



MINUTES

Of a meeting of the

WEST NORFOLK PARTNERSHIP BOARD

Held on 11th October 2007

In the Council Chamber, Town Hall, Kings Lynn

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**Minutes of a Meeting of the West Norfolk Partnership Board
Held on Thursday 11th October 2007 at 2.00pm
In the Council Chamber, Town Hall, Kings Lynn**

PARTNERSHIP BOARD MEMBERS PRESENT:

Nick Daubney (Chair) - BCKLWN
Heather Farley – West Norfolk VCA
Paul Adams – Norfolk County Council
Councillor Harry Humphrey – Norfolk County Council
Kate Gordon – Chair, Healthier Communities and Older People Partnership
Eddie West-Burnham – West Norfolk MIND
David Lennard Jones – Norfolk County Council Children’s Services
Ray Harding – Borough Council of Kings Lynn & West Norfolk
Councillor Elizabeth Nockolds – Borough Council of Kings Lynn & West Norfolk
Carol Comer – Connexions
Wing Commander Gary Headland – RAF Marham
Tom Savory – Norfolk Childrens Services
Tony Cherington – Norfolk Constabulary
David Pomfret – College of West Anglia
Azam Gabbair – Norfolk Police Authority
John Rees – Norfolk PCT
June Stokes – West Norfolk Age Concern
Mike Humphrey – West Norfolk Chamber of Commerce

By Invitation:

Duncan Hall - BCKLWN
Vicky Etheridge – Neighbourhood Manager

Apologies for absence:

Brian Long – Borough Council of Kings Lynn & West Norfolk
Tony Hall – Freebridge Community Housing
Caroline Williams – Norfolk Chamber of Commerce
Sue Lowe – West Norfolk Age Concern
Mark Weston – Norfolk PCT

Supported by:

Ian Burbidge – Policy and Performance Manager, BCKLWN
Martin Slater - Partnership Delivery Officer, BCKLWN
Sarah Dennis - Democratic Services Officer, BCKLWN

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| 1 | <p>Welcome and Apologies</p> <p>The Chair welcomed everyone to the meeting and members of the Board introduced themselves.</p> <p>Apologies were as noted above.</p> | |
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| <p>2</p> | <p>Minutes and Matters Arising</p> <p>The minutes were agreed as an accurate record.</p> <p><u>Queen Elizabeth Hospital Foundation Status</u></p> <p>Kate Gordon updated the Board with the Queen Elizabeth’s Hospital application for Foundation Status and circulated information to Board members. The period for consultation would start on 15th October 2007 and would end in January 2008. Consultation would need to be as wide as possible. The business case would then be presented to the Department of Health in January, with the case being scrutinised in the Spring and results released in Summer 2008. If any organisations wanted further information on the bid for Foundation Status, hospital representatives could visit if required.</p> | |
| <p>3</p> | <p>Chairs Correspondence</p> <p>There was none.</p> | |
| <p>4</p> | <p>Performance and Budget Monitoring</p> <p><u>a) Management Group</u></p> <p>Heather Farley drew members attention to the action list circulated with the agenda. She highlighted the potential use of parish funds through the Community Action Groups (CAGs). Heather emphasised that the funding would still be channeled into those parishes with greater than 10% of second homes.</p> <p>Heather reported that Small Fish, a firm of consultants in Norwich had undertaken some research on the level of carbon dioxide emissions in the Borough. The results had shown the Borough as having high levels of carbon dioxide emissions. Some of this would be from diesel vehicles on the road, although a high percentage was due to historical factors such as emissions from agricultural land that had been drained.</p> <p>In response to a question from John Rees regarding the measurements used, Martin Slater explained that if emissions were measure per hectare, the Borough had one of the lowest scores, although a new LAA indicator would mean emissions were measured per capita which meant the Borough had one of the highest scores.</p> <p>Heather Farley explained a letter had been sent to Christopher Smith regarding Freebridge’s representation on the Management Group and Heather had met with Tony Hall at Freebridge to discuss their representation on the Partnership.</p> <p>Eddie West-Burnham highlighted discussions which had been held at the West Norfolk VCA AGM regarding commissioning opportunities and the roles of commissioning bodies. He questioned whether the Management Group could take the lead role in these discussions and to help create a commissioning strategy. This would ensure a joined up approach. Heather Farley explained</p> | |

that these discussions would take place and reported back.

