

**MEETING OF UTTLESFORD FUTURES held at 2.00 pm at COUNCIL OFFICES LONDON ROAD SAFFRON WALDEN on 11 JUNE 2003**

Present:- Councillors Catherine Dean and John Murphy, Elizabeth Forbes, Roger Harborough, Sarah McLagan, Mick Purkiss and Alex Stewart (Uttlesford District Council), Sue Harrison (Essex Police), Sir George Moseley (Council for Voluntary Service and Uttlesford Community Travel), Peter Fuller Lewis (Uttlesford Association of Local Councils), Dale Atkins and Moppet Cave-Gibbs (Uttlesford Primary Care Trust) and Graham Fletcher (Federation of Small Businesses).

**1 APPOINTMENT OF CHAIRMAN**

Councillor Catherine Dean was elected as Chairman of the Group.

**2 APOLOGIES**

Apologies for absence were received from Councillor Janet Menell, Peter Pearson, Peter Sanders, Sue Sumner, John Whitehead, Peta Wilkinson and John Williams.

**3 MINUTES**

The Minutes of the meeting held on 29 April 2003 were approved as a correct record.

**4 MEMBERSHIP OF UTTLESFORD FUTURES**

Elizabeth Forbes said that following the recent District Elections Councillors Catherine Dean, Janet Menell and John Murphy had been appointed as the Council's representatives on the Group.

She asked whether it would be appropriate to look at extending the membership of the Group, possibly to include representatives of young people and rural interests. In relation to the latter group it was noted that both the RCCE and the NFU were on the wider circulation list and it was not felt necessary to amend these arrangements. However, the Group were keen to include a representative of young people at these meetings. Sarah McLagan said that there was a young person who represented both Uttlesford and Braintree District Councils on the UK Youth Parliament and did attend Braintree LSP. Sue Harrison agreed to discuss this matter with the representative to see whether he or another person could attend meetings in Uttlesford.

**5 LAUNCH OF THE COMMUNITY PLAN**

The launch of the Community Plan had gone very well and the Group extended their thanks to Alex Stewart for making the arrangements. Dale Atkins suggested that there should be an annual progress report to the wider partnership with presentations by each of the groups and this received general support.

## 6 **PRODUCTION OF SUMMARY**

Alex Stewart reported that Communiqué would be producing a summary leaflet and a draft would be available by 8 July. It was intended that this would be circulated to all households. It was agreed that the editorial group should meet again to agree the final wording of the summary.

## 7 **DISTRIBUTION OF PLAN AND SUMMARY**

As previously mentioned it was intended that the summary would be distributed to all households. Copies of the full plan would be sent to all the respondees, councillors, parish councillors, doctors surgeries, voluntary organisations and many other organisations. A copy would also be placed on the intranet.

Sue Harrison suggested that it might be a good idea to include a covering letter to explain the background to the plan and what it was hoped to achieve. Alex agreed to prepare a suitable letter.

## 8 **ACTION PLANNING**

At the last meeting “champions” had been identified for the following areas:  
Safety of the Community – Graham Fletcher  
Environment – John Whitehead  
Transport – Catherine Dean  
Improving Health – Peter Lewis

At that meeting it had been suggested that following the elections a District Councillor be appointed as the “champion” for Education and Economy. It was agreed that John Murphy would take on this role.

It was intended that the Group would receive a six monthly summary progress report on the action plan. It was important that the Group received more detail on issues which were not on target and that reports on these were submitted in good time to enable action to be taken where matters were not on target. The need for regular liaison between the relevant champions and lead officers was emphasised. Alex Stewart said that he would arrange meetings between the appropriate parties where these had not already been set up.

The Group then went through the action plan in detail and made a number of amendments to the text. In particular it was noted that the Transport Forum and Uttlesford Access Group should be included in the transport section. Alex

Stewart said that he would revisit the action plan to ensure that the targets matched the wording in the final Community Plan.

9 **VIBRANT COMMUNITIES PROJECT**

At the last meeting the Group had looked at the outline for a project to identify good practice in what made a vibrant community and how the positive lessons could be extended to other areas in the District. Sponsorship was still being sought and a response was awaited from the Countryside Agency. It was agreed that Catherine Dean and John Murphy would meet with Officers to pursue this matter further.

10 **STRATEGIC PARTNERSHIP NETWORK**

Members of the Group were asked if they wished to attend a meeting of the East of England Local Strategic Partnership Network on 3 July at Bury St Edmunds. Peter Fuller Lewis expressed an interest in attending.

11 **ELIZABETH FORBES**

The Chairman informed the Group that this would be the last meeting that Elizabeth Forbes would be attending before she took up a new job with the Office of the Deputy Prime Minister. Members thanked her for her contribution to the work of the Group and wished her well for the future.

12 **NEXT MEETING**

It was agreed that the next meeting would be held at 2.00 pm on Monday 15 September 2003.