



**Minutes of the Local Strategic Partnership meeting held on
Monday 21st September 2009 at 10 am, in Southover House, rooms 7&8.**

Present:

Debbie Matthews (DM) (Chair)	Director of Southdowns voluntary services, Vice Chair LSP
Graham Griffiths (GG)	East Sussex Downs & Weald and Hastings & Rother PCT
Owen Clifford (OC) , Carina Hinkley (CH) , Sue Harvey (SH) , David Kemp (DK) , Nicola Kaye	Lewes District Council
Penny Shimmin (PS)	NCCA
Keith Blackburn (KB)	Chair Seaford Community Partnership
Richard Watson (RW)	East Sussex Downs & Weald and Hastings & Rother PCT
Kerry Banks (KB)	Sussex Police
Peter Crowley (PC)	Wave Leisure Trust
Garry Collins (GC)	ESFRS
Ian Kedge (IK)	Environment Health LDC
Scott Lipa (SL)	Airs
Paul Hoppen (PH)	LDC
Melanie Cutress (MC)	RVRC
Jon Webber (JW)	Chair Lewes Town Council
Alison Horan (AH)	Head Community Partnership ESCC
Flo Georgio (FG)	PCT Advice Services
Ian Chisnal (IC)	

1) Introductions and Apologies	ACTION REQUIRED
Cllr James Mac Cleary, Anna Cooley-Greene	
2) Minutes of the last Meeting held on 22nd June 2009.	
The minutes of the last meeting on the 22 nd June 2009 were read and an amendment made regarding the title of the NHS Sussex Community Health Service.	
3) Matters Arising	
3.2 Linkage from LSP to Police Neighbourhood Panels	
CH updated the group for Natalie Carron the panels are going well and they have their own website www.lewesnp.co.uk The 17 panel chairs	

are meeting every six months to share issues regarding best practice and the use of the community payback fund. However, attendance numbers are low at times. JW asked whether the group's concerns over the implementation of the panels have been fed back. KB advised that everyone is fully aware.	
4 Recession – Report Cllr J Freeman and general update	
LS has sent the details of the recession fund to RW.	
6.2 Penny Shimmin – Newhaven Area Partnership	
JMC will be meeting with the area partnership chairs shortly.	
CH has contacted Eastbourne and Hastings LSP and has established what their structures are concerning area partnerships. Both LSPs do not have area partnerships and operate on Thematic Groups.	
8.1 Richard Watson – Health Improvement Partnership	
RW updated the group on the smoking cessation figures for 2008/9. East Sussex Downs and Weald achieved 97% of the total target and Lewes district achieved 91%	
Pharmacists have been trained in providing prevention and intermediate smoking cessation interventions, drop in services will be running and publicity will be going out in the next couple of weeks.	
RW updated the group on a new incentive scheme for quitting smoking. If people succeed for four weeks they will be awarded with £30.	RW will forward the detail to CH who will circulate to the rest of the group.
9 COMPACT Check list	
CH has not received any feedback from the group regarding the COMPACT check list. DM advised that a COMPACT workshop will be held on 20 th October 2009 between 2-4pm at St Johns ambulance head quarters. The session will be looking at what the COMPACT is and how people can use it in their work. There will also be case studies on how people use the COMPACT.	ALL to send COMPACT feedback to CH CH will send out the Agenda for the COMPACT workshop
10.3 Climate change conference	
Four members of the environment theme group attended the countywide conference on climate change. IK advised the conference was very informative.	
12.2 Coastal trail	
The coastal trail project covering Peacehaven/Telscombe, Newhaven and Seaford is still ongoing.	
12.4 Accident Prevention Group	
CH has amended the LSP structure diagram by adding the Accident Prevention Group. The minutes will also be posted on the website once produced.	CH to post the updated LSP structure diagram onto the website.
12.6 “Who cares” campaign	
CH sent the campaign details with the minutes and LS sent the Anchor trust details to GC so they can benefit from the service.	
4) Ptp funding and LSP self assessment	
CH informed the group that the Progress Through Partnership (Ptp) is a	CH to complete the

