

Minutes of a meeting held at the Great Yarmouth & Waveney PCT Headquarters,  
Common Road North, Beccles  
on **Tuesday 17 April 2007** at 10.00 am.

**Board Members present:**

G. Parsons - (Lowestoft College) – Chairman  
Councillor J. Hore - (Police Authority  
Councillor W. Mawer - (Waveney District Council)  
Superintendent Ian Sidney - (Suffolk Police)  
R. Perkins - (Waveney Economic Partnership)  
L. Broadhurst - (Children & Young People)  
B. Williamson - (Primary Care Trust)  
A. Stevens – (Learning & Skills Council)  
C. Pinsent – (Waveney Community Forum)  
M. Oldham – (Lowestoft Together)

**Others in attendance:**

S Barnes (Primary Care Trust) in relation to Minute 7, R. Smith and J. Tiffen (Suffolk Fire & Rescue Service), Iain Collingwood and P. Steele (WDC Policy Officers)

**Support Staff present:**

G. Garrod (Chief Executive – WDC), C. George (LSP Co-ordinator), A Osborne (Suffolk Police), B. Russell – (Lowestoft Together) and T Leonard (Great Yarmouth LSP)

**Action**

**1 WELCOME AND INTRODUCTION**

The Chairman welcomed everyone to the meeting and introduced Margaret Oldham (Lowestoft Together) and Richard Perkins (new Chair of the Waveney Economic Partnership) who were new Board Members.

It was reported that the order of business would be changed to enable Report 12 (MEND Programme) to be considered higher up the Agenda.

**2 APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies for absence were received from Board Members Cllr M Bee (Suffolk County Council), M Narburgh (1<sup>st</sup> East), Martin Burnside (Waveney Community Forum), M Stonnard (PCT), S Simpkin (C&YP) and Support Officers G Garrod (WDC) and S Reville (WLSP Block 3 Chair).

Supt. I Sidney (Suffolk Police), L Broadhurst (C&YP), B Williamson (PCT) and C Pinsent (Waveney Community Forum) acted as Substitute Members.

**3 DECLARATIONS OF INTEREST**

Councillor Wendy Mawer and Richard Perkins declared personal interests as Board Members for 1<sup>st</sup> East.

**4 MINUTES OF THE MEETING HELD ON 6 FEBRUARY 2007**

Richard Perkins put forward a number of proposed changes on behalf of Tanya Cable (WEP Co-ordinator) in relation to Minute 8 – Performance Management and the Block 4 update. Clarification was given at the meeting that the Minutes were not a verbatim record but provided a short concise summary of the issues raised and recorded the decisions made. It was agreed that the Clerk to the Board should liaise with Tanya Cable in order to discuss the proposed changes to the Minutes.

**AGREED**

That subject to the following amendments to Minute 4 – Performance Management – Block 4 - Economic Development and Enterprise Update, the Minutes of the meeting held on 6 February 2007 be received and confirmed as a correct record:

DMO

- (1) Clarification that the 'Chair of the LSP Board' gave a brief update.
- (2) The Waveney Prospectus complemented the 1<sup>st</sup> East **Action Plan** and concentrated on development outside of the Lowestoft **URC boundary**.
- (3) Confirmation was given that **some** new European funding would be concentrated on 'social enterprise'.
- (4) Clarification that Councillor Bee attended a 'Waveney Prospectus' event at the Waveney Hotel in Beccles and Councillor Mawer attended an event at the Wherry Hotel the following day.

**5 MATTERS ARISING**

Details were given of those actions outlined in the Minutes of 6 February 2007 that had been completed. Additional updates were given in relation to the following issues:

- (1) Minute 8 – Performance Management (Resolution 2) – Submission of Updates on Action Plans.

The Theme Group Chairs were reminded that update reports would be needed in time to go out with the Agenda for the 19 June 2007 meeting.

- (2) Minute 13 – Remuneration of LSP Chair

Glen Garrod (WDC Chief Executive) confirmed that he had written to all statutory agencies represented on the WLSP Board. Each organisation had been asked to contribute £4,440. Suffolk Police, the Primary Care Trust and Waveney District Council had confirmed funding. However, a response was awaited from the Learning & Skills Council and Suffolk County Council had indicated that no funding would be available. Amanda Stevens agreed to chase up a response regarding funding from the LSC.

AS

As the position regarding funding was not equitable, there was a need to re-think the proposal for remuneration of the Chair of the LSP. There could also be repercussions regarding funding for the LSP Co-ordinator's post. Further consideration of this item took place at Minute 14.

**AGREED**

That the update on completed actions arising from the 6 February 2007 Minutes be noted.

