

BOARD MEETING OF THE SOUTH DERBYSHIRE
LOCAL STRATEGIC PARTNERSHIP

Held at Newton Park Hotel, Newton Solney
on 24th June 2004 at 9.30 a.m.

PRESENT:-

Local Authority Sector

County Councillor Geoff Carlile and District Councillor Heather Wheeler.

Other Public Sector

Andy Layzell (Derbyshire Dales and South Derbyshire Primary Care Trust), Karen Jones (Trident Housing Association) and Paul McGregor (Derbyshire Learning Partnership).

Private Sector

Susan Bell (National Forest Company), Karen Bradley (Toyota UK), John Oake (Sharpe's Pottery Heritage and Arts Trust)(Chair appointed for the Meeting) and George Tansley (Etete Limited).

Voluntary/Community Sector

Julie Batten (People Express), Graeme Royall (South Derbyshire Citizens' Advice Bureau), Helena Stubbs (Derbyshire Rural Community Council) and Glenys Williams (Old Post Regeneration Association).

Also in Attendance

South Derbyshire District Council

Ian Reid (Deputy Chief Executive), Malcolm Roseburgh (Community Regeneration Officer), Neil Betteridge (Principal Democratic Services Officer) and Debbie Cook (Democratic Services Officer).

Derbyshire County Council

Jane Cox (Partnerships Co-ordinator).

LSP/1. **APOLOGIES**

Apologies for absence from the Meeting were received from Chief Superintendent Tony Hurrell (Derbyshire Constabulary)(Chair), District Councillor Barrie Whyman M.B.E. (Vice-Chair), Frank McArdle (Chief Executive, South Derbyshire District Council), District Councillor John Wilkins, David Bond (Connexions Derbyshire), Jeff Dolby (Environment Agency), Nina Ennis (Derbyshire Dales and South Derbyshire Primary Care Trust), Sharon Forton (Southern Derbyshire Chamber), Graham Keddie (Nottingham East Midlands Airport) and Jo Smith (South Derbyshire CVS).

LSP/2. **DECLARATIONS OF INTEREST**

County Councillor Carlile and Susan Bell (National Forest Company) both declared an interest in Agenda Item No. 8, Report of the Business Planning Group. County Councillor Carlile advised that he was the Vice-Chair of the DDEP and Susan Bell advised that the National Forest Company had submitted a funding application to be considered by the Board.

LSP/3. **MINUTES**

The Minutes of the Board Meeting held on 20th May 2004 were taken as read, approved as a true record and signed by the Chair.

With regard to Minute No. LSP/34(f) Susan Bell advised that she had, at the Meeting suggested changes in key goals to 'Sustainable Environment' but this was not reflected within the Minutes. Karen Jones also advised that it was her recollection that Jo Smith had made a suggested amendment to the key goals for 'Opportunities for All', also not reflected in the Minutes. A general discussion took place accordingly and it was resolved that Susan Bell should liaise with Ian Reid on her comments and that the final wording on the key goals for Sustainable Environment be delegated to Susan Bell in consultation with Ian Reid. It was also suggested that a letter be sent to Jo Smith as Chair of the Opportunities for All Group seeking clarification on the wording for the key goals for Opportunities for All.

Further to Minute No. LSP/34, Paul McGregor queried whether the Chair had indeed written to the Derbyshire Learning Partnership expressing disappointment that the Learning and Skills Council had not been represented at the Lifelong and Culture Working Group. It was agreed to clarify this with the Chair and respond to the Board at the next Meeting.

RESOLVED:-

- (1) That liaison take place between Susan Bell and Ian Reid with regard to the wording of the key goals for 'A Sustainable Environment' and that the final wording be delegated to Ian Reid in consultation with Susan Bell in order that the final version of the document be submitted to the Forum Meeting in July 2004.***
- (2) That a letter be sent to Jo Smith as Chair of the Opportunities for All Group, seeking clarification on the key goals for this particular Group.***