b) Neighbourhood Management Board

Vicky Etheridge introduced this item and explained that the Neighbourhood Board had completed the action planning exercise and had identified clear priorities which were:

- Children, families and young people
- Increasing community involvement
- Cleaner, Greener and the Environment
- Working with the community to assist with work and learning opportunities

Work was ongoing to improve play areas. Greener neighbourhood grants were also available whereby organisations or an individual could apply for garden vouchers to plant bulbs. Vicky’s team would assist with this.

Vicky highlighted the need to commit SSCF revenue funding. Several projects had already been completed, for example Hillington Square and the alley gating. Centrepont was almost complete. There were press releases issued each week. Vicky reported that the annual meeting of the Neighbourhood Board would be held in December.

In response to a question from Gary Headland concerning the areas covered by the SSCF programme, Vicky Etheridge explained that they were all within Kings Lynn, and there were no plans to extend the catchment area with SSCF funds.

c) Thematic Partnerships

Healthier Communities and Older People Partnership

Kate Gordon explained there were three strands to the work of the Health partnership. These were:

- Older People
- Obesity
- Mental Health

Older People

The Health Partnership had provided financial support to a project run by Roger Partridge, the Borough Council’s Sports Development Officer to promote physical activity in older people. The Partnership would also be providing funding in the subsequent year.

Obesity

John Rees highlighted the potential for the Knowledge Transfer Partnership which was a national programme run by the DTI to bring academia and business together. The community development model for obesity would be carried out in Fairstead and West Walton with support from Hertfordshire University. The regional assessor had checked the bid which would then be submitted to the sponsors. This would involve further submissions with the final result known in January 2008. There would also be a baseline survey of a

sample of the population's weight as data available was not considered robust.

Mental Health

Eddie West-Burnham highlighted the Beating the Blues project which focused on computerised cognitive behavioural therapy. This would be piloted in Fairstead. Eddie explained that approximately 30% of people with a long term disorder such as coronary heart disease also suffered poor mental health.

Eddie also explained that the Locality Health Forum (formally the LIT) would be starting again with an open day in the following week.

d) Children & Young People

David Lennard Jones circulated a paper outlining the work of the Children and Young People Partnership. The three strands of work were:

- Establish a youth forum for the west
- Develop a programme of family support activities
- Reduce exclusions from school

The establishment of a youth forum would mean any agency wishing to consult with young people would have the opportunity to do so.

e) Economic Partnership

The Chair reported that Councillor Jason Law had been appointed Chair of the Economic Partnership. The group had looked at the marketing issues for Kings Lynn and the publication of the Golden Past, Brighter Future supplements. There may also be the production of a dvd. The Chair reported that the bid for Growth Point Status had recently been submitted and thanked all officers involved for their hard work in the submission. The bid was extremely important for Kings Lynn as if successful would bring in up to £24 million of funding.

The Chair drew member's attention to the Partnership annual Forum which would take place on 4th December at the Corn Exchange.

f) Skills and Learning

David Pomfret introduced this item and explained the priorities of the Skills and Learning Group were to:

- Increase aspirations
- Increase participation
- Increase attainment and skills

David reported that there were several small project initiatives taking place using Partnership funding to support. Nine bids had been received, three of which were from schools.

David highlighted the work of Investing in Communities (IIC) and reported that a project for the pre NEET and NEET groups in the Creative and Media skills would soon be going ahead. There was currently a gap in the curriculum for these types of skills. Work would be centered around the Discovery Centre in the first instance.

David also highlighted the Food Fortnight initiative which would be taking place between 27th October and 10th November.

Vicky Etheridge left the meeting at 2.50pm.

