

**Notes of the Horsham District Community Partnership Board Meeting
held on Tuesday 17th February 2009 at 4.30pm
in The Drawing Room, Park House, North Street, Horsham.**

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	Rural Towns Forum
Janet Brown	Manager, Horsham Area Council for Voluntary Services
Dr Jackie Johnston	Principal, The College of Richard Collyer
Cllr. Elizabeth Kitchen	District Councillor
Cllr Dr David Holmes	District Councillor
David Sheldon	substituting for Claire Armstrong, Horsham CAB
Wayne Jones	Chief 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 (HALC)
Nikki Gibbons	Strategic Policy Manager, WSCC

Apologies:

Eileen Clark	Deputy Director of Operations, West Sussex PCT
David Standfast	Chief Executive, Saxon Weald
Peter Scofield	Manager, Horsham YMCA
Ann Corkery	West Sussex PCT
Les Ampstead	Rural Towns Development Officer, Action in Rural Sussex (AiRS)

2. Approval of the Minutes of the Board Meeting on 25th November 2008, previously circulated.

Minutes agreed. However, David Holmes felt that paragraph 3 of page 3 summed up the Board's position more accurately in respect of its theme groups than that stated in paragraph 2 of page 1.

David Holmes also drew attention to Item 5 on page 2 (HDCP Self-Assessment), paragraph 3. His contribution had been to identify six priorities for the Partnership to address; he hadn't provided a distillation of its strengths and weaknesses.

Members requested that future minutes are circulated a fortnight after each meeting to allow plenty of time to circulate to and discuss with their own networks.

Action: Julian Carrington/Natasha Robinson

3. Matters Arising – from last minutes, including:

i) Meeting of local businesses (Item 8 in the minutes)

Julian Carrington confirmed that nothing had been arranged to date, and agreed to liaise with Economic Development colleagues and the Cabinet Member for the Local Economy, Roger Paterson, in taking forward.

Action: Julian Carrington

4. "All our Futures – Towards the Horsham District Sustainable Community Strategy" (previously circulated)

This document is out for consultation with partners and other stakeholders until 13th March 2009. The Board is asked to give their views on the document and on the Consultation Action Plan (circulated with agenda) – can the Board suggest additional partners to consult?

Julian Carrington summarised the content of the document and mentioned that it had been circulated to everyone within the Horsham District Community Partnership and to 'key others' in accordance with the Consultation Action Plan. With the aim of making the consultation as inclusive as possible, the document was summarised in the West Sussex County Times on 13th February. The document would also be placed in full on the Partnership's website at www.hdcp.net.uk

Members requested that Officers specifically contact 'younger' members of the public. Clare Ebelewicz informed the Board that the Youth Council have already considered the document and are in the process of putting together a response. It was suggested that an interview and photo shoot be conducted with the students from Millais School who attended the Annual Conference in October 2008.

Action: Gary Shipton/Julian Carrington/Clare Ebelewicz

Members queried 'who' has the final say on the content and the timetable for adoption of the Sustainable Community Strategy. Paul Rowley explained that the present document is a key step along the way to producing the SCS by early summer. The HDCP Board will have the last word on its content. The Strategy should then be endorsed by the Theme Groups and individual partners including, formally, Horsham District Council.

The Board noted the details of the Consultation Action Plan. Liz Kitchen confirmed that she had sent a copy of the document to Members of Parliament for their information.

5. Progress through Partnership – HDCP development activities (attached to agenda)

Discussion of the way forward with the proposed development activities.

Julian Carrington explained that, as mentioned at the previous Board meeting, the Progress through Partnership scheme (ptp) offers a central fund that LSPs in the South East can draw from (up to £4,000 each) for work to address their development needs. LSPs have to complete the self-assessment form designed by ptp as a prerequisite to applying for funds.

For HDCP, the self-assessment was completed by Julian and David Holmes with Gary Shipton's support and circulated to the Board with papers for the last meeting. A summary of the top six priorities for action was tabled at the Board meeting, and this was used by Julian in applying for the full £4,000.

The HDCP bid has been agreed and the funds are being held.

The Board asked what would happen with the other priorities that were not included within the application. Julian recommended setting up a 'start/finish' working group to make recommendations for addressing each priority to the Task Group so as to move things on quickly. The following members agreed to join the working group: David Holmes, Nikki Gibbons (for links to WSCC), Leo Jago (for links to the Rural Towns Forum) and Clare Ebelewicz as a theme group co-ordinator.

Action: Julian Carrington

6. Partner updates, including

i) Health and Wellbeing Partnership

Chris Dier advised that the Partnership Executive, comprising representatives from West Sussex County Council, West Sussex Primary Care Trust and Horsham District Council, has met at least twice. Moreover, a Project Development and Monitoring Group has also been formed which includes voluntary groups and young people.

The Primary Care Trust has contributed £50,000 for co-commissioning projects. An application process has been agreed. To date the Partnership has received three applications which meet the guidance.

