

Minutes of a meeting held at 12 Grove Road, Lowestoft
on **Thursday, 20 April 2004 at 2.30pm.**

Board Members present:

G. Parsons – (Chairman) Lowestoft College
M. Oldham – D.I.A.L
B. Russell – Waveney Community Forum
Councillor A. Thwaites –Suffolk County Council
A. Evans – Waveney Primary Care Trust
C. Pinsent - SAVO

Apologies:

Councillor P.Austin – Waveney District Council
L.Thornton – Waveney Chamber of Commerce
Superintendent A.Braddy – Suffolk Constabulary
P.Tabiner – Flagship Housing Group

Support Staff present:

R. Goodings (WDC Committee Assistant), E. Keen – (SCC in support of Cllr Thwaites), L. Jordan-Hall – (WDC in support of Cllr Austin), L. Mowl (LSP Lead Officer), A. Osborne – (Suffolk Constabulary in support of Superintendent Braddy), J. Rowley (WDC Regeneration Projects Manager), J. Place (Go- East), L. Ghoshal (Suffolk Strategic Partnership)

Prior to formal business, Liz welcomed Andrew Evans from the Waveney Primary Care Trust to the meeting.

1 APOLOGIES AND SUBSTITUTION

Apologies were received from Linda, Thornton (WEP), Councillor Peter Austin, Paul Tabiner (Flagship Housing Group), Superintendent Adrian Braddy (Suffolk Constabulary)

2 MINUTES

The minutes of the meeting held on 26 February 2004 were agreed as a correct record with the addition to item 9, Beccles Learning Initiative.

The following matters were considered;

- a) Board Membership – item 3
Liz confirmed that Chair of PMG had been appointed.
- b) Housing and Social Inclusion – item 7
Liz informed the Board that Paul Tabiner would be meeting with Terry Haywood Acting Director WDC, and Simon Travis WDC to pick up Housing Association issues.
- c) Performance Management Board – item 9
Liz updated the Board that she had not received any comments regarding the proposal on performance management.
- d) Primary Care Trust bid – item 10
Margaret said that she had received an Active for England bid and that she had passed it on.

It was reconfirmed by the Board that any bids would be considered by a subgroup comprising Chair, Vice Chair, WDC Officer and an appropriate Board Member.

3 MINUTES OF THE WAVENEY ECONOMIC PARTNERSHIP

Louise Jordan-Hall gave a verbal report on the Waveney Economic Partnership (WEP). Louise mentioned that the concept of an Urban Regeneration Company for the sub-region had been received favourably at ODPM.

Louise said that she had received feedback from the Wind Energy Subgroup marketing renewable energy. East of England Development Agency & Go-East were investigating the possibility of an off shore facility. The next stage involved producing a project plan.

Jim Rowley updated members on the Regeneration Mapping report that was approved on 1 April Executive at Waveney District Council. The report outlined the present and planned regeneration projects for the District that supplemented the Sunrise Scheme and Market Town regeneration projects. Jim also updated on progress within Investing In Communities and were actively seeking options about how to resource activity. This would be brought back to the Board at the next meeting.

Louise highlighted that a new edition of Coast and Commerce had now been published.

Louise updated the group on the progress around sub-regional planning activity . Members and Officers of all four local authorities (Waveney District Council, Great Yarmouth Borough Council, Suffolk County Council and Norfolk County Council) are to meet on 4th May to talk about how we can start to 'join up' on some key policy areas, including the community strategy. The Broads Authority members would also be invited.

4 UPDATE ON INVESTING IN COMMUNITIES

Jim Rowley informed the board of the programme within the Suffolk Business Plan:

The following forms part of the Year 1 programme;
Capacity Building and Community partnerships;
Community Development Fund;
Expanding Economic Regeneration;
Fit to Work;
Lowestoft Counselling project;
Lowestoft Test Bed Learning Community;
Improved open spaces, youth, Leisure and sporting facilities;
Rural Learning;
Inner wards librarian;

The plans for the programme for year 2 & 3 must be in place by the end of this year. Projects needed to be set within an overall strategy. Projects bids to be in place by September.

Esther would be arranging a meeting for more feedback from the County and to ensure members of Suffolk County Council were aware of the programme. The outcome of which would be fed back to Jim Rowley.

Jim was asked to email document to all LSP members, and to include a briefing note.

5 PROGRESS ON DEVELOPMENT OF THE PROJECT DEVELOPMENT TEAMS AND ACTION PLANS

Liz Mowl asked members for feedback on progress within the thematic groups Action Plans.