Martin Slater explained that Opportunities West Norfolk would be held on 17th and 18th October and highlighted an article in Your Council (the Council's residents' newsletter) promoting the event. This event was sponsored by the Partnership and IIC. Approximately 1200 children were expected to attend. The aims of the day were to raise aspirations and to highlight the job opportunities and careers available in the Borough.

Harry Humphrey reported that Norfolk County Council had recently undertaken a mapping exercise of the take up of further education and the results displayed a reverse map of deprivation. He questioned whether the lack of aspirations in some children could be from their parents. David Pomfret explained that the Skills and Learning Group would be tackling this issue. Eddie West – Burnham explained that in the East of England it was anticipated that 100,000 people would be working in the care sector in the next 10 years. The percentage of people in the area over the age of 85 would also increase by 10% in the next four years.

Gary Headland explained that due to the future planning of BAE Systems, approximately 400-500 highly skilled specialist jobs would become available and it would be important to communicate this to as wide a group as possible to ensure that need was met in the future. The Skills and Learning Group may be able to assist with this.

GH/DP

David Lennard-Jones reported that he had regular meetings with secondary head teachers to discuss the aspirations of parents. He highlighted the work of Learning Catalyst, who were funded through IIC. Elizabeth Nockolds explained that Norfolk County Council and the Arts Council East had worked in partnership with local artists and this had prompted some to attend university to study.

g) Diverse Community Forum

Heather Farley reported that the Welcome Pack was near completion and in the process of being translated. The Pack would then be taken to focus groups. It would be launched at the annual Forum in December. There may also be active downloads of the Pack available if a recently submitted bid for funding was successful.

The IDEA had recently approved a bid for a place on their Excellent Practice Programme. This would support the work on the Community Cohesion Strategy for West Norfolk. There had only been 11 successful bids in the country. Heather also highlighted the Quality of Life Survey and a Myths and Legends and Cultural Diversity handbooks.

h) CDRP

Tony Cherington explained the CDRP was working well and a letter had been received from the Home Office praising performance. Tony explained that the Community Action Groups would report up to the Local Action Groups and up

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| | <p>to the CDRP.</p> <p>The PTCG was also working well, and provided a scrutinising role. Tony reported that activities for young people at the Discovery Centre had been highlighted as generating positive outcomes in the area, for example lower levels of criminal damage in the area during the summer.</p> <p>Tony Cherington explained that there were quality of life issues coming from the CAGs, for example dog fouling, graffiti, fly tipping, litter and abandoned vehicles. It was recognised that the priorities coming up from the CAGs did not always match those coming down from central government. There were also some issues surrounding noise nuisance and the Borough Council were looking into this with a view to providing out of hours resources.</p> <p>Tony reported that at present, the CAGs were being chaired by the Police, which was not ideal, but this had been due to the need to set the groups up quickly. It was anticipated that town and parish councils may be able to take over this role in the near future.</p> | |
| <p>5</p> | <p>Partnership Development Plan</p> <p>Martin Slater introduced this item and explained that the Plan for 2006/07 had been discussed at the previous Board meeting and a suggestion had been made to illustrate outcomes on the Plan. The Plan now circulated was for the 2007/08 year. The main issues the Plan covered were Partnership governance and development, with links to the Local Government White Paper. The Plan would also be informed by the recent audit undertaken by PricewaterhouseCoopers. The audit report had made some recommendations surrounding governance and accountability. The results from the Aspire 2 Perform research would also be incorporated into the Plan. It was anticipated that the Plan would be brought back to the Board in March 2008 along with progress against the Plan.</p> <p>Kate Gordon left the meeting at 3.05pm.</p> | |
| <p>6</p> | <p>Budget Monitoring</p> <p>Ian Burbidge explained that Partnership funding was allocated one year in arrears. The budget circulated was a consolidated budget statement for the three year period to 2007/08. He explained that projects were commissioned to support the priorities of the Partnership. Each thematic Partnership was accountable for the funding allocated. There was a current balance of £70,807 unallocated to March 2008.</p> | |
| <p>7</p> | <p>Community Action Groups and Neighbourhood Working</p> <p>Ian Burbidge explained that neighbourhood working was a priority for central Government and the proposal circulated built on the work of the CAGs, to pilot an approach specific to West Norfolk. It was hoped to start in the north of the Borough where there were a high proportion of second homes.</p> | |

