



## MINUTES OF EXECUTIVE GROUP MEETING

**THURSDAY 10 SEPTEMBER 2009, 1.30pm**  
**Hambleton District Council, Civic Centre, Northallerton, DL6 2UU**

		ACTION
	<p><b>PRESENT</b></p> <p>Mick Jewitt (MAJ) - Chair, Head of Service Communities, Hambleton District Council            Sam Swinbank (SS) – Community Planning Manager, Hambleton District Council            Peter Cole (PC) – Community Link Officer, Hambleton District Council            Tracey Horseman (TH) – Community Safety Administrator, Hambleton District Council (minutes)            Sally Anderson (SA) – Northallerton &amp; Villages Community Forum            Jonathan Spencer (JS) - Policy &amp; Partnerships Officer, North Yorkshire County Council            Kevin Holt (KH) – Northallerton and District Voluntary Services Association            Phil Henderson (PH) – People Theme Group</p>	
1.	<p><b>APOLOGIES</b></p> <p>Rosemary Taylor (RT) – Chair of the Hambleton Strategic Partnership            Phil Kirby (PK) – Healthy Theme Group            Alastair Davy (AD) – Prosperous Theme Group            Mike Barningham (MB) – Bedale &amp; Villages Community Plan Forum            Peter Walker (PW) – Thirsk Regeneration Initiative            Sarah Robinson (SR) – Yorkshire Rural Community Council</p>	
2.	<p><b>MINUTES OF THE LAST MEETING (Thursday 5 March 2009)</b></p> <p>It was noted that as no minutes were produced from the meeting held on 11 June 2009, a special meeting to look at the improvement plan, the minutes of the meeting held on Thursday 5 March 2009 were agreed as an accurate record.</p>	
3.	<p><b>ACTIONS POINTS ARISING FROM THE LAST MEETING</b></p> <p>All action points are completed or included on the agenda for this meeting, with the following exception:</p> <ul style="list-style-type: none"> <li>• <b>Migrant Worker Pack</b> – Jonathan Spencer advised that Graham Purdy is the PCT lead.</li> <li>• <b>Speed Matrix Signs in Bedale</b> – these have now been deployed in various locations in Bedale.</li> <li>• <b>Healthy Theme Group – GP access to alcohol treatment services</b> – confirmation needed from the Primary Care Trust.</li> <li>• <b>Healthy Theme Group – clarification of Hambleton hotspot wards in relation to teenage pregnancy</b> – confirmation needed from the Primary Care Trust.</li> </ul>	<p>Phil Kirby</p> <p>Phil Kirby</p>
4.	<p><b>LSP IMPROVEMENT PLAN PROGRESS</b></p> <p>Sam Swinbank circulated copies of the Improvement Plan at the meeting advising that four task and finish groups are to be developed to look at the following areas:</p> <ul style="list-style-type: none"> <li>• Communications</li> <li>• Performance Management</li> <li>• Inequalities</li> <li>• Climate Change</li> </ul> <p>The role of the Executive Group will be to monitor progress and it was suggested that at the next meeting a detailed discussion be held on one of the above areas – Communications. Mick Jewitt advised that following a recent discussion with Rosemary Taylor newly appointed Chair of the Hambleton Strategic Partnership it has been</p>	

