



**MINUTES OF EXECUTIVE GROUP MEETING**

**THURSDAY 15 APRIL 2010, 1.30pm**

**Hambleton District Council, Civic Centre, Northallerton, DL6 2UU**

		<b>ACTION</b>
	<p><b>PRESENT</b>            Sandra Walbran (SW) - Chair, Assistant Chief Executive, Hambleton &amp; Richmondshire District Councils            Sam Swinbank (SS) – Community Planning Manager, Hambleton District Council            Peter Cole (PC) – Community Link Officer, Hambleton District Council            Phil Henderson (PH) – People Theme Group            Yvonne Rose (YR) – Bedale &amp; Villages Community Forum            Chris Fields (CF) – Hambleton Community Safety Partnership / Safe Theme Group            Cllr Bridget Fortune (BF) – Stokesley &amp; Villages Community Regeneration Group            Pauline Sutton (PS) – Secretary/PA, Hambleton District Council (minutes)            Kevin Holt – NDVSA            Deborah Hugill – North Yorkshire County Council            Robert Webb – EDCCA / TSCCA / Easingwold &amp; Villages Forum</p>	
<b>1.</b>	<p><b>APOLOGIES</b>            Peter Walker (PW) – Thirsk Regeneration Initiative            Rosemary Taylor (RT) – Chair of the Hambleton Strategic Partnership            Sally Anderson (SA) – Northallerton &amp; Villages Community Forum            Diane Parsons (DP) – Senior Policy &amp; Partnerships Officer, North Yorkshire County Council            Phil Kirby (PK) Rachel Maw (RM) – Improving Health Theme Group, North Yorkshire &amp; York Primary Care Trust            Alastair Davy (AD) – Prosperous Theme Group            Val Blood (VB) – Housing Task Group            Hazel Kirby (HK) - NDVSA</p>	
<b>2.</b>	<p><b>MINUTES OF THE LAST MEETING (Thursday 19 November 2009)</b>            The minutes of the meeting were agreed.</p>	
<b>3.</b>	<p><b>ACTION POINTS ARISING FROM THE LAST MEETING</b>            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> <p><b>Healthy Theme Group – GP Access to Alcohol Treatment Services</b> Sam Swinbank reported that Phil Kirby has responded as follows:- "There have been two local contracted providers of alcohol treatment, providing tier 2, 3 and 4 services, for many years. These are HARCAS (Hambleton and Richmondshire Community Addictions Service), a third sector provider of tier 2 and 3 alcohol treatment, and HARSMS (Hambleton and Richmondshire Substance Misuse Services), the NHS provider of tier 3 and tier 4 alcohol treatments. In addition, Alcoholics Anonymous also has a local presence.                More recently, a substantial number of GP practices have now signed up to provide Tier 1 alcohol treatment services, under a "Directed Enhanced Service"</p> </li> </ul>	

	<p>specification (Sam has a copy), including 16 practices in Hambleton and Richmondshire. Once embedded, this should make an important impact on the management of alcohol problems in primary care and thus free up capacity to some extent in the two other, more specialist, local services. However, there are currently still significant overall capacity issues in respect of alcohol treatment services. The PCT has included alcohol treatment as a priority within its strategic plan and is planning to increase treatment capacity by quarter three in 2010."</p> <ul style="list-style-type: none"> <li>• <b>Teenage Pregnancy Hotspots</b> - Information has been provided and should be fed into the Area Profiles and SSw to look at actual % figures (Leeming).</li> <li>• <b>Development Worker</b> – Funding agreed by the Board for the next year, with £5,000 being provided by HDC, £14,000 by NYCC Second Homes and talks are ongoing with the Police, Prison Service and PCT.</li> </ul> <p>Yvonne Rose asked if there was funding from HDC for the LSP. It was reported that HDC puts £14,000 (Second Homes Fund) + Officer time (SSw and PS).</p> <ul style="list-style-type: none"> <li>• <b>Easingwold Area Group Progress Report</b> - Broadband meeting took place on 13 April at HDC, and 3 guest speakers were invited from NYnet and Community Broadband initiatives. Key messages from the meeting: <ul style="list-style-type: none"> <li>➢ Communities - to make this work there is a need to bring communities together to drive it forward. A minimum of 10 people in a village would create sufficient critical mass to make a community-led scheme viable.</li> <li>➢ Funding and investment – capital investment is needed to enable the technology to work. If there is a fibre connection within 5-10 miles, there is an opportunity to use wireless technology to relay the signal to villages. This could cost between £10 - 30k per community and if villages work together, it helps to build a stronger case for external funding.</li> <li>➢ Joined up thinking – need for public, private and community sectors to work together, the LSP needs to establish if there is any investment in broadband infrastructure planned e.g. access to health and social care. Issues will be raised at the Board meeting, also at the next round of Area Forums. There is a need to lobby for better access within our area. PC to email a map of area 'not spots' and put the presentations on the website.</li> </ul> </li> <li>• <b>People Theme Group Progress Report</b> – work on investment on Community Transport Schemes has now been circulated</li> <li>• <b>People Theme Group Progress Report</b> – information requested from the Older People's sub-group has been received from Amanda Brown, Locality Director (PCT) and she will meet with Paul Fisher to discuss issues further.</li> </ul>	<p><b>SSw/PK</b></p> <p><b>PC</b></p>
<p>4.</p>	<p><b>LSP IMPROVEMENT PLAN PROGRESS - Future Role of the Executive Group</b>  Sam Swinbank presented this item to the group. It had previously been agreed that amendments needed to be made to the 2002 Constitution of the role of the Group. Sam circulated a paper outlining the proposed amendments to the constitution which were agreed by the Group and would form the basis of a recommendation to the Board. The suggestion that the Chair of the Exec Group has no voting rights at Board level would be looked at</p> <p>Comments were made in relation to the Theme Groups that some are more pro-active than others and that the Theme Groups are not as well supported as the Area Groups.</p>	<p><b>SW</b></p>

