

**MEETING OF THE BOARD**  
**Friday 4 October 2013 10:00 – 12:05**  
**Civic Offices, Epping**

**MINUTES**

**Present:**

Cllr Chris Whitbread (CW) (Chair)	Epping Forest District Council
Dr Kamal Bishai (KB)	West Essex CCG
Andrew Cawthorpe	Prince's Trust
Julie Chandler (JC)	Assistant Director, Community Services, EFDC
Glen Chipp (GC)	Chief Executive, EFDC (until 11.00am)
Adrian Coggins (AC)	Essex County Council – Public Health
Jacqui Foile (JF)	Voluntary Action Epping Forest
Cllr Anne Grigg (AG)	Epping Forest District Council
Ann Haigh (AH)	Multi Faith Forum
Tracey Harman (TH)	Essex Police
John Houston (JH)	LSP Manager
Biba Hussain (BH)	Jobcentre Plus
Derek Macnab (DM)	Deputy Chief Executive, EFDC (from 11.05am)
Bryan Mansfield (BM)	Essex Fire and Rescue
Cllr Valerie Metcalfe (VM)	Essex County Council
John Preston (JPr)	Director of Planning and Economic Development, EFDC
John Price (JP)	Epping Forest Chamber of Commerce
Cllr Brian Surtees (BS)	Town and Parish Councils
Paul Thomson (PT)	City of London Corporation
Gary Waller (GW)	Epping Forest Community Safety Partnership

**Supporting Officer:**

Viv Kelly (VK)	LSP Administrator
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**Apologies:**

Joan Bowerman	Town and Parish Councils
Gwyn Owen	Essex County Council
Sandra Valentine	Jobcentre Plus
Stephen Wilkinson	Lee Valley Regional Park Authority
Jeannie Wright	Epping Forest College

**1. Welcome and Apologies**

The Chairman welcomed everyone to the meeting and those present introduced themselves.

**2. Minutes of the Last Meeting**

The minutes of the meeting held on 21 June 2013 were agreed as a correct record.

**3. Matters Arising**

- (a) Minute 5 – Terms of Reference for Young Persons' Employment Taskforce  
JH advised that the terms of reference had been updated as agreed at the last meeting. The Department for Work and Pensions (DWP) would be seconding an officer to work with the taskforce but further officer capacity would be needed to support the work of the group. Local business leaders were currently being approached to Chair the task force.

b) Minute 6 – Business Charter

It was noted that a review of the Business Charter and an assessment of its impact had not yet been carried out.

(c) Minute 11(d) - Volunteering

JH advised that he would be working with JF to progress the issue of a Volunteering Charter before the next meeting. **ACTION 01**

**4. Prince's Trust – Work in the District**

Andrew Cawthorpe – Head of Public Sector Partnerships Central Region at the Prince's Trust, gave a presentation on the Trust's work and how its profile might be developed in the Epping Forest district. The Trust was a national organisation which had been working with disadvantaged young people for 35 years. The Trust's work was targeted at helping young people up to the age of 30, from the hardest to reach groups (unemployed, under-achievers, leaving care and young offenders) to find education, employment or training. This was achieved through various programmes, but the two which had the most impact were the 'Enterprise' and 'Get Into ....' schemes. These schemes received finance from the European Social Fund and the Trust targeted this funding in areas where Local Enterprise Partnerships were keen to work with the Trust.

The Board noted that the Prince's Trust helped around 800 young people in Essex each year. The Trust's profile within the district had been raised by their attendance at the One Epping Forest Annual Stakeholder Conference 2013, but if the Trust was to increase its involvement in the area, it would need public sector organisations to provide funding in order to attract match funding from the private sector. In other areas where public sector organisations were providing funding, companies such as HSBC and Marks and Spencer were supporting the Trust's schemes.

In response to questions from members of the Board, Andrew Cawthorpe indicated that the Prince's Trust was aware that young people from rural areas, such as the Epping Forest district, and those with disabilities, faced particular difficulties when trying to access training and employment. However, opportunities to assist these groups were limited by the availability of funding. The Trust would be happy to discuss possible opportunities for working in the district with Board members.

It was **AGREED** that JC would liaise with the Prince's Trust to explore opportunities for LSP members to work with the Trust. **ACTION 02**

**5. West Essex CCG Transformation Planning, Health and Care for the Next Decade**

Dr Kamal Bishai gave a presentation on the West Essex Clinical Commissioning Group's campaign 'My Health, My Future, My Say'. The purpose of the campaign had been to gather ideas from local people on how they thought health services in the area should develop over the next 5 -10 years. Residents across West Essex had been offered a range of opportunities - including focus groups and public debates, to give their views and 5% of the local population had responded. The next stage of the process would be the production of a document containing strategies for the future development of local health services and progress on this would be reported to the next Board meeting.

