

MEETING OF THE BOARD
Friday 21 June 2013 10:00 – 11:45
Civic Offices, Epping

MINUTES

Present:

Cllr Chris Whitbread (CW) (Chair)	Epping Forest District Council
Laura Bettridge (LB)	Epping Forest Youth Futures Co-ordinator, EFDC
Dr Kamal Bishai (KB)	West Essex CCG
Joan Bowerman (JB)	Town and Parish Councils
Quentin Buller (QB)	Epping Forest College
Julie Chandler (JC)	Assistant Director, Community Services, EFDC
Glen Chipp (GC)	Chief Executive, EFDC
Adrian Coggins (AC)	Essex County Council – Public Health
Richie Farrant (RF)	Essex Fire and Rescue Service
Jacqui Foile (JF)	Voluntary Action Epping Forest
Cllr Anne Grigg (AG)	EFDC
Ann Haigh (AH)	Multi Faith Forum
Tony Howard (TH)	Essex Fire and Rescue Service
John Houston (JH)	LSP Manager
Derek Macnab (DM)	Deputy Chief Executive, EFDC
Cllr Valerie Metcalfe (VM)	Essex County Council
Lucy Moule (LM)	Economic Development Officer, EFDC
Chris Overend (CO)	Policy & Research Officer, EFDC
John Price (JP)	Epping Forest Chamber of Commerce
Chief Supt. Andy Prophet (AP)	Essex Police
Cllr Brian Surtees (BS)	Town and Parish Councils
Sandra Valentine (SV)	Jobcentre Plus
Gary Waller (GW)	Epping Forest Community Safety Partnership

Supporting Officer:

Viv Kelly (VK)	LSP Administrator
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Apologies:

Gwyn Owen	Essex County Council
Paul Thomson / Antony Fenwick	City of London Corporation
Jeannie Wright	Epping Forest College

1. Welcome and Apologies

The Chairman welcomed everyone to the meeting and apologies were noted.

2. Minutes of the Last Meeting

The minutes of the meeting held on 15 March 2013 were agreed as a correct record.

3. Matters Arising

(i) Minute 5(a): Action 05

A conference on the Government's Welfare Reforms would take place in September at Epping Forest College. By this time, the reforms would have been in place for six months and data on their impact would be available. Epping Forest College and JobCentre Plus were supporting the arrangements for the conference.

(ii) Minute 8(b): Action 09

Essex County Council (ECC) had confirmed that they would provide funding for this year's Primary Prize. However, the decision had come too late for the event to take place before the school summer holidays and it was now hoped that it could be held at the end of the autumn term. Voluntary Action Epping Forest would be providing support to organise the event. It was not yet known whether schools in Harlow and Uttlesford would be taking part. Cllr Valerie Metcalfe was thanked for liaising with ECC regarding funding.

4. Tourism Taskforce Final Report

QB presented the final report of the Tourism Taskforce. He advised that a wide range of both large and small businesses, as well as public sector organisations had been involved in the taskforce and all had been supportive and keen to progress the development of tourism in the district. The Taskforce's achievements included:

- Setting up the Visit Epping Forest website which, for many businesses, was generating more referrals than the Visit Essex website;
- Providing opportunities for cross / joint promotion of businesses; and
- Production of a publicity leaflet.

JH advised that the 'green' nature of the district offered an opportunity to provide new employment opportunities in tourism, which already generated 14% of income in the area. There was currently no group with a remit to co-ordinate tourism development and those involved in the Taskforce were keen that the momentum it had generated should not be lost. The report therefore contained a recommendation that a permanent committee of either One Epping Forest or EFDC should be set up to co-ordinate and promote the local tourism and visitor economy. Pending a decision on longer term arrangements for this committee, the district council would host two further meetings of the Tourism Taskforce. The Taskforce report would be amended to reflect issues raised at this meeting and copies would be circulated to all partner organisations.

