

**MINUTES OF EXECUTIVE GROUP MEETING**
**Thursday 20th November 2008, 1.30pm**
**Present:**

Mick Jewitt (Chair)	Head of Service – Communities, Hambleton District Council
Helen Murfin	Stokesley and District Community Care Association; People Theme Group; Stokesley Area Group
Hazel Kirby	Northallerton and District Voluntary Services Association
Peter Cole	Community Link Officer, Hambleton District Council
Mike Barningham	Bedale & Villages Community Plan Forum
Phil Kirby	Healthy Theme Group
Rosemary Taylor	Safe Theme Group
Tom Bryant	North Yorkshire County Council
Lindsay Ross	Prosperous Theme Group

	<b><u>Action</u></b>
<p><b>1 <u>Apologies:</u></b>            Alan Hayes: Prosperous Theme Group            Sam Swinbank: Hambleton District Council            Sally Anderson: Northallerton &amp; Villages Community Forum            Robert Webb: Easingwold &amp; Villages Forum            Peter Walker: TRI            Tracey Horseman: Hambleton District Council</p>	
<p><b>2 <u>Minutes of the meetings held on 11th September 2008</u></b></p> <p>It was noted that in the Healthy Update it should read 'Clinical and Service Strategy for Hambleton &amp; Richmondshire', <i>not</i> the South Tees Trust. The minutes were then agreed as an accurate record thereof.</p>	
<p><b>3 <u>Matters Arising from the meeting</u></b></p> <p>All matters arising updated as follows.</p> <p><b>Item 4 – Migrant Workers</b>            Hazel has yet to receive articles via email for inclusion in the e-newsletter.  <b>Action:</b> Articles to be submitted to Hazel via email for inclusion in the e-newsletter to be circulated once the communication strategy is agreed in December.</p> <p><b>Item 5 – Progress Reports</b></p> <ul style="list-style-type: none"> <li>• <b>Prosperous:</b> Actions to address the promotion of the Northallerton Farmers Market were agreed at the LSP Board.</li> <li>• <b>Healthy:</b> a follow up event to the one held at Thirsk Racecourse is to be held on Tuesday 25<sup>th</sup> November at the Hambleton Forum to give residents the opportunity to share their views on local health care services.</li> <li>• <b>Bedale:</b> Police involvement at public events &amp; charges: Peter reported that the Policy &amp; Planning Board met on Friday 7<sup>th</sup> November to consider charging arrangements for events and indicated that if the</li> </ul>	<p>All</p>

	<u>Action</u>
<p>recommendations <i>are</i> adopted charitable and community events may receive up to 100% abatement. <b>Action:</b> Sam to invite the police to provide the LSP Board with an update on any decisions taken at the Policy &amp; Planning Board meeting held on Friday 7<sup>th</sup> November.</p>	SS
<ul style="list-style-type: none"> <li>• <b>Northallerton:</b> NYCC Traffic Management Strategy: the issue over a lack of communication between NYCC and the Area Groups was raised at the LSP Board meeting. <b>Action:</b> Tom to forward a list of proposed transport schemes and timescales for work to be undertaken/completed to Peter for circulation to the Area Groups.</li> <li>• <b>Thirsk</b> – Questions over the need for a Contact Centre in Thirsk were raised at the recent Area Forum.</li> </ul>	TB/PC
<p><b>Item 7 – LSP Funding Update</b>  Development Worker funding for 2009/10: It was agreed that a recommendation be made at the next Board meeting that LSP funding be secured to ensure this position is made permanent and that other HSP partners are encouraged to contribute to the funding of the post. Tom confirmed that the £25k from the second homes fund can be used to support the Development Worker's post. <b>Action:</b> Tom to liaise with Sam regarding future funding of this post. Sam to draft a report to be presented at the next Board meeting which recommends that LSP funding be secured to ensure the Development Officer post is made permanent.</p>	SS/TB
<p><b>Issue For the Board</b></p>	
<p><b>Future Funding of the Development Officer Post</b></p>	MJ
<p>The LSP Exec. recognises the significant impact made to the number of successful community-led projects supported by the Development Officer and the 'value for money' this post represents. As a result the LSP has made the following recommendations:</p> <ol style="list-style-type: none"> <li><i>I. that the Board endorse the proposal that the post of Development Officer be made permanent and that subject to the Board's decision LSP funding be secured to ensure the post is sustained over the long term.</i></li> <li><i>II. that the Board encourage other LSP partners to commit funds to support the role.</i></li> </ol>	
<p><b>4. <u>Action Learning Sets Update</u></b></p>	
<p><b>Migrant Worker Pack</b>  Helen confirmed that the Action Learning Set on Migrant Workers is now complete. The Website is on live trial (<a href="http://www.nysp.org.uk/welcomepack">www.nysp.org.uk/welcomepack</a>) and feedback is being sought. It is anticipated that the site will go live on 1<sup>st</sup> December 2008. It was agreed that the impact of the Pack be reviewed by the LSP Exec. in six months time. <b>Action:</b> Tom to arrange a meeting between the PCT and Kay Ritchie at NYCC to ensure that the PCT are engaged with the process. Mick to confirm with HDC EDU whether data on the economic impact of migrant worker is being collated.</p>	TB/MJ
<p><b>Community Engagement</b>  Community Engagement will continue through the NYSP. It was agreed that progress be monitored through the LSP Stronger Theme Group.</p>	Stronger Theme Group

