



**Minutes of the [Local Strategic Partnership](#) meeting held on Monday 15<sup>th</sup> December 2008 at 10 am, in Southover House, rooms 7&8.**

**Present:**

Tracey Evans (Chair) <b>(TE)</b>	Newhaven Strategic Network
Cllr James MacCleary (Incoming Chair) <b>(JM)</b>	Lewes District Council
John Crawford <b>(JC)</b> , Owen Clifford <b>(OC)</b> , Carina Hinkley <b>(CH)</b> , Ian Kedge <b>(IK)</b> , Sue Harvey <b>(SH)</b> , David Kemp <b>(DK)</b> ,	Lewes District Council
Penny Shimmin <b>(PS)</b>	NCDA
Gordon Bull <b>(GB)</b>	Lewes District CRP
Debby Matthews <b>(DM)</b>	SDCVS
Richard Watson <b>(RW)</b>	East Sussex Downs & Weald and Hastings & Rother PCT
Liz Lee	REGEN
John Webber <b>(JW)</b>	LTP
Cllr Judith Ost <b>(JO)</b>	District Association of Town & Parish Councils
Peter Crowley <b>(PC)</b>	Wave Leisure Trust
Lucy Dixon-Thomson <b>(LDT)</b>	ESCC (LAA Engagement Officer)

<b>1) Introductions and Apologies</b>	<b>ACTION REQUIRED</b>
Ian Chisnall, Jayne Boyfield, Lyn Kemp, Ila Mazumdar, and Carolyn Woods	
<b>2) Minutes of the last Meeting held on 29<sup>th</sup> September 2008.</b>	
The minutes of the last meeting on the 29 <sup>th</sup> September 2008 were read and verified with minor amendments.	
<b>3) Matters Arising</b>	
<b>3.1 Attendees</b>	
The list of LSP attendees is now almost completed. If you are not included on the form or details have changed please let CH know.	
<b>3.2 Updates prior to the meetings</b>	
The calendar is still being drafted for all the meetings of Thematic groups, and Area Partnership meetings for 2009.	<b>Nicola Kaye to collate information</b>

<p><b>If there are any meetings that need to be added please send them to CH.</b></p>	
<p><b>3.3 RVRC Sustainability subgroup and Environmental group</b></p>	
<p>IK advised the group that he had a meeting with AM. The RVRC sub group were looking at moving sustainability forward. IK has linked in to look at developing village climate change action plans for four pilot villages. These are: Plumpton; East Chiltoningon; Rodmell and Barcombe. IK is working with the group to run some smarter living road shows.</p>	<p><b>Updates will come through the Environment Action Group.</b></p>
<p><b>4) Issue of Chair and Vice-Chair of the LSP</b></p>	
<p>TE informed the meeting that following the recent LSP steering group meeting, one nomination had been received for the position of LSP Chair and one nomination for Vice Chair. James Mac Cleary has offered to be Chair and Debbie Mathews has offered to remain as Vice Chair to offer continuity for the LSP. <b>Both positions were proposed and seconded.</b></p> <p>The group thanked TE for all her hard work over the past years.</p>	
<p><b>5) Proposal for future monitoring of area partnerships and thematic group's progress against SCS – refresher of SCS</b></p>	
<p>SH informed the group about the way in which future monitoring of area partnerships was envisioned. Discussions about the community strategy have taken place, especially regarding demonstrating progress against some of the objectives set out in the strategy. The proposal is to introduce a traffic light system into the monitoring arrangements of the Thematic Groups and Area Partnerships. (Red, Amber, Green).</p> <p>The action plans of the thematic groups need to be reviewed regularly and this system would be a good way of ensuring this.</p> <p>DK has provided a sample report for the Safer and Stronger Communities theme and IK has provided the same for the Environmental subgroup. The proposal is to meet with all Chairs to update the action plans, develop a template and then report back on a quarterly basis, including an end of year report.</p> <p>The proposal was agreed and the new system will be used. An end of year report will be produced for April 2009.</p>	<p><b>DK, CH and SH to meet and initiate process of reviewing action plans</b></p>
<p><b>6) Future of the Area Partnership Development Workers – findings and recommendations arising from the LDC scrutiny review</b></p>	
<p>OC advised that the LDC Scrutiny Committee had looked at the work that had been undertaken in the last three years by the Area Partnership Development Workers in relation to the investment that LDC has made in supporting this service through an annual grant that gets paid to the SDCVS. The Scrutiny Committee recognises the importance of the development workers in delivering the aims and objectives of the area partnerships and supporting the LSP. A recommendation will go to the Council's cabinet for consideration on 6<sup>th</sup> January 2009 that the district council should consider continuing making the grant payment for a further 3 years. The grant is currently £35,000 each year. TE sent a</p>	<p><b>Update at the next meeting</b></p>