**ACTION 03**

Dr Bishai's presentation focused particularly on the future development of hospital services in West Essex, with emphasis on the role of Princess Alexandra hospital. The Board noted the challenges faced by the CCG when determining future hospital requirements, together with their overarching principles for service provision, opportunities for transformation and emerging themes in the Epping Forest locality. In order to remain viable in the future, hospitals would need to concentrate on elective procedures and reduce the level of emergency admissions. This could be achieved by the introduction of 'consultant-led pathways', which would aim to diagnose conditions

earlier and provided more care to patients in their own homes. At national level, it was recognised that the current level of emergency admissions to hospital was unsustainable and that some healthcare provision would have to move from secondary to primary providers. The CCG and Princess Alexandra Hospital Trust shared similar views on the future of health care delivery in West Essex.

#### **6. Local Plan – New Timetable for Delivery**

John Preston, Director of Planning and Economic Development at EFDC, outlined the timetable for the preparation of a new district-wide Local Plan. The Plan would provide a framework for the future development of the district and include strategic vision and policies for the period up to 2031, site allocations, and development management policies. Following the initial public consultation ‘Community Choices’, which had taken place in 2012, the draft plan and sustainability appraisal were now being prepared. Consultation on the draft plan would take place from May to September 2014, with submission of the final Plan and Sustainability Appraisal scheduled for October 2015.

The Board noted that an important factor in the development of the new Plan was the need for the Council to satisfy the ‘duty to co-operate’ requirements of the Localism Act 2011. This meant that the Council would have to co-operate on relevant cross-boundary planning matters with the nine other local planning authorities which adjoined the Epping Forest district. In response to Board members’ concerns, the Chairman advised that there would be increased publicity for the remaining stages of the development of the new Plan.

#### **7. Lee Valley Food Task Force**

JH advised that the first meeting of the task force had taken place on 5 September and had been well-attended. Groups represented had included a delegation from the local food growing community, as well as representatives of the National Farmers Union, EFDC, ECC, Broxbourne Borough Council and the London Borough of Enfield. The meeting had scoped the issues to be looked at by the taskforce, which would include food security, skills, employment and the possibility of establishing a hub for food technology in the district. There were also plans to hold a Food Summit in February 2014. A further meeting of the task force would be taking place in the near future.

#### **8. Reports from Theme Groups**

##### **(a) Children’s Partnership**

JC reported that a new Action Plan was being prepared for 2014/15. Issues to be addressed included:

- Parenting support
- Family Solutions work in the district
- Domestic abuse awareness training in schools
- Behaviour issues

The Epping Forest Youth Futures project, which was supported by the LSP and ECC, had made significant progress since the appointment of a Co-ordinator in May 2013. Work undertaken included the setting up of:

- City and Guilds courses on turf and land management for young people not in education, employment or training and those from disadvantaged backgrounds;
- ‘Train to Change’ courses for young people from the hardest to reach groups; and
- Training sessions in six local secondary schools relating to behaviour, confidence, self-esteem and sexual health.

(b) Community Safety Partnership

GW outlined some of the Partnership's current activities:

(i) Domestic Homicide Review

The final meeting of the Domestic Homicide Review Panel had taken place and the report had been submitted to the Home Office. The whole review process had taken over a year because of delays relating to the need to wait until after the conclusion of legal proceedings before contacting family and friends of the victim and the receipt of important information late in the process.

AH (Chair of the DHR Panel) advised that, as result of their involvement in the review, several organisations had already made changes to their procedures. She thanked Caroline Wiggins (Safer Communities Manager) and the other members of staff who had supported the review. GW thanked AH for chairing the DHR Panel meetings.

(ii) Consultation on Part Night Street Lighting

The Partnership had responded to a consultation from Essex County Council on proposals to introduce part night street lighting. Under the proposals, from 1 December street lights in the district would be turned off from midnight to 5am. In trial areas, there had been no increase in crime; however, the response to ECC had requested that the proposals should not be implemented in areas around tube stations and where CCTV was in operation.

The LSP Chairman advised that maps showing the roads which would be affected by the proposals had not been supplied with the consultation letter. Following discussion of the issue at the Essex Leaders Group, ECC had agreed that the proposals would not be implemented until all district/borough councils had had the opportunity to view the maps and submit a response.