## 5. Progress Reports

### Bedale

**X-Nihilo Youth Venue:** The Youth venue opened on Monday 15<sup>th</sup> September 2008 and provides a safe environment for young people to meet and access to information, advice and specialist support services.

**Transport Focus Group:** met with NYCC Highways and NYCC Councillors on Monday 29<sup>th</sup> September to consider specific areas of concern including Junction at Firby Road and Sussex Street/ Masham Road, tactile paving and crossing points on Sussex Street/Masham Road, children's safety around schools and congestion at the White Bear Junction.

**Safer Bedale Group:** Meeting held to highlight specific community safety issues including:

- New anti social behaviour 'hot spots' at Firby Road & Abbotts Garage
- Satnav systems directing LGV's through Emgate
- Scruton Neighbourhood Watch Scheme
- School buses and parking on Firby Road
- The use of matrix signs to identify and reduce speeding. **Action:** Rosemary to liaise with Chris Fields and Mike regarding the use of Matrix signs in Bedale.

### Issue for the LSP Board

#### **Youth Centre Sustainability & and the Role of the NYCC Integrated Youth Service**

Given the high number of youth centres/cafes and outreach provision being established across Hambleton serious concerns have been expressed over the long term sustainability and co-ordination of youth facilities. The LSP Exec. has made the following recommendation:

*that in order to ensure these facilities remain sustainable the Board encourage statutory organisations, in particular NYCC Integrated Youth Services, to explore at a strategic level the development and co-ordination of a District-wide 'support model' for young people.*

### Easingwold

#### **Easingwold One Stop Shop**

Key partners have met to discuss how proposals for an Easingwold One Stop Shop could be delivered. The lease on the current premises has been extended for a further twelve months. Negotiations are underway between NYCC, the District Council, the Police, NYCC and the Easingwold & District Community Care Association to consider options for a long term solution. The Area Group continues to provide a forum for discussion and is keen to support any initiative which enhances access to services through a partnership approach.

#### **Car Parking in Easingwold**

The Group is considering the impact restricted parking in Easingwold will have on those living in the surrounding villages who work in the town.

### Northallerton

#### **Brompton Pavilion**

A contractor will be appointed at the end of November to undertake the construction of a sports pavilion in Brompton.

#### **AGM**

The Northallerton & Villages Community Forum AGM is to be held on Tuesday 25<sup>th</sup> November 2008 at Appleton Wiske Village Hall. Sally Rawlings, Chief Executive of Rural Action Yorkshire (previously Yorkshire Rural Community Council), is to give an overview of the role of Rural Action Yorkshire and the

RT/CF/MB

MJ

support it can give to local projects, community groups and Parish Plans.

**Business Against Crime in Hambleton: Action:** Peter to ensure that the impact of the 'Business Against Crime in Hambleton' initiative is fed back to the Safe Group.

PC

### **Stokesley**

#### **North Road Regeneration Project**

The Forum continues to support proposals to enhance the North Road play area and is working alongside the Stokesley Play Area Action Group (SPAAG) to secure funding to develop the site (including Section 106 money and Grassroot Grants.) SPAAG is also seeking to develop a play area at the Paddock in Stokesley and also enhance the existing play area on Northfield Drive.