LSP/4. **COMMUNITY STRATEGY – CONSULTATION PROGRAMME**

Ian Reid introduced Adam Jeffrey of Chimera Consulting (Regeneration) Ltd., of Nottingham who had been approached to provide support to the LSP in developing a Consultation Programme/Strategy for the LSP's Community Strategy. Adam outlined that he had recently met with the Consultation Sub-Group to progress a strategy with a view to agreeing a final document to be presented to the Forum Meeting on 22nd July. The Consultants had also met with Jo Smith of the CVS and Julie Batten of People Express to clarify the community and voluntary sector's previous proposal to the LSP on potential roles and ideas for undertaking consultation with 'hard to reach' groups. The consultants had been briefed to understand that a programme of consultation on the draft Community Strategy and its identified priority issues needed to be undertaken in 2004. The consultation process would have an objective of reaching out to the widest possible audience across the District (to include public sector authorities and agencies, businesses and business support agencies, the community and voluntary sector, local residents and hard to reach groups and individuals). It was intended that the consultation process be widespread and inclusive. It needed to attempt to provide all of those who lived and worked in

the District (or visited the District for a variety of reasons) the opportunity to express a view on the Community Strategy should they wish to do so.

The Board was advised that the purpose of the Consultation Programme was to test the validity of the identified priorities agreed by the LSP (two priorities for each of the six themes).

The consultation process (to run from late July 2004 – November/December 2004) was an ideal opportunity for the partners to allow groups, individuals, businesses and organisations to engage more fully with the development of the Community Strategy and to generate discussion, ideas and priorities to be taken forward. It would also serve to raise awareness about the LSP generally.

Adam Jeffrey outlined that the task for Chimera was to ensure a framework that enable a consistent approach to the programme of consultative work was developed and to work with the LSP to develop a consultation strategy that allowed a wide audience to comment on the draft Community Strategy, its priorities and express opinions and ideas. It was also within Chimera's remit to help devise a series of questions/prompts that could be utilised in the consultation process and ones which could be adopted across the range of tools to ensure consistency. Accordingly, Mr. Jeffrey outlined that the consultants would need to understand the existing consultation processes adopted via the various members of the LSP (What issues did they consult on, when and with whom. What gaps were there? How could these issues be used to accommodate discussion on the LSP's Community Strategy etc). The existing consultation infrastructure would be utilised in order to reduce costs and not duplicate planned consultation work. He advised that the Community and Voluntary Sector partners, led by CVS and People Express would be tasked with taking the consultation process, once agreed, out to the 'hard to reach groups' and also lead on the consultation work within the community and voluntary sector.

Mr. Jeffrey suggested that a small steering group be established to oversee the consultation programme. He also circulated a short questionnaire which asked for various details about partners in order to better inform the consultants.

Councillor Wheeler asked how Chimera were intending to consult with black, minority and ethnic groups, particularly in Stenson Fields. Mr. Jeffrey advised that the consultants would use a flexible approach, keeping questions simple and straightforward and utilising public events, shops, societies and community centres. Susan Bell recommended that the consultants use the Black Environment Network to assist in this process as it had contacts which would facilitate a day aimed at such specific groups. This Network would suggest that the consultants did not approach such minority groups with "loaded questions" and that the process be dealt with openly.

Ian Reid reminded the Board that previously partners had agreed to fund a process whereby the voluntary sector would undertake consultation work with 'hard to reach' groups. Approximately £12,000 would be required in this regard and contributions would be sought from key partners.

John Oake suggested that with the demise of the Swadlincote Chamber, small businesses in the area might be hard to reach and that this should be addressed. Glenys Williams suggested the use of publicity in doctors' surgeries across the District as such venues were used by a cross-section of the community. Suggestions were forwarded for membership of the Steering Group and it was

requested that all Board Members be advised of meeting dates for this particular group.

RESOLVED:-

That a Steering Group be established to oversee the consultation programme as follows:-

- (1) District Councillor Heather Wheeler (Chair), Jo Smith (South Derbyshire CVS), Karen Jones (Trident Housing Association), Jane Cox (Partnerships Co-ordinator, Derbyshire County Council), George Tansley (Etete Limited).***
- (2) That all Board Members be advised of Steering Group meeting dates in order that they may attend such meetings, if possible.***

LSP/5. **TREATMENT OF HOUSING ISSUES WITHIN COMMUNITY STRATEGY**

Karen Jones advised that in addition to Trident Housing she also represented the Registered Social Landlords group and the Homeless Forum. These groups were concerned that the issue of housing was not specifically referred to within the Community Strategy. It was felt that such groups represented a large sector of particularly vulnerable groups within society. Members of the groups felt that housing should be referred to more specifically within the Strategy. Comments from other Board member were sought accordingly.