A good start has been made and, overall, the feedback has been encouraging.

ii) Rural Towns' Forum

Leo Jago explained that the Forum has been 'very quiet' of late and there was nothing further to report at this stage.

iii) Transport Theme Group

David Holmes gave an update on the position of the Theme Group. The priorities of the Transport Theme Group were handed out at the Board Meeting for Members to view.

The group have recently met and are relatively happy with the content of the 'All Our Futures' consultation document. However, members of the Theme Group felt that there is a need for some research into the precise transport requirements of the entire District.

Members of the Theme Group were specifically interested in implementing lower speed limits with the aim of promoting greater community safety: schemes such as Home Zones and 20mph road layouts were suggested.

Wayne Jones explained that the Police are cautious of lower speed limit restrictions as they are difficult to enforce. However, 'people killed or seriously injured in road traffic accidents' is included as an indicator in the West Sussex LAA to try and address this issue.

7. Information Items

i) Final report of the HDC Social Inclusion Working Group into the Achievements of HDCP (circulated with agenda)

The Council's Social Inclusion Working Group has been looking at the work of the Community Partnership since last July, and has received representations from several HDCP members. The Working Group has asked that its report be shared with the Community Partnership.

The Working Group is a sub-division of the Scrutiny and Overview Committee which is chaired by Cllr David Sheldon. Over the last year, it has been recognised that District Councillors have a limited knowledge and understanding of HDCP. The Social Inclusion Working Group, together with the Council's Visioning Advisory Group (chaired by Liz Kitchen), which has been considering the implications for policy-making of the 'growth scenarios' provided by Experian in relation to the development of the District, have raised Councillors' awareness of the Community Partnership.

The Social Inclusion Working Group presented its final report to the Scrutiny and Overview Committee meeting on 9 February, where its recommendations were discussed and revised slightly.

Board Members discussed the final recommendations, in particular whether there is a need to scrutinise the Community Partnership as per Recommendation 6.2 of the report. While it was felt that there is a danger of HDCP being perceived as a council committee, it was also accepted that without the strong lead of Horsham District Council the Partnership would not exist. Moreover, systematic scrutiny is another way to raise the profile of the Partnership with District Councillors. Acknowledging that he represents the CAB on the Partnership Board, David Sheldon, as Chair of the Scrutiny and Overview Committee, offered to clarify the Committee's intentions. He explained that the proposal is only to invite the Chair of the Partnership to attend a meeting once a year to discuss progress so that the Committee can identify what HDCP cannot achieve, grounding expectations somewhat and highlighting gaps in services. The process might also identify where the Partnership can be better supported. Gary Shipton commented that the Partnership shouldn't be afraid of scrutiny. It was agreed

that terms of reference for scrutinising the Partnership along the lines recommended be drawn up and brought back to the Board in due course. It was noted that accepting external scrutiny may require revisions to the Partnership's constitution.

Action: Julian Carrington

Members also discussed Recommendation 6.4, which relates to exploring the pros and cons of merging the District Council's State of the District Debate with the Partnership's Annual Conference. Fears were expressed that, as with the scrutiny proposal, the Partnership might lose independence. However, Tom Crowley commented that both events are interested in the future of the District (the State of the District Debate is not concerned with the state of Horsham District Council), and the Community Partnership would be invited to develop the programme.

Members agreed that the objectives of the State of the District Debate should not compromise those of the Partnership's Annual Conference but agreed to a report setting out the issues.

Action: Julian Carrington

ii) Final report of the HDC Visioning Advisory Group (circulated with agenda)

The Council's Visioning Advisory Group has been considering Experian's 'growth' scenarios and their possible implications for the District.

Paul Rowley reported on behalf of Liz Kitchen. The Visioning Advisory Group was set up to consider the policy suggestions and implications that were detailed in the 'Visioning Horsham' report produced by Experian last spring. Its work has been proceeding in parallel with that of the Sustainable Community Strategy preparation. The report was presented here for information but any comments can be forwarded to Paul Rowley or Julian Carrington.

8. Any other business

Janet Brown gave an update of the North East Stakeholder Review (of health services). Following circulation of the Review's draft report for consultation at the end of 2008, Janet has been asked to represent the CVS at a meeting on 24 February to consider all the representations received. Janet asked the Board whether they would like to see a copy of the CVS' response to the consultation before that meeting. The Board agreed that they would wait until after the meeting; Natasha Robinson will circulate once contacted by Janet.

Action: Janet Brown/Natasha Robinson

Gary Shipton expressed thanks, on behalf of the Board, to Liz Kitchen who is standing down as Leader of the Council in April and relinquishing her place on the HDPC Board. Liz commented that she had enjoyed her time with the Partnership and was pleased to see it was going from strength to strength. She added that her successor as Council Leader, Cllr Robert Nye, would decide who would replace her on the Board after the official handover on 23 April.

9. Dates of Next Meetings:

The 1st of April meeting has been cancelled. Julian Carrington is in the process of arranging another convenient date. Julian will also offer dates for the rest of the year.

Action: Julian Carrington