

**MEETING OF UTTLESFORD FUTURES BOARD held at 1.30 pm at the COUNCIL OFFICES SAFFRON WALDEN on 24 June 2009**

Present:- Councillor Howard Rolfe – Chairman (UDC)  
Councillors Catherine Dean, Jan Menell, Mark Lemon, Alan Dean (Economic Development Group), and Keith Eden (Transport Group), Gaynor Bradley (Community Partnerships Manager UDC), Kerry Vinton (Partnerships Officer), Graham Fletcher (Federation of Small Businesses), Paul Garland (Sustainable Uttlesford), Steve Robinson (Essex Police), Yvette Wetton (ECC/CDRP), Alison Cowie (West Essex PCT), Hamish McIlwrick (UALC).

**F69 APOLOGIES**

Apologies for absence were received from John Mitchell, Eric Hicks, Ray Gooding and Helen Dear.

**F70 MINUTES**

The Minutes of the Board Meeting held on 1 April 2009 were received, confirmed and signed by the Chairman as a correct record.

**F71 BUSINESS ARISING**

**i) Minute P63 Performance Reward Grant**

Graham Fletcher asked if a request had been made to the District Council about using the LAGBI money for the purpose of supporting businesses. The Chairman said that he had raised the matter but the request would be more likely to be considered if the LSP could put forward a specific project that would support small business in the community.

Alan Dean said that a recent meeting of the UDC Environment Committee had agreed to sign up to the Small Business Engagement Accord which aimed to encourage dialogue with local businesses and improve the level of participation by businesses in local democracy. The Committee had suggested that the LSP should have a prominent role in liaising with small businesses but he raised concern that the Economic Development Group had not been involved in any of these discussions.

AGREED that officers seek more information on the Small Business Engagement Accord and the involvement of the Futures Board.

It was noted that the minutes of latest meeting of the Management Group had not been included on the agenda and it was

AGREED that the minutes be circulated to all members of the Board.

**F72 PEAK OIL DISCUSSION**

Paul Garland drew the group's attention to a document entitled 'preparing for peak oil' which had been prepared for local authorities. Peak oil was a scenario where demand for oil would outweigh supply and would occur when the amount of new oil being discovered had reached its peak but the demand for it use continued to increase. The paper set out the direct and indirect consequences of this situation and suggested action that could be taken.

The author of the report, David Strong had agreed to hold a seminar for the LSP and other interested organisations about scenarios for dealing with Peak Oil. The fee would be £300. It was felt that this type of a advice might be helpful as the LSP membership comprised key decision makers for organisations in the district.

Keith Eden hoped that any seminar would present the message in a positive way. He said that the impending situation should be seen as a cause for optimism and an opportunity to do things in a different and better way.

AGREED that the Board agree to fund a seminar on the implication of peak oil which would be arranged by the Environment Working group.

**F73 CRIME AND DISORDER PRESENTATION**

Yvette Wetton gave a presentation outlining the activities of the Crime and Disorder Reduction Partnership. The group was set up under the Crime and Disorder Act and had a duty to carry out audits and develop strategies to tackle crime and disorder including anti social behaviour. The partnership comprised 6 responsible authorities.

She explained that the partnership was focusing on 4 specific problems areas and for each one she showed the current trends and outlined the measures that were being put in place to address these issues. She said that Uttlesford was a very low crime area but this was not always perceived by the public and one of the challenges for the partnership was to address this. Paul Garland said he had been carrying out an audit of organisation in the district and had been staggered at the number of clubs and societies. He said there appeared to be links between a strong civil society and low levels of crime.

The group asked a number of questions. Alan Dean questioned the size of the sample that had led to the statistics particularly those produced a ward level and asked how much could be read into these figures.

There were some areas where Uttlesford's performance was worse than other districts, particularly in relation to road accidents and binge drinking and

members of the group asked for details of the action being taken in these areas.

The Chairman thanked Yvette Wetton for her informative presentation.

The following presentations were AGREED as follows

September meeting - Children's Trust and arrangements to replace CYPSP.

January meeting – Economic development

#### **F74 PRG PROJECTS**

The approved PRG projects had now been allocated to the various working groups. The funding was being released on a phased basis this year which meant that officers had to juggle the start dates of the various projects. A full report would be presented to the Board in September.

As the business survey was not now to be funded from the PRG there was £30,000 left to apportion, but this had to be to an approved project. The Engage Plus and the Juice Bar project had not received the grant that they had asked in the initial allocation of money and these projects were looked at again.

Engage plus had been awarded £50,000 rather than the £80,000 asked for and an additional grant would greatly assist its operation. The Juice Bar project had made progress, having acquired lottery and ECC funding and it had identified suitable premises. There was still a shortfall in revenue to make initial payments to staff but It was hoped that the project would generate its own income once it was up and running. The group suggested that £15,000 should go towards supporting cash flow for 6 months.