ACTION 01

5. Terms of Reference for Young Persons' Employment Taskforce

The Board received draft terms of reference for the establishment of its next task and finish group, which would investigate issues relating to employment opportunities for young people aged 16 -24 in the district. The terms of reference set out the proposed membership and timetable for the group, its key tasks and the critical questions it would initially need to address.

The draft terms of reference were **AGREED** but members requested that the age range covered by the group's investigations should be extended in relation to young people with learning disabilities.

ACTION 02

6. LSP Business Charter

JH reported that the Business Charter had been agreed three years ago and its current effectiveness needed to be reviewed. A survey and meeting would take place later in the year, but in the meantime, members were asked to ensure that they had signed up to the Charter and to review their organisations' performance against its key pledges.

ACTION 03

7. Draft 'One Epping Forest' Annual Review Report

The Board considered a draft report on the LSP's achievements during the past year. JH advised that One Epping Forest was one of the few remaining local strategic partnerships in Essex. However, the high level of attendance at this meeting illustrated the continuing strength of the Partnership and the Annual Report would help to publicise the valuable work which it delivered.

The draft report was **AGREED** and Partnership members were requested to supply any additional information for inclusion to JH. Once finalised, the report would be circulated to member organisations to encourage them to consider how the Partnership should progress and what further work needed to be done.

ACTION 04

8. 'Poverty and Disadvantage in Epping Forest District' – Data and Statistical Analysis Digest

The Board noted that the report had been finalised and circulated to members of the Partnership and local voluntary groups. The information which it contained could be used by local groups to support funding bids. Partnership members were requested to provide feedback on the usefulness of the document as, if there was sufficient demand, it might be possible to update it on a regular basis.

The Board welcomed the report and thanked Mike Warr, of EFDC's Performance Improvement Team, for undertaking its production.

9. Reports from Theme Groups

(a) Children's Partnership

JC gave an overview of the projects currently being delivered by the Children's partnership. These included:

- Developing the role of Children's' Centres and helping them to meet their targets;
- Supporting groups for women whose partner is in prison;
- Supporting the development a local food bank;
- Providing trampolining sessions for primary age pupils who are not engaging with school;
- Developing an inclusion initiative to help local clubs to include children and young people with disabilities in their activities;
- Organising a parenting strategy group to support family learning and develop parenting skills;
- Developing after school provision for primary school children. The scheme was being piloted in Ongar and, if successful, would be introduced across the district.
- Supporting the delivery of the Epping Forest Youth Futures Project.

LB had recently been appointed as Co-ordinator for the Epping Forest Youth Futures project and she outlined the work undertaken to date. Her initial focus had been on mapping service provision for young people in the area and meeting those involved. This had highlighted a lack of networking opportunities for people working in services for young people. Other issues which would need to be addressed included the need for:

- Apprenticeships be made available for young people with low academic attainment;
- An early intervention programme to help young people avoid getting into trouble; and
- Development of services for young people in those parts of the district where there was currently little provision.

(b) Safer Communities Partnership

GW outlined some of the CSP's current projects:

- Crucial Crew had taken place during the past two weeks and had been attended by year 6 pupils from all primary schools in the district. Some schools from the Brentwood area had also attended for the first time. In addition to the usual scenarios on issues such as fire and road safety, sessions on water safety and healthy relationships had been introduced.
- Following the successful pilot of the 'Prison! Me! No Way!' event at Roding Valley High School, further events would take place at St Johns School, Epping and King Harold School, Waltham Abbey in October. The event was designed to help young people avoid making bad decisions which could lead them into trouble.
- Tackling domestic abuse was a high priority for the CSP and the PCC and four J9 training sessions would be held in the autumn. The Domestic

Homicide Review into a murder which had taken place in Loughton was nearing its conclusion and a report and recommendations would be produced.

- The Reality Roadshow event for year 9 pupils would be taking place at King Harold School in July.
- Improvements to the Council's CCTV meant that the Police could now monitor the system in real time.
- The Police and Crime Commissioner had held a public meeting in Epping on 23 May, which had been attended by 40 people including members of the Youth Council. The live webcast of the meeting had been watched by 237 people, with a further 128 subsequent viewings.