<p>letter thanking the scrutiny panel for all of their support over the years because it has made a big difference.</p>	
<p><b>7) PTP Funding plans</b></p>	
<p>CH went through the plans for the PTP funding available this year (until March 09). The funds were raised as a consequence of the completion of a LSP self assessment.</p> <p>At the last meeting it was decided to pool £1000 for the on-line resource pack on consultations re the action plans for the integrated sustainable community strategy. ESCC will lead on this.</p> <p>Another £1000 will be used for the Children and Young people conference in Slaugham which did not take place in December as planned but will now take place in February/March 2009. A further £1000 will be used for a business conference with the aim to set up a new thematic work group this will fill the gap that the LSP has identified. A date has been set for the end of February 2009 at the Tideway's school.</p> <p>£500 will fund the debt management road shows.</p> <p>Another £500 will be used for the repetition of the Isn't it bonkers event which was successfully held in Peacehaven last year. It will be repeated in Newhaven next year.</p> <p>The rural tool kits are being rolled out in four towns which is part of the smarter living road shows. TE will be co-ordinating the events with IK. DK will also link in regarding public consultation at these events 5 events will take place across the District, each with a budget of £100.</p> <p>PS would like the event to be co-ordinated with what is taking place in Newhaven. At Newhaven, PS is co-ordinating a financial inclusion project. County are also running projects through the CAB. DM advised on the work taking place with people who have mental health issues suffering financial problems. The group agreed that this is an important piece of work that needs to be well co-ordinated with all partnerships.</p>	
<p><b>8) LSP Toolkit – Induction pack</b></p>	
<p>TE advised that the steering committee arranged to have a practitioner associate which is separately funded from the practitioner's partnership.</p> <p>Simon Newell is the LSP and LAA Manager at Brighton and will be used for this task. He is drafting the LSP toolkit, which the LSP steering group have looked at two weeks ago, commented on and sent their comments back to him. Once the steering group is satisfied with the draft that he has produced he will be paid.</p> <p>The steering group has requested that the toolkit should consist of a four page introduction pack outlining the remit of the LSP. Also, there should be a background document detailing the membership list, terms of reference, job descriptions for the chair and vice chair and the protocols members sign up to. GB suggested renaming the tool kit to induction pack. TE will take this back to the steering committee.</p>	<p><b>Sue Harvey to</b></p>