	<p>In terms of performance – there is a need to look at performance more objectively to identify where performance is good or bad, and ‘drill down’ to ascertain the reasons behind poorer performance and to strengthen joint working between the Theme and Area Groups.</p> <p>It was agreed that SSw would develop new performance reports to be discussed at the next meeting. SSw /PC would look at improving the LSP Update as a information sharing tool</p>	<p><b>SSw SSw/PC</b></p>
5.	<p><b>AREA PROFILES - UPDATE</b></p> <p>The final version of the 5 Area Profiles were passed around the Group. Sam reported that positive feedback has been received. Some of the issues and questions raised by the Area Groups may not have been addressed in this version of the Profiles, but work is ongoing. All factual information and inaccuracies have been updated and addressed. The LSP Board is to advise on how to maintain, and how regularly to update the Area Profiles.</p> <p>It is key to use the data, to understand what is happening in communities, to look at areas when data is unavailable and to ask our Key Partners to provide any information they may have in areas where it is lacking.</p> <p>When these Profiles are finally formatted they will be placed on the website.</p> <p>Clr Fortune asked it to be noted there was no reference to travellers / gypsies within the Stokesley Area Profile, and that there had been a considerable amount of work undertaken on this issue. Sam again reiterated that the outstanding list of issues that do not appear in the review will be looked at. This is an ongoing piece of work, the Area Profiles documents are the first version, and this is a work in progress.</p> <p>Yvonne Rose – raised the issue that within the Bedale Area Profile document wording around ‘Police Support and Market decline’, Sam agreed to amend final version.</p>	<p><b>SSw</b></p> <p><b>SSw</b></p>
6.	<p><b>LSP FINANCE – UPDATE</b></p> <p>Monitoring report circulated and discussed. Most Projects are complete, and project leads need to be reminded and prompted to claim the grant funding on offer.</p> <p>For 2010/11 around £16,000 is available for funding projects. This figure may increase due to an underspend from this year.</p> <p>Theme and Area Groups to be asked if they want to submit a project bid for the available funding. Sam will email the relevant funding application form. She will collate the bids received and bring to the next Executive Group meeting for decision.</p>	
7.	<p><b>REVIEW OF THE COMMUNITY PLAN 2010</b></p> <p>A paper was circulated and discussed regarding the milestones for the review of the Community Plan. The Executive Group expressed that they were happy with the Milestones/dates for the review of the Community Plan.</p> <p>It is important that all Partners contribute to the document, and Sam will be approaching the Group members for help and support. An away day is being organised for May/June. Sam will notify all of the exact date when she has it confirmed.</p> <p>Initial work will ascertain what information we have already and where we need more to</p>	<p><b>SSw</b></p>