A general discussion took place on where reference to housing issues should be included within the Strategy and the general feeling of the meeting was that housing was a ‘cross-cutting’ issue. Susan Bell referred to the National Community Strategy being built on the development of housing. Karen Jones advised that she was working on strategies with other organisations and wanted to link such strategies in with the South Derbyshire Community Strategy. Ian Reid referred to the District Council’s Housing Strategy, the need to link this strategy with other strategies and the requirement for the LSP to focus on issues of concern and what were the District’s priorities and priorities for improvement. Susan Bell advised that she felt that the issue of housing should be reflected in the sections on Vibrant Economy, Sustainable Environment and Healthier Communities.

RESOLVED:-

That Chimera Consultants be briefed on the discussion referred to above, with regard to carrying out consultation specifically related to housing issues and that the Consultation Sub-Group be mindful of the need to include housing within the preparation of the Draft Consultation Document.

LSP/6. **CRIME AND DISORDER REDUCTION AND COMMUNITY SAFETY**

The Board received a letter submitted by the Chair from the Chief Constable of Derbyshire Constabulary seeking the Board’s support on a number of suggestions which were intended to take forward Theme one of the Strategy, Crime and Community Safety. The Board expressed their support for the proposals contained with the letter and it was agreed that there was a need to

encourage partners to respond separately in addition to the general response which would be submitted by the Board.

George Tansley queried whether the private sector had been consulted on the proposals regarding CCTV and advised that he was aware of excellent examples of how CCTV had been used for crime reduction operations within Staffordshire. Andy Layzell advised that the Health Service would welcome being involved in further discussions around the issues identified within the letter from the Chief Constable.

RESOLVED:-

- (1) That the Board express support for the proposals outlined by the Chief Constable in the letter circulated and that the Chief Constable be advised that the Board wishes to engage with Derbyshire Constabulary on this issue.***
- (2) That individual partners respond separately to the Chief Constable on particular issues relevant to them in addition to a response being submitted by the Board.***
- (3) That the Chief Constable be asked to liaise in the same regard with the private sector on CCTV operations and that emphasis be made to the good examples of operations in Staffordshire.***

LSP/7. **REPORT OF THE BUSINESS PLANNING GROUP**

Malcolm Roseburgh (Community Regeneration Officer at the District Council) advised the Board that in accordance with Minute LSP/35 of 20th May 2004, the Business Planning Group had met to confirm the programme of projects which the LSP would support with the £150,000 allocated by the DDEP. This request followed the late receipt of five projects that had not been considered in the preparation of the proposals submitted to the Board at that Meeting. The Board was advised that it was hoped that the Meeting could take place following feedback from the DDEP on the draft proposal that had been submitted prior to the last LSP Board Meeting. This feedback would have enabled the Business Planning Group to be confident that the projects selected and the process of monitoring and delivery were satisfactory. Unfortunately however the DDEP had not yet examined the draft proposal and so the Business Planning Group had met at short notice in order to progress the proposal for today's Meeting.

The Board was advised that the Group had met on Friday, 4th June 2004 whereby Jo Smith, Paul McGregor and District Councillor John Wilkins had been present. Unfortunately it was not convenient for a private sector representative to be available. The Group had considered 17 applications and agreed an initial 12 recommended to be supported. A further 4 projects had been identified together with a reserve list (subject to any of the other 11 projects not being delivered).

