

**Notes of the Community Partnership Board Meeting
held on Tuesday 24th June 2008 at 4.00pm
in The Drawing Room, Park House.**

1. Attendance and Apologies for Absence.

Those Present:

Gary Shipton	Editor, West Sussex County Times (Chairman)
Tom Crowley	Chief Executive, HDC
Clare Ebelewicz	Young & Older Persons Officer, HDC
Cllr. Dr David Holmes	District Councillor
Natasha Robinson	Administrative Technical Support Officer, HDC (minutes)
Paul Rowley	Head of Strategic & Community Planning, HDC
David Standfast	Chief Executive, Saxon Weald
Janet Brown	Horsham Area Council for Voluntary Services
Trevor Beadle	Community Development Manager, HDC representing Horsham CDRP
Chris Dier	Director of Community Services, HDC
Cllr. Elizabeth Kitchen	District Councillor
Cllr. Brad Watson OBE	County Councillor
Cllr. Patricia Arculus	County Councillor
Neil Border	Strategic Policy Manager – Policy and Partnerships, WSCC
Marlene Carman	Five Rural Towns Forum
Alan Grant	Horsham Association of Local Councils
Peter Scofield	Horsham YMCA

Apologies:

Les Ampstead	Rural Towns Development Officer, Action in Rural Sussex
Eileen Clark	West Sussex PCT
Claire Armstrong	Manager, Horsham Citizens Advice Bureau
Wayne Jones	Chief Superintendent, Sussex Police
Dr Jackie Johnston	Principal, Collyers College
Nigel Tinkler	Chief Officer, Age Concern

2. Election of Chairman of the Board.

David Standfast nominated Gary Shipman to continue his role as Chairman of the Board. Councillor Liz Kitchen supported the nomination. Members of the Board agreed with the recommendation and Gary was duly confirmed as Chairman for a further year.

Action: Natasha Robinson

3. Approval of the Minutes of the Board Meeting on 22nd April 2008, previously circulated.

It was agreed that the notes be accepted as a true record.

4. Matters Arising – from last minutes, including:

a) HDCP Annual Conference, October 2008 – confirmation of date/venue etc

Paul Rowley advised the Board that the Annual Conference had been booked for the 23rd October 2008. The chosen venue is the Business & Enterprise Centre at Forest School. The event has been programmed for 4.00pm – 7.00pm. The Board had previously requested a venue situated in the south of the District. However, due to various problems such as the size of available venues and difficulties of access, it was necessary to find an alternative location. The meeting will be dedicated to discussion of the priorities within the Draft Community Strategy which is in the process of being prepared. Members of the Board requested that the

time of the conference be changed to 5.00pm – 8.00pm as they felt this would attract a larger number of people to the event.

Action: Paul Rowley/Natasha Robinson

b) Staffing for HDCP facilitation – outcome of advertisement and interviews

A new post had been created for a Community Planning Manager who would work full time on the requirements of the HDCP. As a result of the advertisement and subsequent interviews Julian Carrington will move from Worthing Borough Council and start this position on the 3rd July 2008.

c) Theme Group Action Plans 2008/2009

To date Officers have received Action plans from the Older Persons Theme Group and the Younger Persons Theme Group. Co-ordinators of the Housing and the Health Theme Groups have confirmed that they will soon be meeting their Members to discuss the issues they wish to include in their Action Plans. The Community Safety Theme Group advised that they had produced a Horsham District Crime & Disorder Reduction Partnership Plan 2008-2011, this document is their Action Plan for the next 3 years. The form and functions of all Theme Groups will need to be assessed after the Annual Conference in October and as part of the delivery of the new SCS. Members of the Board requested that a copy of the HCDRP Partnership Plan be placed on the HDCP website.

Action: Paul Rowley/Natasha Robinson

5. West Sussex Sustainable Community Strategy – presentation by Neil Border, Strategic Policy Manager – Policy and Partnerships, West Sussex County Council.