- a) Regeneration - Louise Jordan-Hall stated that further discussions needed to take place before turning it into an Action Plan, although the business plan had now been produced.
- b) Lifelong Learning – The Chair referred to difficulties in ensuring that existing groups interacted with each other. It was acknowledged that the Action Plan was behind schedule. Work was in progress to resolve issues of partnership working. Projects underway included the establishment of a database of formal and informal learning activities throughout Waveney, research on destinations of 16 year olds in Waveney and attendance by.

Christine Pinsent attended a very interesting and successful forum held by LSC – Go-East.

- c) Health and Well Being – Councillor Thwaites said that the County has a Overview & Scrutiny Health Committee and that members could have input from that committee into the thematic group.

Rob had sent a questionnaire to all councillors but he had yet to received any responses. Louise commented that councillors were too busy with other duties to fill in questionnaires at this point in time.

The Board was informed that the Waveney coalition organisation was currently disbanding.

It was suggested the issues relating to Disabled Discrimination Act could be taken to Environmental, Health & Well Being thematic groups.

Community Safety – Alan Osborne stated that to date the Home Shield Project had not been advertised yet, however there would be 4/5 month period to promote the project once it was underway. RAG had met for the first time, which was another step forward.

- e) Housing and Social Inclusion – Liz updated members that Paul had been struggling to make much headway.
- e) Environment
The Chair requested that a vote of thanks be recorded to Bob for convening the group who would be meeting within the next week to discuss terms of reference and constitution.

Bob would email names of group members to the Board.

The Chair reminded everyone that the deadline was 24 June for all Action Plans, to be completed

6 THE LSP HANDBOOK

Alan Osbourne gave a brief talk about the Handbook and its contents. Its purpose being to keep people informed. It would also contain information about the thematic groups.

Liz suggested that the handbook should be linked to a website.

Alan said that a Draft Handbook would be brought to the next meeting, for approval.

7 THE PERFORMANCE MANAGEMENT FRAMEWORK (PMF)

Liz explained that she had received advice from the ODPM on such a framework but because the Action Plans were not finalised yet it would be difficult to implement the PMF. John commented that the framework was a fairly new concept and was in the early stages of development. He advised that nationally there were only nine pilots which were all at a very early stage.

Alan Osborne suggested an away day to complete the PMFs.

It was proposed that at the meeting in June when the Action Plans would be discussed the group could then go on to discuss the PMF. It would be the role of the Board to provide a steer.

Gwen suggested that Suffolk Constabulary could pilot the Performance Management Framework.

Alan Osborne outlined the timetable for setting up a pilot. This would entail that he would take it to the CDRP meeting first then the next meeting of RAG as their next meeting is not until July and ask the members if they wish to pilot it.

8 SUPPORT ARRANGEMENTS FOR THE LSP

Liz Mowl explained that the LSP were struggling to find admin support. She had been in touch with Adrian, who offered the LSP office space at Lowestoft Police Station. Discussion needed to take place with statutory partners

Suggestions included contributions from statutory partners, funding as part of Council Tax, funding out from other LSPs e.g. Suffolk Coastal, and exploring funding from EEDA.

It was agreed that all members of the LSP would report back to the next meeting with further suggestions on how to fund admin support.

9 ANY OTHER BUSINESS

- a) LSP approval of bids
In relation to matter arising 3(d) Margaret sought further clarification of the mechanism for determining appropriate board members. It was suggested that the Board could adopt that used by Suffolk Development Agency.

Bids to indicate most appropriate thematic groups. Members associated with particular thematic groups would be the appropriate member to look at the bid.

- b) Update on Suffolk Strategic Partnership;
In the last few months there had been improved efficiency, with the support of the development groups on how this might be received longer term. No adverse comments had been received.
It was commented that improvements could be made through changes of membership linked to improvements in communication.
Item for next agenda – nominating a person on the group.

- b) Suffolk Development Agency (SDA)

Louise Jordan-Hall said that she attended a seminar – relating to the make up of economic strategy and how it tied in with priorities.

LJH to email Economic Strategy to all board members.

It was agreed that feedback from SDA would be a regular agenda item to the board.

Liz Mowl is to circulate all board members contact details via- email.

Liz and Gwen in debate with Great Yarmouth to discuss LSP.

Louise informed the Board that there had been a meeting of the Waveney Public Access Forum (WPAF) that had debated on how to improve public access. A decision would have to be reached on how this tied in work of the LSP. Suffolk and WDC were in discussions about how to move this forward.

10 DATES OF FUTURE MEETINGS

Thursday, 24 June 2004, 10.00am at Lowestoft College.

Possible dates; 20, 21 or 22 July 2004 venue and time to be confirmed.
Wednesday 22 September 10am venue to be confirmed.

The meeting closed at 17.15pm.

Chairman