

**MEETING OF UTTLESFORD FUTURES BOARD held at 1.30 pm at the
COUNCIL OFFICES SAFFRON WALDEN on 30 SEPTEMBER 2009**

Present:- Councillor Howard Rolfe – Chairman (UDC)
Councillors Catherine Dean, Mark Lemon, Alan Dean (Economic Development Group), Keith Eden (Transport Group) and Eric Hicks (UCVS), John Mitchell (Chief Executive UDC) Gaynor Bradley (Community Partnerships Manager UDC), Kerry Vinton (Partnerships Officer UDC), Graham Fletcher (Federation of Small Businesses), Paul Garland (Sustainable Uttlesford), Steve Robinson (Essex Police), Yvette Wetton (ECC/CDRP), Lonica Vanclay (ECC/CYPSP) and Sue Sumner (UCVS).

F82 APOLOGIES

Apologies for absence were received from Councillor Janet Menell and Alison Cowie.

F83 MINUTES

The Minutes of the Board Meeting held on 24 June 2009 were received, confirmed and signed by the Chairman as a correct record.

F84 BUSINESS ARISING

i) Minute P71(i) - Performance Reward Grant

Alan Dean asked about the progress with the Small Business Accord. The Chief Executive confirmed that the Council had signed the Accord and was committed to involving the business community in relevant policy discussions.

ii) Minute P72 – Peak Oil discussion

Paul Garland reported that the recent workshop had been well received with around 25 delegates attending.

iii) Minute F75 – Job Club

It was reported that from 15 October 2009 Job Centre Extra would have an office in the Saffron Walden offices for one day a week and at the Thaxted CIC for 2 day a week.

AGREED that the Board be advised of the progress of this initiative at the next meeting.

iv) Minute F75 – CYPSP Grant Funding

It was confirmed that details of the grants that had been awarded would be circulated with these minutes.

With regards to the reorganisation of children's' services, members of the LSP had met with representatives of ECC and the views of the District Council and the Futures Board had been put forward.

v) Minute F75 – Allotment project

Paul Garland reported on the progress of this project and said that the main obstacle to pushing this forward was the shortage of allotment space in the District. Although it was the town and parish council's duty to provide sites, there was often a waiting list, especially in the more urban areas. The group discussed how this might be addressed and Paul Garland said he had had initial discussions with planning officers about whether allotments could be provided in larger developments through the planning process.

A point was made that there could be a reciprocal arrangement for the sharing of land between towns and villages and there was a national website for this purpose. On a more local level this type of arrangement appeared to have limited success although it was something that should be encouraged and could be promoted through the local press.

F85 MANAGEMENT TEAM MINUTES

The Board received the minutes of the Management Team held on 1 September 2009.

Alan Dean drew attention to the 10/10 campaign which aimed encourage all organisations to work to the target of cutting their carbon footprint by 10%. This initiative was tied to the UN meeting on 24 October and it was hoped that partner organisation would put in place plans to address this target.

AGREED that the Chairman write to the partner organisations publicising the 10/10 campaign and asking for details of their plans to address this initiative.

F86 BUDGET UPDATE

The group received details of the budget to date and noted the corrected figure in respect of the grant to UCVS.

Alan Dean asked about forward planning for this group and when officers were aware of the amount of income to expect, as it was reliant on outside funding. He was advised that the group had to work within the funding made

available but every effort was made to obtain the information as early as possible.

Gaynor Bradley suggested a new approach for the commissioning process, to adopt the system used by the CDRP which ensured a top down approach. The planning would start with the Sustainable Community Strategy and cascade down to objectives, targets, initiatives and finally to setting individual budgets. This had worked effectively for the CDRP.

AGREED that the new commissioning process be agreed and would be implemented by Yvette Whitten, Kerry Vinton and Gaynor Bradley.

A question was raised as to whether funds should be allocated to the working groups that did not currently have a budget. The group felt that this could be useful if the money was used as “seed corn” funding to help larger projects to get underway, or for petty running costs without the need to go back to the parent organisation. However any larger sums of money should not be allocated until a costed project had been brought forward.

AGREED in principle, that if the LSP is in a position to provide the funds, a small budget could be allocated to the individual working groups.

F87 WORKING GROUPS ACTION PLANS

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

i) Economic Development

The Business Survey was currently being circulated. At the recent meeting of the district council Finance and Administration Committee it had been agreed that the LABGI money, in the region of £42K, would be earmarked for economic and business development. How this would be allocated would be informed by the results of the business survey.

ii) Healthy Communities & Older People Working Group

Sue Sumner reported on the Community Forum that had been held in the council offices the previous day. 25 statutory and voluntary organisations had been represented and there had been very useful dialogue between them. The number of members of the public had been slightly disappointing and thought the event had been well publicised.

iii) Transport Working Group

Keith Eden reported that the leaders for the 4 project groups had been agreed and the objectives and action plans were being put in place.

iv) CDRP

Alan Dean mentioned that under the modernising Government Agenda there would be a requirement for local government scrutiny of the CDRP.

The Chairman asked if future progress reports could include reference to the 6 key objectives and the progress being made towards them. The group then had a discussion around repeat victimisation and anti social behaviour in the Uttlesford District. Steve Robinson said that there were tight guidelines for categorising anti social behaviour and the Uttlesford district had in place a degree of partnership working in this area.