<p>TE advised that we are the only LSP in the region developing a toolkit and PTP are very keen to cascade it to other Chairs for them to gain a greater understanding of the LSP role.</p>	<p><b>report back on progress</b></p>
<p><b>9) Annual Public Health report</b></p>	
<p>RW gave the group a presentation on the Annual Public Health report. The report is produced every year and focussed on children and young people for this year.</p> <p>TE enquired whether there are any links to the forthcoming conference organised by Owen Clifford. Owen agreed that this would be a good opportunity for partnership working.</p> <p>DN enquired about the stats stating “Lost contact” with young people</p> <p>JW enquired whether the CRP is doing test purchases on tobacco. GB replied that this is not currently the case but should be investigated.</p> <p>The group noted the Chlamydia screen targets</p> <p>JO enquired about the figures of the MMR booster injection.</p> <p>PS advised that Newhaven has a shortage of Health Visitors. There should be five in the area but there is only one. This has been identified as a risk area. The PCT is working with universities to recruit more health visitors.</p>	<p><b>Richard Watson to check with Smoking Cessation Service</b></p> <p><b>GB to take forward</b></p> <p><b>Wave Leisure to link in</b></p> <p><b>RW to find out stats and report back</b></p>
<p><b>10) Economic Downturn – new priorities to be adopted</b></p>	
<p>As The LSP does not have an economic sub-group it is difficult to identify the direct impact upon local businesses due to the economic downturn.</p> <p>PTP funding will be spent trying to address this. A business conference will be organised involving local businesses with the aim of setting up an economic thematic sub-group.</p> <p>DM reported that SDCVS data is also being collated on the impact to members and the community, which should be available through East Sussex in Figures.</p> <p>GB advised that the lack of business links was discussed at the last CRP meeting. The CRP has an action to address this, especially in light of a recent shoplifting spate. It could be done on a regular membership basis or a transient basis. The chamber of commerce and shop watch should also feed into the LSP with data through the CRP structure.</p>	
<p><b>11) Comments on LSP Self-Assessment</b></p>	
<p>The Self-Assessment has been previously circulated.</p>	

<p>DK thought that having letters i.e. R=red, A=amber and G=green representing the progress of tasks rather than coloured boxes was a good idea especially once photocopied. TE thought that it is important to include what took place last time so that changes over time can be seen easily.</p> <p>The Self Assessment was agreed.</p>	
<p><b>12) Update on new Section 106 Agreements and linkage with planning</b></p>	
<p>OC provided a brief update on the developer contribution framework, which was discussed in detail at the last LSP meeting. There is a backlog of some 20 projects to be delivered over the next 3 year period. A project co-ordinator has been employed by Lewes District Council on a three year contract to deliver the programme and the post holder would work closely with the area partnerships as part of the consultation process for each project.</p> <p>The Drove Bridge in Newhaven has now been erected.</p> <p>JW advised the group that a project is being set up reclaiming roads back for children to have play areas.</p> <p>OC advised that consultation with the Area Partnership chairs will commence early next year.</p>	
<p><b>13) Compact Toolkit – self-assessment</b></p>	
<p>TE reported that she has attended the East Sussex County conference on the compact, where the compact toolkit was mentioned. The Compact is a voluntary partnership agreement between the voluntary and statutory bodies to ensure there are minimum standards of working together.</p> <p>She reported the absence of apathy in East Sussex, as it has won an award for developing a number of toolkits, so the partnership will be able to compact-proof the partnership arrangements. The toolkit will be available soon and should be cascaded from LSP to Area Partnership and Thematic group meetings.</p>	
<p><b>14) CAA Framework - Briefing</b></p>	
<p>TE has attended a Countywide meeting regarding the Comprehensive Area Assessment (CAA) framework, where the local CAA lead explained the process of a smarter way of auditing. TE has requested the production of a short summary document outlining this process and this has been sent out with the agenda. .</p>	<p><b>Action: All the LSP partners need to note the impact of CAA.</b></p>
<p><b>15) Update on Publicity, Youth find and the draft LSP Newsletter</b></p>	
<p>15.1 Youthfind: CH advised the group that the youth find project is almost up and running. There are still problems with the technical side of the web site. CH enquired how Youthfind was initially funded. It was reported that the LSP has funded the project using Council Tax second homes money. CH will continue to monitor progress to ensure the website is complete and fully functional ASAP and will report back at the next meeting.</p> <p>15.2 DK informed the group that he has drafted an inaugural LSP newsletter, which he will distribute shortly for comments. Once these have been received, the newsletter will then be issued to as wide an audience as possible. It is planned to make this a regular publication</p>	

focussing upon the work of the LSP and the associated Thematic Sub Groups and the Area Partnerships.	
<b>16) Any Other Business</b>	
There was no other business arising.	
<b>17) Dates and times of next meetings</b>	
<b>The date of the next meeting is Monday 30<sup>th</sup> March 2009 in Rooms 7&amp;8 Southover House.</b>	<b>All to note.</b>