

**MEETING OF UTTLESFORD FUTURES BOARD held at 2.00 pm at the COUNCIL OFFICES SAFFRON WALDEN on 11 DECEMBER 2007**

Present:- Councillor H Rolfe – Chairman  
Rod Chamberlain, Catherine Dean, Alan Dean, Mark Lemon, Janet Menell, David Morson (District Councillors), Alaine Clarke, Maggie Cox, Alex Stewart (UDC), Sue Sumner, David Westcott (CVSU), Toni Coles (PCT), Christopher White (ECC), Paul Garland (Sustainable Uttlesford), Graham Fletcher (Federation of Small Businesses), Amanda Montague (Learning Skills Council). Darren Riddell (Essex Fire Service), Hamish McIlwrick (UALC) and Joe Wrigley (Essex Police).

**F26 APOLOGIES**

Apologies for absence were received from Ray Gooding, Tracy Turner, Caroline Skinner, Bill Secombe and Alison Cowie.

**F27 MINUTES**

The Minutes of the meetings of the Management Team held on 27 November 2007 and of the Board Meeting held on 28 August 2007 were agreed and signed as correct records subject to the following amendments to the meeting on 28 August.

- i) Minute F19 - to amend the comment made by Catherine Dean, to read that “she asked whether sustainability issues were included within parish plans”.
- ii) Minute F25 (e) – the £250 for the breakfast fund referred to meetings at any time of the day.
- iii) Minute F23(a) – to replace the word anxious with the word ‘hoping’ in the first line of the minute.
- iv) Minute F21- to replace the second to last paragraph with “Sue Sumner stressed that they were concerned to meet the needs of Uttlesford as well as those of the County.

**F28 BUSINESS ARISING**

- i) Management Board

Green Doctor Scheme -The group had concerns about the cost of the scheme and would be liaising with Epping and Harlow to see if they were interested in a joint venture.

Essex Compact - The Compact was currently out for consultation and would be submitted to the next meeting for decision.

ii) Action List

F18 - Migrant Workers – Sue Hayden would prepare a progress report and email to members of the Board.

F20 - LSP partner representation at meetings – The sub group had prepared a paper on the role of the Board and the organisation of the management team and working groups but members felt that they had not had insufficient time to read the report to enable the item to be discussed at this meeting. Members were asked to send in their comments to be included in the report to the next meeting.

F29 **LOCAL DEVELOPMENT FRAMEWORK**

Sarah Nicholas, Senior Planning Officer, spoke to the group about the preparation of the LDF. The Council was currently consulting on the Core Strategy which was the strategic vision for the Council to 2021 and would replace the current district plan. Based on the main themes of the strategy the council had put forward 4 options for development, one of which had been identified as the preferred option. The officers had taken into account elements of the Sustainable Community Strategy in the preparation of the document.

Members of the Board asked a number of questions about how the issue of sustainability would fit with the Council's preferred option of concentrating development at a new settlement north east of Elsenham. They were advised that this stage would establish the principal of the development options but detailed plans would follow and these issues would need to be addressed.

It was agreed that a group response to the consultation was not appropriate, as all organisations would have different priorities in relation to the growth options. However it was suggested that the individual responses be shared with the partners.

F30 **LSP PEER CHALLENGE**

Alaine Clarke said that the LSP Peer Challenge would look at how the partnership was performing and identify areas for improvement and £8,000 of funding had been received for this process. The critical friends would be visiting on 16<sup>th</sup> and 17<sup>th</sup> January and would be conducting interviews and workshops with partners. The self assessment was due by 4 January

AGREED that Chris White, Toni Coles, Paul Garland and Jo Wigley assist with the preparation of the self assessment templates.

F31 **UPDATE FROM 10 DECEMBER MEETING**

Alaine Clarke reported that she and the Chairman had attended the Essex Partnership Event. The proposed Government arrangements for the

Partnership Forum and the Management Board had been agreed. The meeting had attempted to prioritise the issues for the Essex Sustainable Community Strategy. Sue Sumner said that she had been elected onto the Forum and the Management Board and so would be able to feedback to future meetings.

Councillor Morson asked what funding had so far been gained through the partnership. £45,000 had been committed from the County Council over the next 5 years. There were potentially other sources of funding and it was

AGREED that partners research all funding opportunities.

## F32 **SUSTAINABLE COMMUNITY STRATEGY UPDATE**

Alex Stewart reported progress on the preparation of the Strategy. There had been recent events to consult with the community and whilst these had not been very well attended, there had been a number of new people at the events and useful comments had been made. The draft strategy would be out for consultation during January.