BS advised that some street lighting was owned by parish and town councils. ECC had been contacted to try to ensure a consistent approach to night time lighting.

(iii) 'Prison! Me! No Way!'

Events were taking place during the current week at St Johns School, Epping and King Harold School, Waltham Abbey. The event was designed to help young people avoid making bad decisions which could lead them into trouble.

(iv) Active Crew

The first 'Active Crew' event would be taking place at the Metropolitan Police Club in Chigwell on 16 December 2013. The aim of the event would be to provide advice and information to local residents aged 65 and over, on issues such as home security, dealing with doorstep callers and loan 'sharks' and healthy living. Funding for the event had come from the PCC's New Initiatives programme.

(v) Burglary Reduction

The CSP had produced a 'Homesafe' pack which contained information for home owners on how to protect their property. The packs were being distributed by local estate agents. Domestic burglaries usually increased in the period leading up to Christmas and Essex Police would be carrying out a campaign during this period, aimed at reducing the incidence of this type of crime.

- (vi) Fraud  
There had been an increase in the incidence of doorstep and telephone fraud cases, particularly involving older people. The CSP would be working with Trading Standards to introduce measures to increase awareness of this type of crime.
- (vi) Police and Crime Commissioner (PCC)  
The PCC had held a successful public meeting at the Civic Offices in May. The meeting had been well attended and the webcast had also received considerable interest. The next public meeting would be taking place at Murray Hall, Loughton on 24<sup>th</sup> October and it was hoped that a further public meeting, with webcasting, could be held at the Civic Offices in the coming year.

(c) Sustainable Communities Group

The Board received a paper which had been produced by the theme group on Emerging Economic Development Priorities and Themes. The key priorities/themes which had emerged from initial analysis and consultation were:

- Developing and resourcing productive landscapes
- Developing an integrated and co-ordinated approach to tourism
- Developing an infrastructure of business support
- Expanding the higher education offer in the district
- Tackling long term youth unemployment
- Securing inward investment
- Building effective partnerships

These priorities and themes would form the basis of a draft Economic Development Strategy which would support discussions on the district's long term aspirations and would be subject to extensive consultation with stakeholders, prior to being agreed as part of the Local Plan.

The Board noted that the tourism task force was keen to establish a permanent group to promote tourism in the district and consideration was being given to how this could be established and resourced. Resourcing issues had also led to a delay in establishing the Youth Employment Task Force and difficulty in supporting the work of the Economic Development Team. Effective partnership working had already resulted in a number of successful projects, including One Shops Local, the Visit Epping Forest website, Town Centre Partnerships and Christmas events and the Business Bulletin.

DM reported that Epping Forest College had appointed a new Principal, who would be taking over in December and would be invited to join the Partnership.

(d) Healthier Communities Group

AC advised that the second edition of the Health Bulletin would be issued shortly. The Group's current work programme included:

- establishment of 4 'healthy living' pharmacies in Waltham Abbey;
- work related to the WECCG 'My Health, My Future, My Say' campaign; and
- assessing the implications for health and social care of the increasing number of care homes wishing to open in the district

**9. LSP Manager's Update**

JH reported that the planned Welfare Reforms Conference had not taken place due to pressure on resources. It was **AGREED** that this should become the theme of the Annual Stakeholder Conference in 2014.

**ACTION 04**

**10. Any Other Business**

- (a) Tour de France – Route Through Epping Forest District  
DM indicated that the Tour de France cycle race would pass through the district on 7 July 2014. Precise timings were not yet available but the Police would be kept informed of arrangements.

Members of the Board referred to problems caused by some cycling events which took place on public roads but were not well organised. It was **AGREED** that any such problems should be referred to the Community Safety Partnership.

- (b) Neighbourhood Action Panels (NAPs)  
In response to a Board member's query, TH advised that Police officers were currently still attending NAP meetings but the meetings should be chaired by a community representative. The Police were currently reviewing the effectiveness of attending NAP meetings.

**11. Date of Next Meeting**

Date	Time	Room	Venue
Friday 13 <sup>th</sup> December 2013	10.00am – 12.00noon	Committee Room 1	Civic Offices, Epping

**Actions From This Meeting**

Ref	Action	Owner
01	Volunteering Charter to be progressed before the next meeting.	JH / JF
02	Liaise with the Prince's Trust to explore opportunities for LSP members to work with the Trust.	JC
03	Progress on production of document containing strategies for the future development of local health services to be reported to the next Board meeting.	KB
04	Annual Stakeholder Conference in 2014 to be on the subject of Welfare Reforms	JH