<p>support network to all LSPs. The Ptp funding is now on the 3rd round and the funding available is £6,000. The application deadline is in November and the deadline for claiming funds is December 2010. The funding criteria state that activities have to be linked to specific LSP development needs, the general development of the LSP, or the development of other local partnerships linked to the LSP. All are linked to the local area agreement.</p> <p>An LSP self-assessment has to be completed before any funding will be released.</p>	<p>assessment and circulate to rest of group for consultation.</p>
<p>4.2 Self- Assessment Improvement Tool</p>	
<p>The improvement tool will help apply the key messages from the audit commission's recommendations. The self assessment process will help to identify the strengths and weaknesses of current arrangements.</p> <p>Ch suggested setting up a small group to draw up a draft assessment, which will then be circulated to partners for comment. After this, CH will complete the assessment, which has to be completed online. The LSP will then receive a report form ptp and the LSP will be in a position to send in outline proposals for funding.</p> <p>SH and GC offered CH support in the self assessment process.</p>	<p>CH to complete the online assessment.</p> <p><u>ALL</u> submit feedback on questionnaire</p>
<p>4.3 Ptp funding suggestion</p>	
<p>The Ptp funding totals £6,000, which could be shared out between the LSP and all the area partnerships and sub groups.</p> <p>AH reminded the group that in the past every LSP has pooled a certain amount of the funding to undertake bigger projects across the county.</p> <p>The group discussed the possibilities of pooling the money or keeping all the funding for the Lewes LSP and sub groups.</p> <p>JW was not in favour of pooling the funding due to funding restrictions from ESCC. The Ptp funding should be used solely for the Lewes LSP.</p> <p>IC is in favour of pooling the funding which would benefit East Sussex as a whole. Pooling funding has been done in the past and has proved successful. Previously additional funding has been given due to the LSPs will to work together to achieve bigger objectives.</p> <p>SL feels the rural areas would benefit from the LSP pooling the funding.</p> <p>CH will advise the members of the LSP chairs and co-ordinators meeting that the Lewes LSP is undecided on whether to pool the funding or not.</p>	<p>CH to produce a report on how the funding was spent last year 07/08.</p> <p>CH to attend LSP chairs and co-ordinators meeting to state group undecided to pool funding or not.</p>
<p>5) Re structuring of LSP</p>	
<p>Regarding the future working arrangements for the LSP, OC suggested adapting the same module for the LSP as is used for the CRP. The CRP has a strategy group and a wider group. The strategy group meets ever quarter and the wider group meet every six months. OC suggested the steering group consists of the thematic chairs, a representative of</p>	

each area partnership, and key partners responsible for delivering the sustainable community strategy (district and County Council). This group would then link to a meeting of the wider LSP.

PC enquired on the necessity of the re structuring. OC advised that the LSP steering group could focus on delivering outcomes including action plans and targets. Current LSP members are too large to move issues forward.

JW suggested waiting for the completion of the self assessment before the steering group is set up.

IC stressed that all LSPs, work in a different way. OC explained that other LSPs such as Eastbourne and Hastings have all thematic action groups in place, who drive themes forward, with measurable related action plans which feed up to pride of place.

In the Lewes District, there is no real co-ordination of the group's activities.

DM suggested that once the mechanism is in place, wider LSP meetings could be held around themes.

IC stressed the importance on clarifying who attends the two meetings and voiced his concerns over a steering group being engineered.

PS commented that the LSP should be an independent body, benefiting from the involvement of the area partnerships. However, it is a 'talking shop' and no identification of gaps is taking place.

The group agreed that there is no focus on real issues, as the majority of the meeting time is taken up by updates.

It was agreed that the self assessment will be carried out first then the issue of re-structuring can be readdressed at a future meeting. A report with suggested terms of reference and membership of the new group will be circulated.