**6 MINUTES OF PROJECT MANAGEMENT GROUP**

The Minutes from the Project Management Group held on 28 March 2007 were submitted for information.

Councillor Mawer gave a verbal update in relation to the Four Towns Bus Project (Minute 7 refers) and reported that currently, the terms of the Lottery funding prevented the area of Kessingland from benefiting from the scheme. The Lottery funding was in place for a further two years and it was suggested that Kessingland could join the scheme and contribute funding at that time. Confirmation was given that Suffolk Police was exploring youth opportunity funding for alternative evening initiatives in the Kessingland area.

The Chair commented that she had not been consulted with regard to the funding differential reported for the Waveney Learning Community, for which she was also Chair.

**AGREED**

That the Minutes of the Project Management Group meeting held on 28 March 2007 be received.

**7 MEND PROGRAMME**

Sarah Barnes attended the meeting, showed a short film sequence and gave a presentation in relation to the MEND Programme for tackling obesity. Guidance issued by the National Institute for Health & Clinical Excellence on the prevention, identification, assessment and management of overweight and obesity in adults and children, was circulated at the meeting.

An update was given in relation to the pilot project that was underway at Kirkley High School. The difficulties in recruiting to the project were highlighted. However, a significant impact was made on the lives and self-esteem of those people who had participated in the project. It was suggested that the scheme could be publicised on the ‘Community TV’ which was an initiative being promoted by ‘Lowestoft Together’.

SB / BR

It was suggested that the opportunity for competing for Dept of Health / Local Government Association awards would assist in promoting / publicising the scheme. Glen Garrod agreed to pass the relevant information to Sarah.

GG / SB

It was commented that there appeared to be no mention of the MEND Programme in the ‘Waveney Sustainable Communities Strategy’.

**AGREED**

(1) That the presentation and verbal update be received.

(2) That details of the MEND Programme be included in the next published edition of the Waveney Sustainable Communities Strategy.

CG / LD

**8 NEIGHBOURHOOD MANAGEMENT PROJECT**

The LSP Board received an update report regarding the Neighbourhood Management Project. Clarification was given that the lease for premises had not yet been signed. Details of projects being funded were outlined in the report. A presentation given to Go-East on ‘Lowestoft Together’ with particular reference to the ‘Yard Project’ had been commended. The Lowestoft Together Researcher had recruited and trained a number of local residents for undertaking baseline research that would underpin the work of the project over the next 3 years. The training would be accredited and therefore assist in contributing towards a relevant qualification. Confirmation was given that projects were being delivered

in all the super-output areas. It was requested that the results of any research should be submitted to the LSP Board for consideration.

Clarification was given in relation to the ‘Safer, Stronger Communities’ (SSC) funding (revenue projects) and ‘Greener, Cleaner, Safer’ (GCS) funding (capital projects). The SSC funding ran to April 2010, whilst the GCS funding expired in April 2008. It was suggested that Bob Russell should contact Go-East in order to explore continuity funding for capital projects.

**AGREED**

- (1) That the Lowestoft Together Neighbourhood Management Project update report be received.
- (2) That the results of any research undertaken for ‘Lowestoft Together’ be presented to the LSP Board for consideration.
- (3) That Bob Russell contacts Go-East to explore continuity funding for capital projects.

BR/CG/LD

BR

**9 LSP GRANT REFORM AND IMPACT UPON LOCAL STRATEGIC PARTNERSHIPS**

Glen Garrod submitted a report for the Board’s consideration regarding implications for Local Strategic Partnerships (LSPs) arising from the Local Government Bill, which was expected to receive assent by the end of 2007.

It was anticipated that the role of LSPs would be strengthened by the Bill and that they would be the primary vehicle for producing and overseeing strategic and collaborative activity in a given area. Local Authority (LA) Leaders would be expected to play a greater leading role on LSPs and LA Portfolio Holders would be expected to participate in relevant thematic partnerships. The Government had also suggested that the fourth theme group should be ‘economic development and environment’ and this should be broadly interpreted to include other issues such as transport, culture and sport. There would also be a need for Local Area Agreements (LAAs) to address cross-boundary local authority issues.

The following issues were highlighted during the discussion on this item:

- Richard Perkins confirmed that the Waveney Economic Partnership (WEP) would be happy to accommodate the environment and also social enterprise and housing within their remit for Block 4.
- Whilst cross-boundary working in general was to be welcomed, there would be some tensions to overcome, notably that many initiatives were organised on a county basis.
- The general consensus was not in favour of a wholesale restructure of the LSP but it was noted that there was little reference to ‘education, learning and skills’. Currently these activities fed into Children & Young People and the Economic Blocks. It was also felt that the LSP Project Management Group was now working effectively and this should not be disrupted at this stage.
- It was anticipated that University Campus for Suffolk would have a powerful remit in the future.
- Councillor Mawer reported that the Local Authorities Group had established sub-groups for addressing transport, housing and infrastructure and their next challenge would be to address LAAs on a sub-regional basis.