AGREED that a report on the incidences of repeat victimisation and antisocial behaviour be submitted to the next meeting of the Board.

v) CYPSP

Lonica Vanclay explained the proposal to replace CYCYP with the Children's Trust. The Trust would work through 5 boards that would correspond with the PCT and Police area boundaries. Uttlesford would be part of the West Area Board together with Harlow and Epping Forest. There was awareness that this Board should meet the needs and function of each district and take into account their individual attributes. To that end there would be a meeting on 8 October to discuss how the services would be delivered from the new structure. The first meeting of the West Area Board was due to take place on 12 November.

The group thought that the proposed changes were a sensible way forward and the area groupings were practical.

vi) Community Participation and Engagement

The Board received a reported on the activities of this group. Initial work had included commissioning a report to understand how people in the district preferred to receive information. An audit of existing consultations was underway and the group was working toward the consultation on the Sustainable Community Strategy.

F88

PRG PROJECTS

The group noted the progress of the various projects. Some of the projects had been delayed due to the drip feed funding arrangements until October 2009 but it was expected that by the next meeting in January more definite outcomes would be reported.

During the discussion Paula Garland mentioned that the District Council's Energy Efficiency Officer, who was involved in a number of the projects, would be leaving in January and he asked about arrangements for his replacement. He was advised that thought was currently being given as to future of this role within the Council.

WOOD FUEL PROJECT

Graham Fletcher presented a proposal from the Economic Development Group to develop a wood fuels project which would encourage the use of woody materials as a renewable energy source. The group had a remit to encourage and promote new and sustainable business in the district and there had recently been more interest from the farming community in better managing woodland area and utilizing the products of coppicing and pollarding. The report before the Board looked at potential to develop the use of this fuel and the viability of installing wood fired boilers. Discussions had been held with various bodies about how this could be taken forward and a potential partner had come forward.

One aim of the project would be to make a connection with those that were able to supply the wood fuels and those that would provide a market for these products. The Business Survey might be able to identify businesses interested in investing in alternative energy sources. Further action would include establishing a locally available source of fuel, a marketing strategy and to investigate domestic scale production.

The group was asking for approval to take this project forward and to release the appropriate funding from the LABGI reward money. The group envisaged matched funding from private operators.

The Board endorsed this idea in principle but realised that there was still much work to do to find partners and to set up a process. John Mitchell said there many issues involved in this project and felt that committing funds to a commercial business might not be an appropriate use of the LABGI money.

AGREED that the Economic Development working group continue to investigations the feasibility this project and report back developments to a future meeting of the Board.

COMMUNITY FORUMS

As part of the District Council's commitment to engage with the community it had established two community forums, for the south and north of the district. They met three times a year and included the partner organisation of the Police, ECC and the PCT. John Mitchell suggested that the Forums could be expanded to include all the partner agencies of the Uttlesford Futures. It was suggested that the meetings could take the Sustainable Strategy as its basis and deal with issues that were relevant to the general public. At the current meetings, there was a good representation from the parish councils but they had generally failed to attract the general public.

AGREED that the Board support the expansion of the Community Forum and John Mitchell to work up a proposal for a future meeting.

F91 CITIZENS PANELS

The Board considered the setting up of a Citizens Panel for the Uttlesford District to further improve the mechanism for public consultation. Consultants had been commissioned to investigate how this could be established and a suitable mechanism to obtain a representative composition.

AGREED that the Community Engagement Task Group consider the setting up of a Citizens Panel and report back to a future meeting of the Board.

F92 BUSINESS LOYALTY CARD SCHEME

Sarah Decent from the Saffron Walden Business Forum put forward a proposal for a town loyalty card. This was location-based scheme in which local businesses would come together to offer rewards for their customers. The card would be open to all local businesses, backed by a website and customers would not be charged for using the scheme. She explained the details of the scheme and pointed out the main benefits for Saffron Walden. The Business Forum was asking for a grant of £1000 to get the project up and running.

The group supported the principle of the scheme and were reassured that the necessary infrastructure was in place to make it work. Some members commented that the scheme would encourage more commitment to the community if it included all local services. There was some concern that the scheme was limited to Saffron Walden although it was explained that if the model was successful it could be implemented in other parts of the district.

AGREED that £1000 be granted to the Saffron Walden Business Forum toward the Loyalty Card project and that a further report be made to the group when the scheme is and running.

F93 PEAK OIL

Paul Garland reported on the recent workshop on Peak Oil and advised that this issue was now taken into account on the Councils risk register. He said it would be useful to obtain information from other organisations on how they were responding to this threat and suggested that this question be included in the Chairman's letter to partners.

F94 WEST ESSEX PARTNERSHIP

Gaynor Bradley reported that the partnership of Uttlesford, Harlow and Epping had submitted a bid to the Future Jobs fund which would enable the

employment of young people for a 6 month period to enable them to gain some basic skills. The partnership was hopeful of a positive outcome.

F95 **ANNUAL ASSEMBLY**

Kerry Vinton circulated the proposed agenda and workshop choice form for the assembly event at the Great Chesterford Science Park on 13th October. It was agreed that the invitees could now be broadened to include members of the public.

F96 **DATES OF FUTURE MEETINGS**

The next meetings were agreed as follows

27 January 2010
21 April 2010
21 July 2010
20 October 2010.

The meeting ended at 4.05pm