

**Notes of the Horsham District Community Partnership Board Meeting  
held on 28<sup>th</sup> July 2009 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
Jill Scarfield	Head of Strategy and Performance, HDC
Clare Ebelewicz	Young & Older Persons Officer, HDC
Natasha Robinson	Administrative Technical Support Officer, HDC (minutes)
Julian Carrington	Community Planning Manager, HDC
David Standfast	Chief Executive, Saxon Weald
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
Mark Trimmer	Horsham District Commander, Sussex Police
Nigel Tinkler	Chief Officer, Age Concern
Chris Dier	Director of Community Services, HDC
Alan Grant	Horsham Association of Local Councils
Nikki Gibbins	Strategic Policy Manager, WSCC
Ann Corkery	West Sussex PCT (Commissioning Services)

**Apologies:**

Cllr Brad Watson	West Sussex County Councillor
Janet Brown	Manager, Horsham Area Council for Voluntary Services
Mark McTaggart	West Sussex Team Manager, Action in Rural Sussex
Eileen Clark	West Sussex PCT (Provider Services)
David Sheldon	CAB

**2. Approval of the Minutes of the Board Meeting on 13<sup>th</sup> May 2009**

Minutes agreed.

**3 Matters Arising – from last minutes:**

**i) Scrutiny of HDCP (Item 3biii in the minutes)**

Julian Carrington advised the Board that Horsham District Council, at its meeting on 18<sup>th</sup> May, approved all the recommendations by the Council's Scrutiny and Overview Committee including that an annual meeting be held with the Community Partnership's Chairman and theme group leads to check progress, and that investigation of the proposal to merge the Partnership's annual conference and the Council's State of the District Debate be undertaken.

**ii) Sustainable Communities Act (Item 5 in the minutes)**

The general invitation publicised on the District Council's website to submit ideas for consideration by the Partnership had not drawn any responses. This may be because the Act was new and quite complex. It was now clear that the process of getting from an initial idea to a fully worked up proposal was a lengthy process. As a result the District Council had decided to wait for the next invitation by the Secretary of State to submit proposals under the Act and not to rush to make a proposal this year.

#### **4. All Our Futures- Horsham District Sustainable Community Strategy**

##### **a) Feedback on the Draft Strategy**

(i) Report of HDCP Workshop on 25 June

Julian Carrington reported that:

- Approximately 80 people attended across all sectors.
- There had been a good discussion on draft SCS.
- The Sustainable Communities Act was not considered due to SCS item overrun and it being a very hot night.
- Delegates had ranked the SCS draft objectives through a star-rating exercise and produced a useful guide for the Community Partnership as to what their priorities should be.

David Standfast reported that he had been concerned at the workshop that 'affordable housing' did not appear on the list of draft objectives to be rated. He was pleased that this had been picked up by some of the break out groups leading to it being rated with the other objectives and given a high ranking. However, it might have achieved an even higher ranking had it been included at the outset.

Robert Nye queried why Recycling and Air Quality had not been given a higher profile in the draft Strategy.

Julian Carrington explained that the objectives had been drawn from the feedback on the All Our Futures consultation document, as well as an analysis of the key data. Tom Crowley said that on-going work wasn't necessarily reflected in the SCS and would feature in partners' own business plans. David Holmes commented that people might be satisfied with the current level of recycling, hence they hadn't raised it as a priority.

Robert Nye was concerned that this situation could change and there needed to be a robust review process built into the Strategy.

Gary Shipton said that the intention was to refresh the action plans every year in light of comments at the HDCP Annual Conference, and carry out a full review of the Strategy every 4 years.

(ii) Other feedback by close of consultation on 10 July

Julian Carrington commented that 'out-commuting' might not be a "key concern" for the District, although it had implications for local retailers, given that several respondents had called it "just a fact of life." A number of respondents had cited the importance of maintaining the excellent education provision in the District as a key concern. There were also a lot of questions about process: how did the Community Partnership intend to translate words into deeds? It was agreed to make the changes suggested and to explain at the start of the Strategy that action plans would come at a later stage.

Board members also commented that the current draft contained some overlapping material in respect of "key concerns" and "aims", and that "partnership commitments" was premature given that the theme/goal groups would need to consider what they felt could be delivered. It was agreed to edit the document accordingly.

Referring to the list of objectives, members agreed that the source of these be stated in the document, ie whether based on consultation feedback or based on key data eg provided in the Experian Report. Members also felt that the grids of objectives should merely state the objectives, not the catchment areas to be targeted or the anticipated outcomes.

Referring to the page on Performance Management in the All Our Futures document, Nikki Gibbins suggested that qualitative as well as quantitative data be checked in reviewing the Strategy, such as satisfaction levels.