	<p>suggested that a review of the roles and responsibilities of the Board and Executive Group to be undertaken. Rosemary would like to see the Executive Group being more strategic and focussed on policy and performance linked to the Improvement, Area and Theme Group Action Plans; and the Board to be making more decisions and dealing with actions. Rosemary would also like to see a representative from each of the Area Groups attending the Board – however it was felt that a number of practical issues would need to be addressed in order to this to happen. It was agreed that Sam Swinbank would produce a report for discussion at the next meeting highlighting the proposed role and responsibilities of the Executive Group and the Board. It was also agreed that both the Area and Theme Groups would need to feed into this report and have discussions regarding representation at the Executive Group and Board.</p>	<p><b>Sam Swinbank</b></p> <p><b>Area / Theme Groups</b></p>
5.	<p><b>LSP BUDGET UPDATE – 2009/2010 ALLOCATIONS</b></p> <p>Sam Swinbank circulated a report, giving details of the seven project applications received for the £15,200 funding available (£8,500 from NYCC Second Homes (SH) Community Fund and £6,700 from LSP Core Reserves) and the scoring matrix used to determine how the funding should be allocated. Following discussion it was agreed to support the recommendation that six of the seven projects are supported:</p> <ul style="list-style-type: none"> <li>• Places Theme Group – Growing Greener Project - £1,000 (SH)</li> <li>• People Theme Group – EngAGE Information Days &amp; DVD - £2,000 (SH)</li> <li>• Safe Theme Group – Hambleton Retail Crime Prevention - £3,000</li> <li>• Thirsk Area Group – Thirsk Clock running costs - £3,000</li> <li>• Northallerton Area Group – Chopsticks Woodchip Production - £3,200 (SH)</li> <li>• Stokesley Area Group – North Road Play Park - £3,000 (SH - £2,300)</li> </ul> <p>The Bedale Public Realm project however, only meet one of the LSP priorities and does not support the delivery of any of the NY LAA targets and therefore it was agreed that this project is not supported.</p>	
6.	<p><b>AREA PROFILES – PROJECT PLAN</b></p> <p>Sam Swinbank circulated a project plan for the production of area profiles.</p> <ul style="list-style-type: none"> <li>• It set out the draft scope, the proposed timetable and key milestones and indicates who should be involved at each stage of the process.</li> <li>• During the production of the five Area Group Community Plans in 2002, key facts and figures were collected for each market town using the Countryside Agency Health Check approach, supplemented in some cases with local information about Parishes. However there is not one standard format across the five.</li> <li>• NYCC has recently produced Neighbourhood Profiles for Hambleton which include data on 34 indicators under six themes. This links to a wider piece of work being led by NYCC to develop a ‘Local Information System’. It is important that any work undertaken in Hambleton links into this work.</li> <li>• Under CAA there is a much greater emphasis for authorities to demonstrate their understanding of the local area and local issues and in particular how the needs of vulnerable communities are being met. Part of this is about collating and analysing local area data – to inform decision making and service delivery.</li> <li>• The LSP CAA Improvement Plan identifies data sharing and analysis as a key area of improvement for the partnership.</li> </ul> <p>Following discussion it was noted that a simple focussed format would be best as the Area Groups won’t look at the detail, however direction would be needed on where the detail could be found. An analyst would be needed to look at the detail and provide some useful and meaningful analysis of the data gathered.</p>	
7.	<p><b>REVIEW OF THE HDC ELECTED MEMBER AREA FORUMS</b></p> <p>Mick Jewitt presented this item advising that a report is due to be presented to the HDC Cabinet in November on the success and effectiveness of these Forums since they were implemented last year. To date it would appear that mixed results have been received as some of the LSP Area Groups have more involvement with the Member Area Forums than others; and it was noted that improvement is needed in this area for both. It was agreed that the Area Groups should have issues for consideration by the</p>	<p><b>Area Groups /</b></p>