Neil Border explained that WSCC were working on the countywide issues relating to the sustainable community strategy. At present they were not working to the same timetable as for the Horsham District SCS, but were seeking to take relevant issues into account. The work undertaken so far had identified that the same issues tend to arise in the various District and Borough Councils throughout the County. WSCC were looking to pick up on cross-boundary issues that have a strategic significance for a range of different partners. The document that had been produced had a consultation period from May 2008 – July 2008. Throughout this time Neil Border would be holding various meetings with different groups such as District Councils and Action Groups. A summary leaflet of the West Sussex Sustainable Community Strategy Consultation was circulated to all Members during the meeting

Concern was raised that the consultation document did not go into much detail and that at some point it would be necessary to identify priorities in the SCS. It would then be necessary to allow sufficient time for partners to be involved in agreeing the 'final list'. There was also some concern that the District SCS would not be sufficiently advanced in time to influence the content on the countywide SCS. It was indicated that the 'chapters in the book' approach would be more applicable to the next time round. It was also stressed that all partners would need to work together throughout the overall process in order to deliver the vision and the aspirations and that the development of implementation plans would give the opportunity to engage together in partnership.

The Board asked for details of any meeting that was planned for Horsham District. Neil Border advised that there would be a meeting on the 3rd July, 6.00pm, at Beeson House, Southwater. Councillors and Officers from WSCC will be there to answer any queries that the Parish and Neighbourhood Councils have. Members of the Board asked if they were included on the attendee list. Officers confirmed that this was the case. The Chairman asked Officers to send an e-mail to the Board giving details of the event.

Action: Paul Rowley/Natasha Robinson

6. Visioning Horsham –

a) West Sussex County Times supplement

The WSCT had been jointly working with HDC on a four page pull out supplement to be included within the paper. The supplement would encourage involvement from members of the public. The article(s) involved would summarise issues raised in the 'Visioning' document

produced by the consultants. The aim was to make people/businesses think about what sort of District they would wish to see Horsham be in the future. It was stressed to the Board that Gary Shipton has set this project up as Editor of the WSCT and not as Chairman of the HDCP.

Members of the Board raised their concern about the role and knowledge of the 'Visioning' process, including that different groups throughout the District were largely unaware of the project. Tom Crowley explained that the Board comprises representatives of the key organisations who have the opportunity to make a contribution to the vision and explain their interests. The visioning process was part of a continuum from evidence > knowledge > vision > commitment > delivery. The commitment from all partners may need to be refreshed in due course.

The Chairman stressed that the vision was for communities within the District and requested that Officers look to involve a variety of different groups within communities such as local businesses or other organisations and groups from the north, south and rural parts of the District. The possibility of arranging breakfast meetings was suggested as one approach to draw in some of these parties. The purpose of these meetings would be to inform people of the HDCP and the role it plays in the District; and to be pro-active in collecting their views. It could also encourage new members for the Community Partnership.

Action: Paul Rowley/Natasha Robinson

b) Comments received to date on 'Visioning Horsham' consultation

As a result of work undertaken with groups such as HALC, Officers had received comments from Billingshurst and Southwater Parish Council. Paul Rowley gave a summary of their views and the implications for future work.

7. Theme Groups & Priority Projects – progress of work achieved.

Paul Rowley advised Members of the Board, on behalf of Carolyn Antill, of the work achieved by the Housing Theme Group. As part of this, the Council had worked very effectively with Action in Rural Sussex and Parish Councils through the District to carry out a rolling programme of Housing Needs Surveys. Not only do the surveys provide essential housing needs data that is used to support planning applications for affordable housing schemes, they also require the District and Parishes to work closely together. In the last five years surveys had been carried out in eight Parishes and work was currently being undertaken with a further three.

Consultation was taking place with Guildford in relation to the Night Stop project. Once this had been completed training courses could be organised to get the project underway.

Clare Ebelewicz gave a verbal update on the various work achieved in relation to Older and Younger People Theme Group.

8. Date of Next Meetings:

Board Meetings

- Tuesday 23rd September 2008
- HDCP Annual Conference 23rd October 2008
- Tuesday 25th November 2008

Noted.