	<p>fill in the gaps. Also, to identify opportunities for joining up consultation e.g. with the Housing Team Roadshows. All Group members to feedback to Sam regarding awareness of events and consultation.</p> <p>If any member of the Group has any views on consultation or the planned 'away day' then speak to Sam direct.</p>	<p><b>Group</b></p> <p><b>Group</b></p>
8.	<p><b>LSP JOINT WORKING</b></p> <p>Sam gave a brief update. The Chairs of the LSP for Hambleton and Richmondshire have exchanged ideas with regards to joint working. They have secured funding in the form of an Improvement Advisor who will develop a feasibility study on areas where the 2 LSP's could work together. Work will commence in May, and Sam will update the Group at the next meeting. When the name of the Advisor is know, Sam will email the Group in case they are contacted by the individual for information. Yvonne Rose expressed an interest with regard to looking at issues around Tourism.</p>	<p><b>SSw</b></p>
9.	<p><b>PROGRESS REPORTS</b></p> <ul style="list-style-type: none"> <li>• <b>LSP Infrastructure Group</b> – Sam Swinbank presented this previously circulated report to the group advising that the issues for consideration were: <ul style="list-style-type: none"> <li>○ An Allotments survey of all Parishes across the District has been undertaken - around 50% response rate to date, still chasing responses to get a higher rate.</li> <li>○ NYCC Service Centre Transportation Strategies – Northallerton and Bedale are just starting and Easingwold are currently preparing for full public consultation.</li> <li>○ Sustrans are working on a master plan for cycleways in Bedale – including links between Leeming, Aiskew and Bedale and safe route to school</li> </ul> </li> <li>• <b>Places</b> – Sam Swinbank presented this previously circulated report to the group. The Hambleton Housing Action Plan provides key actions for our district. It is to be discussed at the Housing Group and will then be presented to the LSP Board and Partners. It is in the early stages of preparation.</li> <li>• <b>People</b> – Phil Henderson presented the previously circulated report to the Group. He felt that the Theme Group needs to be reviewed as the 3 sub-groups are completing the majority of the work. He suggested that the Group should be split into the 3 sub-groups and the People Theme Group disbanded. This approach was agreed by the Executive Group.</li> <li>• <b>Prosperous</b> - Sam Swinbank presented this previously circulated report to the group. Members of the Group were asked for suggestions regarding engaging schools in the development of the Business Schools Event. Deborah Hugill will pass on the comments to Diane Parsons.</li> <li>• <b>Healthy</b> – Sam presented the previously circulated report to the Group. There is a scheme in the Hambleton area (Thirsk) looking at obesity issues, further information will be presented to the next meeting.</li> <li>• <b>Safe</b> – Chris Fields presented this previously circulated report to the group advising that a joint approach by Hambleton and Richmondshire is being undertaken for Safer Roads. Work is ongoing on Hate Crime. The Prevent Action Plan Review now needs updating and help is required to look at the information from last year and feedback comments to Chris. An update will be circulated to the Group.</li> <li>• <b>Bedale</b> – Yvonne Rose presented this previously circulated report to the group advising of an issue over response from NYCC regarding the Public Realm Enhancements. It was suggested that Mark Haynes speak to Diane at NYCC for the relevant person to speak to and report back.</li> <li>• <b>Easingwold</b> – Robert Webb presented this previously circulated report to the</li> </ul>	<p><b>CF</b></p> <p><b>DP/MH</b></p>

	<p>group and it was noted that there were 2 issues, Broadband which has previously been discussed and the Community House Project. This issue is being discussed by NYCC, the District Council and the Police.</p> <ul style="list-style-type: none"> <li>• <b>Northallerton</b> – Peter Cole presented this previously circulated report to the group advising that there were no issues for consideration; however work was progressing well in relation to the Shopmobility Scheme. In addition it was reported that NVCF have agreed to ‘adopt’ notice boards outside Northallerton Railway Station to display relevant literature – other Area Groups look into this as it is a good way of sharing information.</li> <li>• <b>Stokesley</b> – Cllr Bridget Fortune presented this previously circulated report to the group advising that the Cycleways Scheme was well underway, that they are ready to appoint a Parish Caretaker for Kirkby in Cleveland and Ingleby Greenhow and that the Great Ayton Station Project is starting to progress.</li> <li>• <b>Thirsk</b> – Peter Cole presented this previously circulated report to the group.</li> </ul> <p>Sandra expressed thanks on behalf of the Executive Group to Peter for all his hard work pulling together the comprehensive Progress Reports.</p> <ul style="list-style-type: none"> <li>• <b>Development Worker</b> – Kevin Holt presented this previously circulated report to the group advising that there were no matters for consideration. He did mention the success of Shopmobility and that it was a good example of shared working. Also that Lottery funds are available for projects. The Executive Group again extended thanks to Nicky for the work undertaken to date and recommended that the importance of the role be passed up to the Board.</li> <li>• <b>Delivery Team</b> – Sam Swinbank presented this previously circulated report to the group advising that work is progressing well on all projects. Thanks were extended to Mark Haynes for all his hard work - he does a very good job!</li> <li>• <b>NYSP</b> – Deborah Hugill presented this previously circulated report to the group which was discussed, but nothing to report.</li> </ul>	<b>SW</b>
9.	<b>ANY OTHER BUSINESS</b> - Nothing to report.	
10.	<b>DATES FOR FUTURE MEETINGS</b> <ul style="list-style-type: none"> <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>	
<b>Meeting Closed at 3.25pm</b>		