(c) Sustainable Communities Group

AG reported that the first round of bids for funding from EFDC's new Town Centre Fund had been submitted and further bids would be made in September. Proposed projects included new signage and publicity, a photo competition, children's fashion show, summer entertainments and Christmas events.

Parking issues were of concern in a number of areas, including Ongar and Queens Road, Buckhurst Hill. An additional 200 short stay parking spaces were to be provided in Cottis Lane, Epping.

(d) Healthier Communities Group

KB advised that the role of the theme group was to look at how the health of people across the district could be improved and to raise awareness of local health needs with the CCG, which was currently developing a long term plan and strategic priorities.

AC reported that an initial meeting of the Waltham Abbey Health Inequalities project had recently been held to determine how the project would be delivered. The meeting had identified a number of key actions required, including the conversion of the three pharmacies in Waltham Abbey to healthy living outreach pharmacies and a baseline audit of health services by postcode, to determine whether the more deprived areas were receiving an appropriate level of services.

It was noted that the next edition of the Partnership's Health Bulletin would include information on the structure and staffing of the CCG. Patient groups with particular health needs could access contact details from the CCG's website.

10. LSP Managers Update

(a) LSP Conference 2014

The next LSP Conference would be held in January 2014 and members were asked to forward ideas for a theme to JH.

(b) Productive Landscapes

The Partnership was involved with the Tri-Council Group (Epping Forest, Broxbourne and Enfield), which was working on the development of the food growing industry in the area, with the aim of increasing jobs and sustainability.

(c) Business Team Meetings

More representatives were required from large businesses in the area. The team was looking into the possibility of commercial radio advertisements for the district's High Streets at Christmas.

11. Any Other Business

(a) One Shops Local

JP reported that the website now had links to over 300 businesses and was receiving over 1000 visits a month.

- (b) Database of Businesses
The Chamber of Commerce was compiling a database of businesses in the district. Members were requested to forward any relevant information to the Chamber, so that the data base could be kept up to date.
- (c) Government Consultation on Crossrail 2
GW advised that the Government was consulting on proposals for a new railway line to Stansted. Members were asked to respond to the online consultation to represent the needs of the district.
- (d) Volunteering
BS referred to the need to improve the image of volunteering and encouraging people to take part. JH advised that work had previously been started on a Volunteering Charter but had not been completed due to the difficulty of persuading employers to release employees for volunteer work. It was **AGREED** that JH and BS would produce a report for the Board on how to progress this issue. **ACTION 05**
- (e) Youth Chamber of Commerce
JP reported that the Youth Chamber of Commerce had recently run an event at Epping Forest College to encourage business owners to take on apprentices. It was intended that similar events would be held every two months and any members who wanted to participate or to put forward suggestions for theme groups, were asked to contact JP,
- (f) Tour de France
It was noted that the Tour de France in 2014 would be passing through the district. Details of the route would be available at the next meeting. **ACTION 06**

12. Dates of Future Meetings

Date	Time	Room	Venue
4 Oct 2013	10:00 – 12:00	Committee Room 1	Civic Offices, Epping
13 Dec 2013	10:00 – 12:00	Committee Room 1	Civic Offices, Epping

Actions from Board Meeting 21 June 2013

Ref	Action	Owner
01	Tourism Taskforce report to be amended and circulated to all partner organisations.	JH
02	Terms of reference for Young Persons' Employment Taskforce to be amended to include wider age range for young people with learning disabilities.	JH
03	Member organisations to ensure that they have signed up to the Business Charter and to review their performance against its key pledges.	All
04	One Epping Forest Annual Review Report to be updated and circulated to member organisations	JH
05	Report to be prepared for the Board on how to progress the Volunteering Charter.	JH /BS
06	Details of the Tour de France route through the district to be available at the next meeting.	DM