There had been a suggestion that Juice bar premises could also be used by Engage Plus as an office and this seemed a sensible way of sharing costs and benefit.

AGREED that the outstanding £30,000 PRG grant be allocated as follows:-

£15,000 Engage Plus

£15,000 Juice Bar Project

(on the condition that the premises are shared by the 2 projects).

#### **F75 WORKING GROUPS ACTION PLANS**

The Community Partnerships Manager had arranged for the working group project to be entered onto the Covalent system. This would set out the lead

officer, the funding and the milestone dates for each project to allow for effective monitoring.

Updates were received on the activities of the following groups:-

**Economic Development** - Work was continuing on the audit of existing information. Members would also be attending the business summit at Braintree District to see if Uttlesford could organise something similar. The questions for the survey were being put together, using the Tendring survey as a base.

AGREED that the final draft of the survey be circulated to members of the Management Group.

The Board was advised of the problems in pushing forward the project for a job club at the district council offices.

AGREED that Gaynor Bradley would drive the project to investigate the use of the district council offices as a job club.

**Healthy Communities & Older People Working Group** - Alison Cowie reported that a meeting had been held that morning and was pleased that there was now a wider spread of partners involved in the group. Progress had been made on the action plans and a number of events had been planned.

**Transport Working Group** - Keith Eden outlined the 4 topics that the group had decided to concentrate on which reflected the expertise in the group. The objectives and action plan would be discussed at the next meeting. The group now worked as the Transport Working group for Uttlesford Futures but would continue its work as the Transport Forum outside the Futures remit.

**CDRP** Yvette Wetton circulated a chart showing comparative crime figures for the quarter 1 February – 30 April 2009.

**CYPSP** Gaynor Bradley had attended the commissioning day when grant funding had been awarded.

AGREED that the details of the awards would be circulated when available.

The review of the structure of the organisation of the of children's services was now out for consultation.

AGREED that the LSP make a formal submission to ECC.

**Environment** - the meeting had looked at how it could work together with the Healthier Community groups in terms of healthy eating and the use of allotment space. It had refreshed its action plans and put in new time limits.

The community hospital wildlife project was moving forward. Jake Roos had prepared a business plan for the home audit project.

AGREED that Paul Garland provide an update on the allotments project for the next meeting.

**Community participation and engagement** – A task and finish group had been set up to consider actions around the 4 issues of inform, consult, engage and participate. The aim was to find out how people preferred to receive information. It was also looking at engagement protocols and structures, how to work with other organisations and producing parish plans and community plans.

In terms of the sustainable strategy consultation all the data had now been pulled together and there would be an item at the September Board meeting. It was hoped that the results of the consultation would be available before the Assembly in October.

#### F76 **SUSTAINABLE AUDIT OF ACTION PLANS**

The Board received copies of suggested questions to be applied to the working groups in terms of the sustainability of their action plans.

AGREED that working groups use these questions to self assess their proposed projects.

#### F77 **BUDGET UPDATE**

The group received details of the budget to date. Proposed future expenditure was the Annual Assembly and other possibly a business forum.

#### F78 **ANNUAL ASSEMBLY**

Kerry Vinton circulated the proposed agenda for the assembly event which had now been booked at the Great Chesterford Science Park on 13<sup>th</sup> October. She was currently arranging for a key note speaker.

Members discussed who the event was aimed at and whether it should be publicised to the general public. It was concluded that the event would be addressing leading opinion makers for the statutory and voluntary organisations and would primarily be a working day for people that were responsible for formulating policy. Kerry would compile a list of the organisations that were planning to attend and try to fill in any gaps in representation. The hall could accommodate 90 people so any remaining places could be offered to the 200 people on the Place Survey list on a first come first served basis.

AGREED that the draft format for the day be approved. Further details would be discussed at the next meeting.

F79 **FEEDBACK FROM LSP CHAIRS/LEAD OFFICERS AND PRACTITIONERS MEETINGS**

Gaynor Bradley outlined issues raised at the LSP Practitioners meeting and Jan Menell reported from the LSP chairs meeting. The Board commented that it was useful to meet with other partner authorities to share experience and also with authorities from outside of Essex. The Chairman said he could provide an update on issues from the Greater Cambridge Partnership. It was suggested that issues arising from LSP meetings could be an item for a future meeting.

AGREED that the minutes of the LSP chairs meetings be circulated to members of the Board.

F80 **TRAINING PLAN**

The Board discussed the format for the LSP training days. They would start in September and be held every 2 months and aim to move from a general to a specific subject. It was agreed that the programme would not continue if the attendance was poor for the first two of the training days.

F81 **NEXT MEETINGS**

The next meeting would be held on 30th September 2009 and 27 January 2010.

The meeting ended at 4.05pm