#### **Community Safety Grant**

Picton Community Recreation Area Committee has submitted a successful bid to fund the development of a play area and community garden (total cost of project £24,780.) At present the village has no social or recreational amenities and the garden will provide a meeting place for families and village/community events.

### **Thirsk**

#### **Networking For Business**

Two business network events are to be held at the Thirsk Rural Business Centre, sponsored by TRI. The first is to be held on Wednesday 26<sup>th</sup> November 2008 at the Thirsk Rural Business Centre between 3-5pm.

#### **Thirsk Station**

TRI is looking to consult with Network Rail regarding improvements to disabled access at Thirsk Station. The station is unmanned after 6pm and access to both platforms is limited for those in a wheelchair.

#### **Thirsk Festival**

TRI is exploring the potential for hosting an annual comedy festival to be held in Thirsk. The festival will capitalise on the 'Cultural Olympiad' leading up to the Olympics in 2012 and will be managed by a Festival Planning & Management Group.

#### **Thirsk Contact Centre**

The issue of the need for a Contact Centre in Thirsk has been considered by the Group and was discussed at the Thirsk Area Forum.

It was suggested that future Area Group Reports include cross-references to the 5 themes to ensure that evidence of activity and progress made can be identified more easily. **Action:** Peter to provide future Area Group updates which include references to the five themes.

PC

### **Development Worker**

Hazel provided an update on those projects being supported by Nicky Smith:

- Crakehall Village Hall
- Picton Play Area
- Osmotherley Parish Council
- Worsall Village Hall
- Easingwold Memorial Park
- Stokesley North Road Play Area
- Battersby Junction Residents Association

### **Developing Rural Youth Activities Event**

The youth activity event in partnership with North Yorkshire Youth and 4Youth will now be held on Tuesday 20<sup>th</sup> January 2008 7.00pm - 9.00pm at Hutton Rudby Village Hall and will provide information on funding, activities, play rangers, CRB checks, policies and procedures etc.

**Fundraising total to date 08/09 - £417,489.00**

	<u>Action</u>
<p><b>Delivery Team</b></p> <p><b>Bedale Heritage Partnership Scheme</b> – Bedale Hall and Assembly Rooms schemes have received planning permission and have tendered for the work. 12 smaller schemes are being worked up with a variety of local businesses which will see repairs made to properties or empty spaces brought back into economic usage. Under the scheme a number of public realm improvements are also planned including the re-surfacing of a track running from Market Place to Emgate past Fleece Cottages. The scheme has been submitted for planning approval and should be determined in December.</p> <p><b>Northallerton Managed Workspace</b> – Tenders for the construction of the new 20,000sq/ft facility have been received and a contractor appointed. Work has begun on site and is due to be completed by July 2009.</p> <p><b>Thirsk Sensory Garden</b> – All permissions for the scheme and the repair of the wall have now been received. Conveyance of the land to the Town Council is in progress. Repair work to the harbour wall is due to commence in January once new coping stones have been fabricated.</p>	
<p>It was agreed that checks be made to ensure that all projects adhere to the District Councils Section 117 responsibility. <b>Action:</b> Mick and Mark Haynes to check the previous resolution regarding public realm projects and the Council's Section 117 responsibility.</p>	MJ/MH
<p><b>NYSP</b></p> <p><b>North Yorkshire Strategic Partnership (NYSP) Conference</b></p> <p>The Annual NYSP conference was held on 17 October 2008 at the Pavilions in Harrogate. The conference was well attended and feedback has been positive. A full conference report summarising outcomes will be available shortly.</p>	
<p><b>Local Information System (LIS)</b></p> <p>A task and finish group has been established to consider options around developing the County Council's work on Neighbourhood Profiles into a LIS (or data hub) for the NYSP. The LIS has the potential to be a key resource for both partners and members of the public needing to access data about their locality. It was agreed that the Health Needs Assessment be included in the LIS.</p>	
<p><b>People Theme Group</b></p> <p><b>Older Persons Subgroup.</b></p> <p>The North Yorkshire Older Persons Partnership Board has been established; its first priority will be the issue of heating and fuel poverty. <b>Action:</b> Tom to check details of the recently-established Fuel Poverty Action Group.</p> <p><b>Children and Young People.</b></p> <p>The North Yorkshire Children and Young People's Plan has been launched and is being recommended as a model for good practice.</p>	TB
<p><b>Issues for consideration by the Executive Group:</b></p> <p>The need for affordable and appropriate housing provision for the elderly, in particular in locations close to town centres. It was suggested that Paul Fisher be invited to contact HDC Planning Policy &amp; Housing to discuss the LDF Allocations document which seeks to address the housing needs of the whole community. <b>Action:</b> Peter to invite Paul Fisher to contact HDC Planning Policy &amp; Housing to discuss the need for affordable housing.</p>	
<p><b>Healthy Theme Group</b></p> <p><b>Obesity Social Marketing Campaign</b></p> <p>The Dept. of Health has announced their change4life campaign which is due to be launched in January. Organisations are encouraged to sign up to the campaign and to adopt the change4life branding. The IHG would like to encourage all LSP members to sign up to this campaign and consider how they</p>	PC