In relation to the LAA targets, due to the tight timetable for replies to the County Council, Alex Stewart and Alaine Clarke had gone through all the indicators and attempted to determine the priorities. The group were asked to inform Alex Stewart if they thought that any of these should be amended. Members commented that the proposed indicators did not adequately cover the areas of business development and leisure and quality of life.

## F33 **BUDGET**

The group was informed that the balance on the budget as at 18 November was £40,559.30. The Chairman reported that the District Council was facing significant financial challenges and was required to reduce its staff budget by 1 million pounds. He said the Board should be aware that the district council might not be able to cover some of its commitments to the group. A fuller report would be made to the next meeting.

## F34 **TEMPORARY CARBON AUDITOR**

Paul Garland put forward a proposal for an officer to be engaged for a temporary period to carry out carbon assessments for small premises, including community buildings, schools and village halls. The opportunity had arisen as a person with specialist skills in this field was looking for work experience for 3 months. This would enable these assessments to be carried out, which were a commitment of this group and there were no other funding options available. Suitable premises for the audits had already been identified and it was suggested that the organisations be asked to contribute £100 to the audit. The group was asked to agree a sum of £5000 for this work.

The group accepted that this was a worthwhile proposal but felt that there should be a criteria to assess the merits of projects that were requesting

funding. It was also made clear, in the light of the current financial situation, that although the officer would be employed by Uttlesford District Council there would be no financial implications for the authority.

AGREED that the proposal for £5000 for a temporary Community Carbon Auditor be agreed with the proviso that a contribution of £100 be made by each customer.

F35

## **UPDATES FROM WORKING GROUPS**

The Chairman said that the working groups were the work horse of the Board and it was important that they functioned effectively. The next meeting would establish how to link the priorities and delivery outcomes of the working groups with the allocation of funding from the Board. Alaine Clark said that once the action plans had been put onto Covalent the information would be presented in a different format and it would be easier to measure the progress on the plans. The Group felt that it was important to establish an annual vision for spending and to set criteria for allocating funds.

AGREED

- 1 Organisations be encouraged to put forward any known bids to the May meeting of the Board.
- 2 Alaine Clarke bring forward proposals for the operation of the Board, Management Team and working groups to next meeting of the Board.

The group was updated on the progress from the working group meetings. Members representing the working groups, that were at the meeting, gave a verbal update.

Councillor A Dean (Economic Development Working Group), reported that the group had met in September. He realised that it was often difficult to persuade the business community of the benefit of the partnership but the meeting had come up with a list of potential actions but work had now stalled with the long term absence of the Economic Development Manager.

Paul Garland (Environment Group) said the group had now developed an action plan around three main areas – waste minimisation, energy efficiency and green travel.

The group asked officers to check the progress of the Saffron Walden Town Centre Management scheme and whether further input was required from this group.

F36

## **COMMENTS OF PARTNERS**

David Westcott and Sue Sumner said that the voluntary sector would have an input into all the objectives and would like more information about the representation of the working groups.

AGREED that a list the membership of all the working groups be circulated to the partners.

Toni Coles was concerned about the process for upward reporting of actions. She also thought that there should be clear criteria for the allocation of grants. Paul Garland said that the working groups would appreciate more assistance from partner organisations. Chris White said the County Council wanted to make sure that the partnership operated effectively and would look to offer more support to the working groups. He felt that advanced budget planning should be put in place.

Joe Wigley thought that the Board might benefit from more information from the police in terms of current crime activity in the area. He referred to the crucial role of the Community Safety Officer in the working of the partnership and asked that consideration be given to the future filling of this post. Alaine Clarke said that a one day review was planned to look at what was required from the Council and how this service should be provided. She would update the group at the next meeting

Hamish McIlwrick said that he was the communication link with Town and Parish Council's but there was little correspondence about the Futures issues. District members commented that from the discussions today it appeared that the progress of the working groups should be monitored more effectively, there should be tighter budget planning and be better communication between the partnership members.

The Chairman concluded that 2008 would see the launch of the Sustainable Community Strategy, the new Essex Partnership and the Board would be reviewing its own structure, objectives and action plans.

F37

### **NEXT MEETING**

The next meeting was scheduled for 27 May 2008 but the Chairman asked that an additional meeting be arranged for February 2008.

The meeting ended at 4.30pm.