	<p>other officers and key partners.</p> <ul style="list-style-type: none"> <li>• <b>Development Worker</b> – Sam Swinbank presented this report and it was noted that in 2009/2010 to date £179,435 of funding has been secured. The main projects at present are the forthcoming Funding Faye on 3<sup>rd</sup> November 2009 and Funding Training for Children and Young Peoples Groups. It was suggested that in the report the projects be listed to align with the area groups. A discussion took place regarding the 2010/2011 funding for the post and it was agreed that Sam would produce an evaluation report for consideration at the next Executive Group regarding which agencies have gained benefit from the work of the development worker and how they could perhaps be approached for a possible funding contribution.</li> <li>• <b>Delivery Team</b> – Mick Jewitt presented this report advising that progress is being made regarding the potential purchase of the Rutson Hospital from the Primary Care Trust; for which Hambleton District Council are acting as a facilitator. Valuations of the site have now being obtained by both parties and further negotiations are to be undertaken. These uses proposed for the site include a mix of facilities including a new centre for voluntary and community sector organisations, support youth housing, affordable housing and space for development of social enterprises.</li> <li>• <b>NYSP / LAA</b> – Jonathan Spencer presented this report advising that of the nineteen stretch targets, two are a cause for concern NI 117 the percentage of 16-18 years olds who are not in education, employment or training (NEET) and L 72 / NI 155 number of affordable homes delivered (gross) – these will continue to be closely monitored. The NYSP Conference is due to take place on 15<sup>th</sup> October.</li> </ul> <p>Following discussion it was agreed that the issues for consideration need to be more specific in the reports including anything for consideration by the Member Area Forum.</p>	<p><b>Sam Swinbank</b></p>
<p><b>9.</b></p>	<p><b>ANY OTHER BUSINESS</b></p> <ul style="list-style-type: none"> <li>• Jonathan Spencer advised that Hannah King will be in post mid-October as the replacement for Tom Bryant at NYCC. Hannah will be Hambleton representative at future meetings of the LSP.</li> <li>• Mick Jewitt advised that he had recently met with the Northallerton Rail Users Group who are an independent group – it was agreed that Peter Cole would invite a representative to attend the next meeting of the Northallerton Area Group.</li> <li>• It was noted that there was poor representation from the Theme and Area Groups at the meeting and that Groups should be contacted regarding attendance at future meetings.</li> </ul>	<p><b>Peter Cole</b></p> <p><b>Sam Swinbank / Peter Cole</b></p>
<p><b>10.</b></p>	<p><b>DATES FOR FUTURE MEETINGS</b></p> <ul style="list-style-type: none"> <li>• Thursday 19 November 2009, 1.30pm at HDC, Civic Centre, Northallerton – MR1</li> <li>• Thursday 15 April 2010, 1.30pm at HDC, Civic Centre, Northallerton – MR1</li> <li>• Thursday 15 July 2010, 1.30pm at HDC, Civic Centre, Northallerton – MR1</li> <li>• Thursday 14 October 2010, 1.30pm at HDC, Civic Centre, Northallerton – MR1</li> <li>• Thursday 13 January 2011, 1.30pm at HDC, Civic Centre, Northallerton – MR1</li> </ul>	
	<p>Meeting Closed at 3.50pm</p>	



**ACTION POINTS**  
**Thursday 10 September 2009**

<p><b>Please Note</b> – next meeting Thursday 19 November 2009. If an action/s has been set for you, please provide an update on progress and outcomes of your action/s to Tracey Horseman (TH) - Community Safety Administrator, Hambleton District Council – email <a href="mailto:tracey.horseman@hambleton.gov.uk">tracey.horseman@hambleton.gov.uk</a> by <b>Thursday 22 October 2009</b>. Thank you.</p>		
OFFICER	ACTION	PROGRESS/OUTCOME
Phil Kirby	<p><b>Action Points from previous meetings:</b>  <b>Healthy Theme Group – GP access to alcohol treatment services</b> – confirmation needed from the Primary Care Trust</p>	
Phil Kirby	<p><b>Healthy Theme Group – clarification of Hambleton hotspot wards in relation to teenage pregnancy</b> – confirmation needed from the Primary Care Trust</p>	
Sam Swinbank / Board	<p><b>LSP Improvement Plan</b>          Produce a report for discussion at the Board highlighting the proposed role and responsibilities of the Executive and Board</p>	
Area / Theme Groups	<p>Area and Theme Groups need to have discussion regarding representation at the Executive and Board</p>	
Area Groups	<p><b>HDC Elected Member Area Forums</b>          Issues for consideration by the Member Area Forums to be on future agendas of the LSP Area Groups</p>	
Board	<p><b>Places Theme Group</b>          Consider the proposal that the group be split into two groups to focus on the following:</p> <ul style="list-style-type: none"> <li>○ Affordable Housing &amp; Homelessness</li> <li>○ Environment &amp; Climate Change</li> </ul>	
Sam Swinbank	<p><b>Safe Theme Group</b>          Discuss with Chris Fields progress on the Hambleton Alcohol Strategy</p>	
Sam Swinbank	<p><b>Development Worker</b>          Produce an evaluation report for consideration at the next Executive Group regarding which agencies have gained benefit from the work of the development worker and how they could perhaps be approached for a possible funding contribution</p>	
Peter Cole	<p><b>Northallerton Rail Users Group</b>          Invite to the next meeting of the Northallerton Area Group</p>	