	<b>Action</b>
<p>use the branding <a href="http://www.nhs.uk/change4life">www.nhs.uk/change4life</a> The 'Big Drinks Debate' is underway with questionnaires available from <a href="http://www.thebigdrinkdebate.com">www.thebigdrinkdebate.com</a>. <b>Action:</b> Peter to check with Dave Goodwin as to whether HDC is involved in the Change4Life programme and the Big Drinks Debate.</p>	PC
<p><b>Issue for the Board</b></p> <p>Change4Life is a new initiative, supported by the Department of Health, which aims to improve children's diets and levels of activity so reducing the threat to their future health and happiness. Change4Life is calling on a host of national, regional and local partners – from within government, health care, the media and the commercial and voluntary sectors - to help. The Department of Health is communicating with people who work directly with at-risk young families in healthcare and the community to tackle obesity and will work with partners to develop and support new initiatives. The LSP Exec. has made the following recommendation:</p> <p><i>that the Board encourage partners to adopt the Change4Life marketing campaign and to raise the profile of the campaign through existing employer networks.</i></p>	MJ
<p><b>Joint Strategic Needs Assessment</b></p> <p>Both JSNA's are now available on line - the North Yorkshire JSNA is at <a href="http://www.northyorks.gov.uk/jsna">www.northyorks.gov.uk/jsna</a> and the York JSNA is at <a href="http://www.yorkwow.org.uk/healthy-wow">www.yorkwow.org.uk/healthy-wow</a></p>	
<p><b>Places The Group</b></p> <p>See Report circulated prior to the meeting.</p>	
<p><b>Safe Theme Group</b></p> <p><b>Alcohol Misuse</b> – Rosemary reported that the funding proposal for a £30,000 Alcohol Misuse Intervention Scheme had been unsuccessful.</p>	
<p><b>Prosperous Theme Group</b></p> <p>See Report circulated prior to the meeting.</p>	
<p>6. <b>Neighbourhood Profiling</b></p> <p>Peter reported that work is being undertaken in partnership with Claire Lowery, NYCC Research &amp; Intelligence Officer, to produce a ward-level 'Local Information System'. It was agreed that once the LIS is overlaid with other data from the police, the PCT etc. it would provide a useful evidence-based tool to identify 'hotspots' and allocate resources. It is hoped that the LIS for Hambleton will be available early in December 2008. <b>Action:</b> Phil to contact Claire Lowery to ensure PCT data is included in Hambleton's Local Information System.</p>	PK
<p>7. <b>LSP Board Update</b></p> <p>It was suggested that the LSP Exec. be given a Finance Report prior to future meetings of the Board. <b>Action:</b> Sam to add a Finance Report to the next meeting of the LSP Exec.</p>	SS
<p>8. <b>Theme &amp; Area Group Action Plan for 2008/09 (progress update from groups)</b></p> <p>Peter confirmed that Area Groups were regularly updating their Action Plans and that recent AGM's had provided an opportunity to add/update/withdraw projects identified within the Community Plan.</p>	

**9. LSP Funding Update**

Peter confirmed that the following projects have received LSP funding for 2008/2009:

- HSP Development Officer Post (£15k)
- Migrant Worker Welcome Pack (£1k)
- Bedale Youth Venue (£5k)
- Thirsk Community Garden (£3.5k)
- Northallerton Shopmobility (£4k)
- Great Ayton Village Hall (£3k)
- Linton on Ouse Village Hall (£3K)
- Hambleton Strollers (£3.236K)
- Hambleton Crash Pad (10k)
- Volunteering Hambleton (£2.4k)

**10. HDC Elected Member Area Forums**

Mick reported that the second round of Area Forum meetings had been completed and that an Improvement Plan is being developed to ensure that the role of the Forums is understood and that the links between the Forums and the Area Groups are made clear. It was agreed that the mechanism for responding to public questions about HDC matters be improved. It was suggested that both Area & Forum meetings be held on the same evening.

