

**Notes of the Horsham District Community Partnership Board Meeting
held on Wednesday 13th May 2009 at 4.00pm
in The Drawing Room, Park House.**

Tom Crowley chaired Items 1 and 2 of the meeting.

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 |
| Natasha Robinson | Administrative Technical Support Officer, HDC (minutes) |
| Julian Carrington | Community Planning Manager, HDC |
| Leo Jago | Representative, Rural Towns Forum |
| Janet Brown | Manager, Horsham Area Council for Voluntary Services |
| Mark McTaggart | West Sussex Team Manager, Action in Rural Sussex |
| Dr Jackie Johnston | Principal, The College of Richard Collyer |
| Cllr Robert Nye | District Councillor |
| Cllr Dr David Holmes | District Councillor |
| David Sheldon | Coordinator, Horsham Partnerships for Older People |
| Martin Walker | Superintendent, Sussex Police |
| Nigel Tinkler | Chief Officer, Age Concern |
| Chris Dier | Director of Community Services, HDC |
| Paul Rowley | Head of Strategic & Community Planning, HDC |
| Alan Grant | Horsham Association of Local Councils |
| Nikki Gibbins | Strategic Policy Manager, WSCC |
| Jo Fisher | West Sussex Link |
| Ann Corkery | West Sussex PCT |

Apologies:

| | |
|------------------|-------------------------------|
| David Standfast | Chief Executive, Saxon Weald |
| Cllr Brad Watson | West Sussex County Councillor |

2. Chairman of HDPC Board

Nikki Gibbins nominated Gary Shipton to continue as Chairman of the Board; this was seconded by David Sheldon and agreed unanimously.

3a. Approval of the Minutes of the Board Meeting on 17th February 2009, previously circulated

Minutes agreed.

3b. Matters Arising – from last minutes, including:

i) Working with local businesses (Item 3i in the minutes)

Julian Carrington advised the Board that Horsham District Council, through the Economic Development Team and Cabinet Member for the Economy & Leisure, is working with local businesses to help them through the recession. As far as HDPC is concerned, it will be important to re-engage the business community through the relevant theme group once the Sustainable Community Strategy has been agreed.

ii) HDCP development activities (Item 5 in the minutes)

The working group set up at the previous Board meeting had met at the end of February to shape the application to Progress through Partnership for development funds. The six top priorities for improvement arising from the self-assessment last year were all picked up to some extent in the three activities submitted for funding. The application had been approved.

A consultant, Kevin Ambrose, has been commissioned to undertake research and prepare a report with recommendations towards establishing / consolidating a number of theme groups to implement the new SCS, and advise on action planning and performance management arrangements (the first two PtP funded development activities). The consultant's report will be placed on the agenda for the Board meeting on 28 July.

iii) Scrutiny of HDCP and State of District Debate (Item 7i in the minutes)

The recommendations of the District Council's Scrutiny and Overview Committee for strengthening links between the Council and HDCP including that SOC scrutinise the work of the Partnership annually and that proposals be developed for merging the Council's State of the District Debate with HDCP's Annual Conference, will be discussed at Full Council on 18 May.

4. Towards the Horsham District Sustainable Community Strategy

i) Feedback on the 'All Our Futures' Consultation Document (2 documents attached to the agenda for information)

On 30th January, the 'All Our Futures' document was published for a six-week consultation ending on 13th March. 83 separate responses were received, details of which are given in the attached papers.

ii) Proposed SCS content (attached to agenda for consideration)

It was agreed that the title of the SCS should be 'All Our Futures'. The document will have key elements, details of which are given in the attached papers. There are four goals to achieve the overall vision for the District: A Better Place to Live; Opportunity for All; Better Health for All; and, Staying and Feeling Safe. These mirror the four themes of the West Sussex SCS.

The 'All Our Futures' Consultation Document listed 64 potential priorities for the Partnership to address. Members queried how the top priorities for action in the short term (within 3 years) would be determined. Officers said that some form of prioritisation would be needed involving the groups expected to deliver the Strategy.

The Board felt that, judging by the number and detail of the comments received, it had been a very successful consultation.

