agenda

The draft board agenda circulated before the meeting was agreed although if there is a late confirmation that the Police and Crime Commissioner agrees to attend then it will be changed to accommodate this. JH confirmed that an update on the stakeholder conference will be covered in his slot.

4. LSP Managers Report

On behalf of the West Essex Alliance, OEF has organised a Superfast Broadband event aimed at local businesses to be hosted at EFC on 18 December. There will be presentations and stalls for the leading providers: BT, Buzcom, Fujitsu and Virgin. The event, which is free, opens at 6 pm for a 6:30 start with the presentations scheduled to finish at 7:30. Invitations have been sent out and sponsorship is being sought. ECC Councillor Roger Walters, Deputy to the Cabinet Member for Economic Growth, will be attending. Broadband provision in West Essex is mixed and the event is seen as an opportunity to lobby for improvements and for Essex to be moved up the list for conversion to superfast broadband. QB suggested that local IT businesses be invited to set up stalls.

Lee Valley Regional Park has confirmed a contribution of £2000 towards the support of OEF. JH said that the LSP would have greater bargaining power if more of the partners were seen to provide funding and it would increase the pressure on ECC to provide financial support.

The LSP annual stakeholder conference subject is to be Young People. It is hoped that a spokesman from the Prince's Trust will be the key speaker with February half term break being penciled in as the date. However, efforts are also being made to get Prince Charles to address the conference which, if successful, may mean a change to the date. JH, Nina Gavens from VAEF and Vicky from EFDC Youth Services will form the core of the working group organising the conference. LC suggested that Essex Police Youth Officers also be involved and JC would provide someone from Community Services. JH said that the conference will be organised on the same line as previously i.e. key speakers followed by workshops addressing different aspects affecting Young People and some form of entertainment. JH added that they hope to produce a vox populi video for the conference and to use the conference to launch the Youth Charter. JC said that care needs to be taken with workshop topics to avoid cross-over with other investigations/reports that are underway. JF said that in a climate of cuts to spending on young people it was important that the conference concentrated on practical outcomes that could be presented to funding agencies. QB added that whatever topics were chosen they would be linked (e.g. education and employment) so while a workshop might be led by a specialist, the membership should cover all disciplines. He added that it was important that young people attend and that these should not just be representatives from the Youth Council who tended to have a positive outlook. JH said the list of stakeholders built up from previous years would form the basis of the invite list but it was

important that members make sure that key people (e.g. employers, politicians) be identified and encouraged to attend.

Action: 02 JH

5. Healthier Communities Update

KB reported that the special health summit which took place on 12th October 2012 was a success, producing some concrete proposals which will be presented to the board on 14/12. The proposals include setting up a Health fighting Fund aimed at supporting joint working opportunities and for moving the HC Theme Group into being a commissioning body. JH congratulated KB on a brilliant summit.

6. Safer Communities Update

GW reported on incidents of disorder in Epping High Street. He, Caroline Wiggins and John Gilbert had attended a meeting with a local nightclub owner where CCTV recordings of the incidents were viewed. One of the outcomes was that the High Street would get 2 additional cameras aimed at the clubs' exits. He added that CCTV system covering Loughton/Debden Broadway is to be enhanced. LC informed the meeting that a working group into NTE related incidents has looked at all the factors, e.g. a patchy taxi service, and that he was hopeful that incidents would decrease as a result. In response to a question, LC said that those involved in the incidents are not primarily people from outside the district; the majority involved are local.

The new partnership analyst has taken up post and she will be presenting at the next SCP Strategy panel meeting on 4/12.

The GP Health guide is to include an advertisement for domestic violence support organisations.

Ann Haigh has been appointed chair of the Domestic Homicide Review (DHR) and a retired High Court Judge has joined. Reports are being gathered from the many agencies involved but this has been complicated because there are three geographical areas involved.

Meetings are to be arranged with the new Police and Crime Commissioner, Nick Alston. It was noted that at 10.3%, Epping Forest had the second lowest turn out in the county.

Preparation for Crucial Crew 2013 (10-21 June) is underway.

7. Sustainable Communities Update

AG gave a synopsis of the draft economic strategy which will go to cabinet for approval to become part of the Local Plan. Following consultation with stakeholders, seven priorities have been identified.

1. Productive landscapes. Following meetings with stakeholders, including the Lee Valley growers, a food summit is to be held early next year to consider the long term future.
2. Tourism. The aim is to grow the Visitor Economy with an emphasis on green tourism and adrenalin attractions. The Tourism website will be launched on 7/12 at Epping & Ongar Railway and a Summit will take place on 31/1/13.
3. Business Support Infrastructure. One Shops Local continues to develop but growth has slowed. JH reported that Harlow Council has purchased the platform and he hoped others would follow suit. A report on more effective Town Centre partnerships was to go before the Cabinet. A pot of £35,000 aimed at new and different initiatives is available for matched funding.
4. Expansion of Higher Education. This is a 5 to 10 year target with an aim of getting Essex University to expand in Loughton.
5. Long term youth employment. JH said that an EFDC led programme of apprenticeships was being considered; building on the lessons learnt following the successful involvement in the Future Jobs Fund. GW added that there was to be a Jobs Fair in the new year.

6. Inward investment. This will be dealt with through the production of the local plan and engagement through LAGP and the WEA.
7. Building effective partnerships. This will become clearer once there are definite and agreed economic development priorities.

8. Children's Partnership Update

JC gave an account of a special meeting to look at strategies for Families and Children and for Young People. She circulated a background paper on 'Epping Forest Futures', a proposal to establish a holistic approach to opportunities and support for young people and collaboration between existing agencies. The paper included a diagram that illustrated a three level structure of the varying level of needs in getting young people out of NEET or 'unknown' and into employment. The paper suggested that the implementation of this proposal required a coordinator post to support progression of individuals through the local structures with tailored opportunities and to identify gaps in delivery.

JH said that it would be better to brand the proposal as an OEF initiative rather than EFDC.

QB said that it was important that the support was targeted at the most needy and that it was delivered at the point of need.

JH said that he would be happy for the £30k held by the LSP for children & young people's projects to be used for this if the Border Lane initiative failed. Approval, however, would still be needed from ECC.

9. Open Forum / AOB

JH asked that members support One Shops Local and pass on this request through their organisations.

10. Future Meetings

Date	Time	Venue
Friday 1 st March	2:00 pm	Council Leaders Office
Friday 7 th June	2:00 pm	Council Leaders Office
Friday 13 th September	2:00 pm	Council Leaders Office
Friday 29 th November	2:00 pm	Council Leaders Office