**11. Any Other Business**

Mick indicated that a final decision over joint working between HDC & RDC should be made in March 2009. Both Cabinets have been asked for a decision *in principle* as to future working arrangements which may include a joint management and/or administrative structure. Potential savings may have a bearing over the final decision.

**12. Dates for Future Meetings**

- Thursday 5 March 2009 at 1.30pm / HDC – MR1
- Thursday 11 June 2009 at 1.30pm / HDC – MR1
- Thursday 10 September 2009 at 1.30pm / HDC – MR1
- Thursday 19 November 2009 at 1.30pm / HDC – MR1

## Hambleton Strategic Partnership Executive Group Meeting – 20th November 2008

### Matters Arising – Actions & Outcomes

PLEASE NOTE: If an action has been set for you, please provide a progress update to Sam Swinbank: email [sam.swinbank@hambleton.gov.uk](mailto:sam.swinbank@hambleton.gov.uk) by Friday 9th January 2009.

OFFICER	ACTION	OUTCOME
ALL	<p><b>Item 3: Matters Arising from the meeting</b> Articles to be submitted to Hazel via email for inclusion in the e-newsletter to be circulated once the communication strategy is agreed in December.</p>	
SS/PC	<p><b>Police involvement at public events &amp; charges:</b> To invite the police to provide the LSP Board with an update on any decisions taken at the Policy &amp; Planning Board meeting held on Friday 7<sup>th</sup> November.</p>	
TB/PC	<p><b>NYCC Traffic Management Strategy:</b> Tom to forward a list of proposed transport schemes and timescales for work to be undertaken/completed to Peter for circulation to the Area Groups.</p>	
SS/TB	<p><b>Development Officer Funding:</b> Sam to draft a report to be presented at the next Board meeting which recommends that LSP funding be secured to ensure the Development Officer post is made permanent and that other HSP partners are encouraged to contribute to the funding of the post.</p>	
TB/PK	<p><b>Item 4: Migrant Worker Pack</b></p> <ul style="list-style-type: none"> <li>▪ Tom to arrange a meeting between the PCT and Kay Ritchie at NYCC to ensure that the PCT are engaged with the process.</li> </ul>	
MJ	<ul style="list-style-type: none"> <li>▪ Mick to confirm with HDC EDU whether data on the economic impact of migrant worker is being collated</li> </ul>	
PC	<p><b>Item 5: Area Group Updates</b></p> <ul style="list-style-type: none"> <li>▪ Peter to ensure that the impact of the 'Business Against Crime in Hambleton' initiative is fed back to the Safe Group.</li> </ul>	
PC	<ul style="list-style-type: none"> <li>▪ Peter to provide future Area Group updates which include references to the five themes.</li> </ul>	
RT/CF/MB	<ul style="list-style-type: none"> <li>▪ Rosemary to liaise with Chris Fields and Mike regarding the use of Matrix signs in Bedale.</li> </ul>	
MJ/MH	<ul style="list-style-type: none"> <li>▪ Mick and Mark Haynes to check the previous resolution regarding public realm projects and the Council's Section 117 responsibility.</li> </ul>	
TB	<ul style="list-style-type: none"> <li>▪ Tom to check details of the recently-established Fuel Poverty Action Group.</li> </ul>	
PC	<ul style="list-style-type: none"> <li>▪ Peter to invite Paul Fisher to contact HDC Planning Policy &amp; Housing to discuss the need for affordable housing.</li> </ul>	
PC	<ul style="list-style-type: none"> <li>▪ Peter to check with Dave Goodwin as to whether HDC is involved in the Change4Life programme and the Big</li> </ul>	

	Drinks Debate.	
PK	<b>Item 6: Neighbourhood Profiling</b> Phil to contact Claire Lowery to ensure PCT data is included in Hambleton's Local Information System.	
SS	<b>Item 7: LSP Board Update</b> Sam to add a Finance Report to the next meeting of the LSP Exec.	

KR – Kay Ritchie  
MAJ – Mick Jewitt  
KN – Katie Needham  
SS – Sam Swinbank  
PC – Peter Cole  
MH – Mark Haynes