County Councillor Carlile advised that the DDEP were looking for this money to be spent by March 2005. He stated that the LSP was only to submit bids which met Tier 3 outputs. He expressed great concern that the projects submitted made little or no reference to such Tier 3 outputs. He suggested that the Business Planning Group met again and referred to his knowledge of projects submitted by the National Forest which met Tier 3 outputs which were not included in the submission. [Page 5 of 7](#)

Glenys Williams expressed concern that guidance had not been produced to assist Groups submitting projects and sought a clearly defined process accordingly. County Councillor Carlile again stated that it was essential to meet Tier 3 output contributions and at this current time, the timescale did not allow for a process to be put in place. Paul McGregor advised that some projects had been dismissed (as not within the remit of the DDEP) and the Business Planning Group could only consider the projects submitted by the day of the Meeting. He stated that he was not aware of any other projects submitted by the National Forest. County Councillor Carlile requested that the Group met again to 'tighten-up' on the documents and consider the above-mentioned National Forest bids. Any projects which did not fit the DDEP appraisal process should not be submitted. Susan Bell asked whether the Business Planning Group had been aware of Tier 3 objectives and Paul McGregor advised (as the only Board Member present who was at the Business Planning Group Meeting), that the Group had felt some slight pressure to submit these bids due to the timescale involved and were not particularly aware of the Tier 3 requirements.

Susan Bell requested that Ruth Green be authorised to participate in the next Business Planning Group Meeting on behalf of the National Forest Company in her absence.

Glenys Williams emphasised the need to establish a criteria for submitting such bids in the future and County Councillor Carlile confirmed that the DDEP would require a different approach next year whereby it would dictate the criteria on a pre-consulted document. DDEP had strict criteria to meet from EMDA and this would be reflected accordingly. A general discussion took place with regard to the problems which had been experienced this year and it was agreed to circulate a copy of DDEP's Business Plan to all Board Members for information.

County Councillor Carlile asked about the inclusion of administration costs within the submission and George Tansley advised that there was a need to confirm which organisation would have a contract with DDEP in this regard. Malcolm Roseburgh advised that he understood that the District Council would take on the contract on behalf of individual project submissions with the DDEP and accordingly be the accountable body (providing that the District Council received confirmation that projects would be delivered on time). The District Council accordingly were envisaging covering the associated administration costs.

Julie Batten expressed thanks to Stuart Batchelor and Malcolm Roseburgh of the District Council for the work undertaken with the Business Planning Group.

RESOLVED:-

- (1) That the Sub-Group reconvene as soon as possible to consider amended projects and the above mentioned projects referred to, submitted by the National Forest Company and any other projects submitted in accordance with the timescale, with regard to making a submission which met DDEP Tier 3 objectives.***
- (2) That the final submission from the Business Planning Group to the DDEP be delegated to that Group accordingly.***
- (3) That the Business Planning Group consist of Paul McGregor (Chair), Ruth Green, George Tansley, Karen Jones and Graeme Royall.***

(4) That the Business Planning Group meet on 6th July 2004 at 9.30 a.m. at the South Derbyshire District Council, Civic Offices.

LSP/8. **ARRANGEMENTS FOR LSP FORUM MEETING - 22ND JULY 2004**

Ian Reid advised that this Meeting would take place during the morning of 22nd July 2004 at Mickleover Court Hotel. Councillor Wheeler requested that a map be provided to all Board Members and others attending in order to assist locating the hotel. She also suggested that Community Transport be involved in transporting residents to the Forum and that a poster be placed on Community Transport buses advertising the event. Ian Reid advised that the Community and Consultation Document would be submitted to the Forum and asked for suggestions from Board Members of any other items which should be included at the event. It was agreed that an item relating to the District Council's Housing Strategy should be included accordingly.

LSP/9. **NEWS FROM PARTNERS**

Derbyshire Rural Community Council

Helena Stubbs advised that Aston-on-Trent were in the planning stage of preparing a Parish Plan and had been fortunate to receive Countryside Agency funding for this. Hilton was also underway with its Parish Plan and had commissioned Groundwork Erewash to undertake the associated consultation work. She also advised that Newton Solney were making preparations for their Parish Plan but needed to secure a source of funding for the plan accordingly.

LSP/10. **ANY OTHER BUSINESS**

Ian Reid advised that the District Council's CPA announcement would be made that day and that it had been confirmed that the Council had been judged "fair". A press release published by the Audit Commission was made available for all Board Members.

J. OAKE

CHAIR

The Meeting terminated at 10.55 a.m.