- The Police regularly shared information and undertook cross-boundary working but significant changes were being instigated within the Force and these would be introduced in the future.
- Waveney would at least be equally affected if Norwich was granted unitary status under the Pathfinder bid, as Suffolk. It would be difficult to assess the impact on the LSP and decide on a course forward until such time as the outcome of the Pathfinder bids was known. This was anticipated to be July 2007.
- Clarification was sought as to whether the right organisations (with the right people and authority to commit funding) were represented on the LSP Board. It was suggested that it would be beneficial if the Fire & Rescue Service and Jobcentreplus were given a voice.
- The need for ‘audit and scrutiny’ needed to be addressed within the LSP Structure.

During the discussion on this item, Tim Leonard (GY LSP) made reference to their ‘Economic Forum’ and confirmed it would be possible for the WEP to have a seat on the Forum and vice-versa. It was agreed that this initiative should be followed up after this meeting.

TL/ RP

**AGREED**

- (1) That the LSP Board meeting frequency remain unchanged but that consideration be given to revised scheduling of meetings.
- (2) That the remit of the Economic Block be expanded to include the Environment (to be broadly interpreted to include transport, culture and sport) and also housing and social inclusion.
- (3) That closer working within Suffolk and cross-boundary working be pursued.
- (4) That as there were too many unresolved issues and as the Board felt they needed more information on which to make an informed decision, a further report be submitted to the 9 October 2007 meeting of the Board.

CG/RP

GG

**10 ACTIVE WAVENEY – SPORTS PARTNERSHIP**

Councillor Mawer presented a report seeking approval for a representative of the Active Waveney Sports Partnership (AWSP) to participate in the Healthy Communities & Older People Block. The AWSP was established in 2006 as part of a national programme to increase opportunities for sport and recreational activities for the residents and visitors of Waveney.

It was reported that Sam Reville (PCT) was extremely supportive of this initiative and that some good practice issues / connections could be shared. Discussions to be held outside of this meeting in relation to this issue.

SR / AM

Reference was made to the recent Easter Activity Programme for young people. Liz Broadhurst reported that as funding for the co-ordination of the project expired next year, she was looking for another agency to take over the project from thereon. Expressions of interest to Liz direct.

**AGREED**

That approval be given for the Active Waveney Sports Partnership to participate in the Healthy Communities & Older People Block.

**11 COASTAL COMMUNITIES**

The Chair of the Board (Gwen Parsons) submitted a report calling for greater understanding at county, regional and national level of the challenges facing coastal communities in Waveney.

A summary of a recent report on the House of Commons Communities and Local Government Committee on Coastal Towns had been circulated prior to the meeting for information. It was considered that many of the issues identified in the report resonated with the issues facing Lowestoft, Kessingland and Southwold. Whilst special consideration was often given to ‘rural communities’ and bids for funding have to be ‘rural-proofed’, very rarely was any mention made of the need to ‘coastal-proof’.

Being both a rural and coastal area brought its own distinct problems that affected Norfolk and Suffolk. Confirmation was given that partners were raising such issues on an individual basis (eg British Resorts and Destinations Association were aware of the issue.) However, increased demand for health services during the summer season, problems with drug / alcohol abuse in coastal areas arising from migration from nearby rural villages and the purchase of second homes in some areas impacted on the area. It was reported that the Environment Agency had initiated discussions on the future structure of coastal protection.

It was suggested that, where possible, partners should make reference to ‘Rural and Coastal’ issues (particularly in funding bids) and that this issue should be referred to the Chairs of the Thematic Groups for consideration.

**AGREED**

- (1) That partners highlight and raise the profile of ‘Rural and Coastal’ for Norfolk and Suffolk through the course of their work.
- (2) That this issue be referred to the Chairs of the Thematic Groups for consideration.

All

Chairs of Thematic Groups

**12 SUSTAINABLE COMMUNITIES STRATEGY 2007 - 2010**

Copies of the Waveney Sustainable Communities Strategy for 2007 – 2010 were circulated at the meeting. Partners were requested to distribute copies of the document both within their own organisations and more widely throughout the District. The Strategy would be promoted at a ‘Compact Event’ on 23 May 2007 involving the voluntary / community sector. Liz Broadhurst agreed to distribute copies via Community Cluster Groups.