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| | <p>It was AGREED that:</p> <p>The recommendations in the report be approved.</p> | |
| 8 | <p>Affordable Housing</p> <p>Duncan Hall gave a presentation and explained that there were often misconceptions around what was meant by affordable housing. There were schemes to pump prime projects to help lever in capital for schemes. The Council looked to support schemes in rural areas, especially in those areas affected by second home ownership, as this was where the most acute affordability pressures arose.</p> <p>The main vehicle for rural housing was the Exceptions Policy which enabled houses to be built outside development boundaries. This ensured land prices were not prohibitive. Schemes were still expensive however and also needed to comply with planning regulations. Duncan highlighted recent statistics which showed that there was a need for 1893 affordable houses, although there were only 1,096 available, a shortfall of 797, with 6,000 people on the housing register. The last time this exercise had been undertaken the shortfall had been 466 with only 2,000 people on the housing register.</p> <p>Duncan explained that a supply of land was essential and the success of the Growth Point Status bid would help with this.</p> <p>In response to a question from June Stokes regarding those who had special needs in terms of affordable housing, Duncan explained that a mental health and housing strategy had recently been approved by the Borough Council.</p> | |
| 9 | <p>Sustainable Community Strategy</p> <p>Ian Burbidge had circulated the draft Strategy and explained it was required by Government and would seek to influence the Norfolk Local Area Agreement. The Place Shaping Agenda also placed reliance on community strategies. The State of West Norfolk report and data observatory provided the evidence base. The Quality of Life survey results would also be incorporated into the Strategy once available.</p> <p>Ian noted that the Strategy was a working document and needed to be responsive to the community's needs. There was initial consultation with the voluntary sector at the recent WNVCA conference. There would also be joint consultations with the Council's Planning department on the Local Development Framework and Sustainable Community Strategy.</p> <p>It was AGREED that:</p> <p>Board members to feed back any comments on the Strategy to the Partnership Secretariat.</p> | ALL |
| 10 | <p>Quality Of Life Survey</p> <p>Tony Cherington left the meeting at 3.45pm.</p> | |

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| | <p>Ian Burbidge introduced this item and explained that the Quality of Life Survey had been commissioned by the Partnership to provide the baseline data required by the SSCF programme. MEL Research were awarded the contract. The survey would take the form of a door knocking exercise and would give access to the hard to reach groups. Daisy Line had highlighted lead people in minority groups, who have received training from MEL to conduct the surveys. Over 2000 surveys had been completed so far. One of the questions on the survey included involvement in the Partnership and any individual wishing to do so would be invited to the annual Partnership Forum in December.</p> | |
| 11 | <p>Schedule of Dates for 2008</p> <p>Ian Burbidge explained that the schedule attempted to create a reporting line from the thematic partnerships into the full Board meeting. The next Board meeting was scheduled for 31st March 2008 and Heather Farley questioned whether this would cause any issues with members in terms of the gap between meetings. If this was a problem, members should contact Sarah Dennis.</p> | |
| 12 | <p>Any Other Business</p> <p><u>Comprehensive Spending Review</u></p> <p>Ray Harding highlighted a letter recently received regarding the Comprehensive Spending Review and the new set of performance indicators, which were circulated.</p> <p><u>Dawn</u></p> <p>Ian Burbidge explained that research documents to support the data, for example the Housing Needs Assessment, were now uploaded on to Dawn. Any documents that needed to be uploaded should be sent to Laura Beveridge.</p> | |
| | <p>The next meeting of the Board to be held on Monday 31st March 2008 at 2.00pm in the Committee Suite, Kings Court, Kings Lynn.</p> <p>The meeting finished at 3.55pm.</p> | |