

STEERING GROUP MEETING

Date: 23 May 2014

Time: 2.00 – 3.10pm

MINUTES

Members Present:

Jacqui Foile (JF)
Dr. Kamal Bishai (KB)
Quentin Buller (QB)
John Houston (JH)
Derek Macnab (DMA)
Denise Morrissey (DM)
Cllr Gary Waller (GW)

Vice-Chairman – LSP Board (in the Chair)
Chairman – Healthier Communities Theme Group
Vice-Chairman Tourism Taskforce
LSP Manager
Deputy Chief Executive, EFDC
District Commander, Essex Police
Chairman – Community Safety Partnership

Apologies:

Cllr Chris Whitbread
Cllr Richard Bassett
Julie Chandler
Cllr Anne Grigg

Chairman – LSP Board
Chairman – Lee Valley Food Taskforce
Chairman – Children's Partnership
Chairman – Sustainable Communities Theme Group

Also Present:

Vivien Kelly

CSP Support Officer (minute taker)

1. Welcome and Introductions

In the absence of Cllr Whitbread, JF took the Chair and welcomed everyone to the meeting. It was noted that Chief Inspector Denise Morrissey was attending her first meeting of the Steering Group since being appointed as District Commander. Apologies were noted.

2. Minutes of the Last Meeting

The minutes of the meeting held on 28 February 2014 were agreed as a correct record.

3. Matters Arising

All matters arising from the last meeting would be dealt with under the relevant agenda item.

4. Draft Minutes of the Last LSP Board Meeting

The draft minutes of the Board meeting held on 14 March 2014 were noted.

5. Draft Agenda for Next LSP Board Meeting

The Steering Group discussed a draft agenda for the next Board meeting on 14 March 2014. The following amendments were agreed:

- Item on 'Health and Wellbeing: Community Mobilisation' to be deferred to the Board meeting in September, when WECCG's newly appointed Communications Manager will be in post. **ACTION 01: VK**
- Item on 'Volunteering Charter' - JH to check current situation regarding the Charter and remove from agenda if more work is required.
- 'Welfare Reform – Update' to be added to the agenda. Alan Hall to be asked to report.

- 'Provision of Superfast Broadband in Essex' to be added to the agenda. JH to report.
- If an additional Strategic item is required, a presentation on the work of the Lee Valley Food Taskforce to be added to the agenda.

6. **Community Safety Partnership Update**

GW presented a report on issues which had been discussed at the meeting of the CSP Strategy Panel which had taken place on 23 May. It was noted that Safeguarding training for new and existing Council members would be taking place and that attendance was important to ensure that the Council met its obligations in this area. JH indicated that newly elected Councillors needed to be made aware of the work of the LSP.

ACTION 02: DMa

7. **Sustainable Communities Update**

JH advised that this theme group had originally been established to cover a variety of issues which were not within the remit of the other theme groups. However, the group had not met for some time as three of its main work streams – Tourism, Food, and Youth Unemployment were being dealt with by task and finish groups. Whilst resources were being concentrated on these areas, other issues within the group's remit, including 'green' initiatives, transport and housing, were not being addressed. DMa advised that the Council was in the process of re-establishing its Green Working Party and this might provide a suitable forum for the LSP to take an enabling role on 'green' initiatives.

ACTION 03: DMa

8. **Children's Partnership Update**

It was noted that, in order to try to reduce the number of meetings which local stakeholders needed to attend, the Children's Partnership was to become part of a wider 'Think Family' group for the district. The new group would meet in July to agree local priorities for children, young people and families, which would be addressed by task and finish groups.

JH advised that a number of groups were still interested in setting up a Youth Hub and 'place of safety' at the ECC site in Borders Lane, Loughton. However, agreement had yet to be reached with ECC about the use of the site.

9. **Healthier Communities Group Update**

KB advised that the theme group had become part of the Epping Forest Health and Wellbeing Partnership and had adopted new terms of reference. This group would inform the CCG agenda on community mobilisation and health and social care issues in the district.

JH reported that, as part of its provision of commercial superfast broadband in Essex, BT was setting up two pilot projects providing 'telecare' services and had offered to host a visit to their site in Ipswich. DMa emphasised that the Council's Careline already provided this type of service and that relevant officers would need to be involved in any consideration of the BT scheme.

10. **Lee Valley Food Taskforce**

JH presented a first draft of the Taskforce's Interim Report, which set out the group's initial findings, progress made by the various work streams and proposals for future action. A presentation on the work of the Taskforce had been made to a meeting of the London Stansted Cambridge Consortium (LSCC), which had subsequently set up a working group on food issues and would be commissioning a sector study. Subject to the agreement of the Chairman of the Taskforce, it was **AGREED** that One Epping Forest should contribute towards the cost of the LSCC study.

ACTION 04: JH

11. Tourism Taskforce Update

QB reported that a seminar, organised by the LSP, on 'Making the Most of Le Tour' had been held at the Marriott Hotel, Waltham Abbey on 2nd May. 96 tickets had been distributed and a range of businesses and voluntary sector organisations had attended. The seminar had shown that a number of organisations were planning events relating to the visit of the Tour de France to the district and that a means of co-ordination and communication was needed. An updateable page was therefore being created on the Visit Epping Forest website to provide information on Tour related events, accommodation and travel.

12. Youth Employment Taskforce Update

JH advised that youth unemployment in the district had reduced by 30% in the last year and the Taskforce was discussing whether a target of 0% within 2 years was deliverable. Developments in the glass house industry could offer new employment opportunities for local young people and an NVQ qualification in this type of work was being developed.

13. LSP Manager's Report

JH reported that the LSP had sufficient funding to operate for a further year and it was hoped that contributions would be received from some of the larger organisations within the Partnership. However, consideration needed to be given to the future structure of the Partnership, its priorities and opportunities for project funding. DMA suggested that a half-day workshop could be held, to give LSP members an opportunity to discuss the future role and structure of the Partnership.

ACTION 05: JH/DMa**14. Date of Next Meeting**

Friday 5th September 2015, at 2pm.

Actions from this Meeting

01	Put 'Health and Wellbeing: Community Mobilisation' on the agenda for the September 2014 Board meeting	VK
02	Importance of attending Safeguarding training and information on the LSP to be included in new Members' induction information	DMa
03	Consider possible use of Green Working Party as forum for LSP to take enabling role in 'green' initiatives	DMa
04	Request approval from Cllr Bassett to LSP contribution towards cost of LSCC food sector study	JH
05	Discuss format for LSP discussion of future role and structure	JH/DMa