Thanks were extended to everyone who had contributed towards the Strategy.

**AGREED**

- (1) That partners distribute copies of the Sustainable Communities Strategy both within their own organisations and in the wider community.

All

- (2) That details of the distribution of the document be submitted by partners to the LSP Co-ordinator in order that the LSP Action Plan could be updated. All

**13 LSP ACTION PLAN UPDATE**

Glen Garrod presented an update on the LSP Action Plan. It was reported that a presentation on the work of the LSP would be delivered to either the Overview & Scrutiny Committee or the Executive at the District Council in order to promote and raise awareness of the work of the LSP.

Clarification was sought as to whether the number of milestones were at the right level. It was suggested that it was too early at this stage to judge but that changes could be made when the performance monitoring reports from the Thematic Chairs were considered at the June 2007 meeting of the Board.

The LSP Co-ordinator agreed to consider comments put forward by Maxine Narburgh. It was suggested that the team of researchers trained as part of the 'Lowestoft Together Project' could be used to research the views of local communities, ensuring a balance was obtained between the Super and Non-Super Output Areas.

A Draft Communications and Marketing Strategy for 2007/08 had been submitted for comments. The Strategy was intended to promote the Waveney LSP and its achievements to residents of the District. It was suggested that reference should be made to the Community TV Network within the Strategy.

**AGREED**

- (1) That the update on the LSP Action Plan be received.
- (2) That subject to the above amendment, the LSP Co-ordinator circulates copies of the Communication and Marketing Strategy for 2007/08 to all partner organisations. CG
- (3) That the next quarterly report on the LSP Action Plan be submitted to the December 2007 meeting of the Board. CG

**14 ELECTION OF LSP CHAIR & VICE-CHAIR**

Further to Minute 5 (2), consideration was given to the election of Chair and Vice-Chair of the WLSP.

The current Chair (Gwen Parsons) had made clear her intention to step down some time ago and partners had been requested to step forward to take on the role. Subsequent discussions had indicated that an Independent Chair should be sought for the LSP Board and subject to confirmation of funding, a level of remuneration set (equivalent to that of a Portfolio Member at Waveney District Council) in order to generate sufficient interest in the post. However, as all the necessary funding was not in place, it was not now feasible to advertise the post as remunerated.

Gwen Parsons announced that she would be resigning as Chair of the WLSP after this meeting and therefore nominations were sought from existing partners for the appointment of Chair and Vice-Chair. No nominations were received.

CG

**AGREED**

- (1) That an item be included on the Agenda for the next LSP Board meeting for the election of Chair and Vice –Chair of the WLSP. CG
- (2) That updated terms of reference be circulated to all members of the Board. CG / LD
- (3) That consideration be given to the provision of an induction programme for new members. CG / LD

**15 1<sup>ST</sup> EAST UPDATE**

No update was given.

**16 DATES OF FUTURE MEETINGS**

The dates for future LSP Board meetings (as approved by the LSP Board on 6 February 2007) were noted as follows:

- Tuesday 19 June 2007 – 10am – Council Chamber, Waveney District Council
- Tuesday 9 October 2007 – Venue to be confirmed
- Tuesday 4 December 2007 – Venue to be confirmed

**17 ANY OTHER BUSINESS**

(1) Learning & Skills Council

Amanda Stevens sought clarification as to which organisations the Learning & Skills Council (LSC) should be liaising with following a recent re-structure of their organisation.

Partners were requested to contact either of the following officers at the LSC in relation to existing / forthcoming projects:

- [amanda.stevens@lsc.gov.uk](mailto:amanda.stevens@lsc.gov.uk)
- [lynne.tabone@lsc.gov.uk](mailto:lynne.tabone@lsc.gov.uk)
- [david.allen@lsc.gov.uk](mailto:david.allen@lsc.gov.uk)

(2) Waveney Community Roadshow

Christine Pinsent informed members that a Waveney Community Roadshow would be taking place on 23 May 2007 between 9.30am – 4.00pm.

(3) Support to the WLSP

Glen Garrod updated the Board in relation to recent staff changes for supporting the LSP Board. It was reported that Andrea Cronin had returned to her authority following a year on a secondment position and Leah Douglas had been appointed as the new Portfolio Manager for Community Cohesion, Partnerships and Wellbeing. Leah would be attending the June 2007 meeting of the Board. It was also reported that Carol George had been appointed to another post but was undertaking administrative work for the LSP on a 1-day a week basis for the time being.

All

The meeting was concluded at 12.55 pm.

Chairman