Chris Dier commented that it would be helpful to test the feedback against the results of the recent 'Place Survey' co-commissioned by WSCC and all districts/boroughs in the county, which provided details of satisfaction levels in relation to local services.

iii) Possible development of HDCP Theme Groups (discussion papers attached to agenda)

There are currently six active theme groups out of the original ten set up to take forward the first Community Strategy. The consultant (details given in 3b ii) will consider best practice in putting forward his recommendations to the Board as to the optimum number of theme groups to implement the new Strategy. Members expressed strong support for 4 groups to reflect the goals in the SCS.

In considering what would happen to the current theme groups, Members felt that the Older & Younger People Groups could contribute to all the four goals and should provide a representative to each of the new theme groups.

Establishing strong links between plans at all levels would necessitate appropriate local representation on the new theme groups. It would aid cross-referencing for the structure of the SCS to be adopted in future parish and town plans.

The Chairman summarised the discussion and it was agreed that:

- Each theme group will prepare an annual action plan as well as outline expected improvements over the following 3 years
- The annual action plan should contain at least two targets
- It should be left to each theme group leader to draw together the members of his group to address the annual action plan
- The Board should have the final word on the selection of priorities
- There would be a formal review of the Strategy at least once every 3-4 years
- The Strategy should be flexible in order to accommodate economic and social changes over its lifetime, and to allow for new opportunities to be explored
- While we should for the independent research, even at this stage it seemed sensible to develop 4 theme groups under the four Strategy goals, while retaining as sub-groups the groups already in existence, and if possible to synchronise more local plans around this structure - 2 such theme groups were already established: the Health and Wellbeing Partnership (Goal 3) and the Crime and Disorder Reduction Partnership (Goal 4)
- While the aforementioned partnerships each has an action plan in place, they should be asked to review those plans in light of the agreed SCS
- A perceived weakness in going forward is the lack of business involvement in the Partnership and should be addressed in the formation of any new theme groups

iv) Timetable for completing the Sustainable Community Strategy

A copy of the timetable was circulated to Members at the meeting.

5. Sustainable Communities Act 2008 (HDC report attached to agenda for information) ***Horsham District Council has 'opted in' to the new Sustainable Communities Act which gives local people the opportunity to come up with proposals to improve the place where they live. Officers will explain the Council's process for developing and submitting proposals by 31st July.***

Julian Carrington summarised the content of the report attached to the agenda. The emphasis of the new Act is on Central Government doing more to help local authorities and their communities. Horsham District Council has 'opted in' with a view to make a proposal to Government as soon as possible, ideally by the deadline this year of 31 July. A press release is being prepared as well as a range of explanatory information for placing on the Council and HDCP websites by the end of next week. Janet Brown offered to circulate the press release by email to her CVS membership. The Board asked that the press release be very clear on the criteria for making proposals to Government, including that the Government would have the final word in selecting proposals for implementation, and that no new money was available.

It would be useful to know what bids other districts in West Sussex and the County Council were putting forward.

Action: Julian Carrington

6. Partner updates, including

i) West Sussex PCT North East Review – Response to Health Overview and Scrutiny Committees (report prepared by Horsham Area CVS on behalf of West Sussex CVSs, attached to agenda for information)

In June 2008, Janet Brown had been asked to represent HDCP on the West Sussex PCT North East Review. Janet presented her report attached to the agenda.

Janet informed the Board that each CVS in West Sussex had been given £10,000 by the PCT towards the costs of future work. Horsham Area CVS intended to use the money to fund a worker to help Janet with the ongoing consultation on the NE Review.

7. Any Other Business

Leo Jago advised that the Rural Towns Forum is jointly working on two projects: Encouraging the sale and promotion of Local Produce; and continuing with the successful 'Exploring the Horsham District Market Towns' promotion this year.

Leo asked how the new South Downs National Park would affect the District? Paul Rowley is preparing a briefing note for Members of the Council and will circulate a copy to all Parish and Neighbourhood Councils and Members of the HDCP Board.

Action: Paul Rowley/Natasha Robinson

8. Dates of Next Meetings:

Board Meetings:

- Tuesday 28th July, 4-6pm to be held in The Drawing Room, Park House
- Wednesday 23rd September, 4-6pm to be held in The Drawing Room, Park House

Full Partnership:

- Thursday 25th June, 6-9pm, Forest School Business & Enterprise Centre, Comptons Lane, Horsham
- Monday 19th October, 5-8pm, Venue to be announced