In summary, Gary Shipton said that it was the function of the high level SCS to set out an overview of the needs of the District; the theme/goal groups would translate this into action plans focussing on the list of prioritised objectives from the HDCP workshop on 25 June and adding measurable targets.

b) To agree the revised Sustainable Community Strategy

Members endorsed the current draft subject to the agreed amendments, and delegated authority to finalising the Strategy to Gary Shipton.

## **5. HDCP Fitness for Purpose**

(i) Review of Structural and Planning Arrangements for HDCP

The report of Kevin Ambrose was considered. It was commissioned using part of the Progress through Partnership grant to HDCP. Mr Ambrose had presented his report to the Task Group earlier in the month.

The Board accepted the main recommendations of the report, in particular to establishing 4 strategic, cross-cutting goal groups to lead the delivery of the 4 goals in the All Our Futures Strategy:

- Goal 1 – A Better Place to Live
- Goal 2 – Opportunity for All
- Goal 3 – Better Health for All
- Goal 4 – Staying and Feeling Safe

(ii) Development of HDCP Theme Groups

It was acknowledged that two of the goal groups were already in place: CDRP for Goal 4, and the Health and Wellbeing Partnership for Goal 3, although the latter was less well established. It was agreed to set up the 2 remaining groups quickly so that reports of first meetings could be given to the next Board meeting on 23 September.

Tom Crowley suggested a number of people with relevant expertise who should be invited to each inaugural meeting to get things going. These were not comprehensive lists and membership should be kept under review by the goal groups. Gary Shipton asked for further nominations to the new groups.

Jackie Johnston said it would be important to ensure that there was someone in each group to take forward any statutory responsibilities falling within the group's remit, eg the protection of children under the national Every Child Matters initiative.

As to the involvement of local groups in the Partnership structure, Tom Crowley said that the Council was currently looking at its own policy in this area and it might be possible to extend this to the work of the Community Partnership. Nigel Tinkler suggested that the goal groups be kept as small as possible and that people with special knowledge or expertise be brought in from time to time as necessary.

Tom Crowley added that CDRP and the Health and Wellbeing Partnership would need to 'sign up' formally to being HDCP 'goal groups', and in due course to check their own plans against the SCS objectives for consistency.

Gary Shipton summed up the agreed way forward:

- The Task Group would be called the Executive in future to avoid confusion with any working groups set up by the goal groups, as per the recommendation of Kevin Ambrose, and membership kept to a minimum.
- The 4 goal group Chairs would be invited to join both the Board and Executive.
- Each goal group would limit its membership to approximately 6 to 8 people, as per the recommendation of Kevin Ambrose.
- The goal groups would develop action plans for submission to the Board at its first meeting in the New Year, setting out what they would do over the following 12 months focussing on 2 or 3 issues in particular, but also signalling longer term interests.
- A common action plan template should be used by all goal groups setting out the current status of each chosen issue, what the group intends to do, how, and the specific targets that will be measured.

David Standfast suggested that the goal groups be given all the objectives set out in the SCS, not only those falling within their goal areas, in order to identify opportunities for cross-cutting work. Dealing with issues that fall into more than one camp could be done through periodic meetings of the goal group Chairs.

Nikki Gibbins commented that good communications between the goal groups and between the goal groups and the wider Partnership would be vital. Tom Crowley suggested that a member of the Board might like to take responsibility for developing a communications policy for the Community Partnership and monitoring its effectiveness.

Robert Nye said that it would be important to show that the All Our Futures Strategy was relevant to everyone in the District, as there was a view that it was Horsham town centric.

## **6. HDCP Annual Conference – 19 October 2009**

Given, firstly, that the wider Partnership had recently attended the SCS Workshop at Forest School, and, secondly, the need to press ahead with the new goal groups, it was agreed to postpone the Partnership's Annual Conference until spring 2010. By that time, the goal groups would have started working through their action plans and be in a position to present work in progress.

## **7. Any Other Business**

### **(i) Progress through partnership**

Julian reported that HDCP had been allocated a further grant of £6,000 for development activities under the Progress through Partnership scheme. There would be more information about this at the next Board meeting. It was suggested that the grant could be used to facilitate the new goal groups or to help them with auditing what's happening now with their chosen issues.

### **(ii) Commander Mark Trimmer**

Chris Dier introduced Mark Rimmer who had recently taken over as Horsham District Commander of Police.

### **(iii) Drawing Room**

Julian Carrington reported that the Drawing Room would no longer be available for meetings as it was being taken over in September by Horsham Register Office.

## **8. Dates of Next Meetings:**

### **Board Meetings:**

- Wednesday 23<sup>rd</sup> September, 4-6pm to be held in The Drawing Room, Park House