6) Place Survey Results

As previously reported to the LSP, the statutory Place Survey is a national survey that was carried out last Autumn by IPSOS/MORI to measure how residents experience life in the Lewes District, what they think about the place in which they live and their perception/satisfaction with a range of local public services. The Place Survey provides information for 18 of the 198 national performance indicators (NIs) that all councils are measured against.

SH took the group through the analysis of results report, which is broken down to area partnership level, and highlighted the main issues area partnerships share: affordable housing and levels of crime If you would like a copy of the report, please contact Nicola Kaye on Nicola.kaye@lewes.gov.uk.

<p>7) Update on the Comprehensive Community Engagement Strategy</p>	
<p>DK updated the group on the progress of the comprehensive community engagement strategy.</p> <p>DK explained that all statutory bodies have consultation mechanisms in place, but they need to be co-ordinated. He asked if there is willingness within the LSP to undertake this process. The partnership agreed that this was a worthwhile process.</p> <p>DK suggested the group identifies who will lead on the project. A briefing document should be published to fully explain the importance of a comprehensive community engagement strategy, what are the benefits, risks and how it is going to be undertaken.</p> <p>OC advised the group that the initiative came from a group called urban forum who have worked directly with government on community strategies. The urban forum is driving the project forward as it is a good way of joining the gaps. Within Lewes District Council the consultation and engagement process is already being looked into because of the local development framework and because funding is spent each year on engaging local residents due to government requirements. LDC is looking into smarter and up to date ways of informing local residents of what is taking place within the district.</p> <p>DK concluded that a project team would be needed with agreed roles and responsibilities. The team would look at:</p> <ul style="list-style-type: none"> • Present process • Funding • Identifying blockages • Media protocols • Scrutiny process <p>DK stressed the importance of engaging all the relevant groups within the community assessment process.</p> <p>AH advised the group that ESCC have their own community engagement strategy. Co-ordination does take place within the consultation process to ensure duplication does not occur.</p>	
<p>8) Further developments re LDF, Business Action Group</p>	
<p>PH updated the group on the local development framework. The evidence gathering phase is still taking place. The strategic flood risk assessment is now virtually finished. This is now being used to inform local flood risk developments. The town of Lewes is also being looked at. A document outlining issues and options will be published next spring. In the meantime, PH is happy to receive any comments. The assessment will be published on the website next week. A new planning policy manager will be joining the team on 21st October 2009, who will co-ordinate the LDF with the SCS.</p>	
<p>9) Update from the Thematic Action groups and Area Partnerships</p>	
<p>PC updated the group on the local facilities sub group. An audit of</p>	

<p>indoor and outdoor facilities has taken place and directories have been compiled. The directories contain contact details and sizes of the available facilities and the demographics of the district. A gap analysis is now taking place which will be completed by Christmas.</p> <p>Once the gap analysis has taken place the group will need to bid for funding to pay for the information to be stored on a database. The information could be stored on the Lewes District Council website.</p>	
<p>9.1 Richard Watson – PCT – Health Improvement Partnership (HMP)</p>	
<p>RW informed the group that the HIMP met in July and the next meeting is in two weeks time. Action plans have been set and approved, including Sexual health, alcohol, obesity and smoking targets to be reduced. Performance indicators are still to be finalised at the next meeting.</p> <p>RW informed the partnership that he will no longer be in post and Shelia O’sullivan will be taking over the role as chair of the HIMP and the representative on the LSP.</p> <p>The PCT AGM is taking place soon and, RW requested for the public health report to be discussed at the next LSP meeting.</p>	<p>RW to forward CH report.</p> <p>CH to put the Public Health report on the next agenda</p>
<p>9.2 Melanie Cutress - RVRC</p>	
<p>The group is still reorganising due to the withdrawal of funding. The group is meeting again in December where a small body of volunteers will be set up to represent the rural areas.</p>	
<p>9.3 Jon Webber – Lewes Town Partnership</p>	
<p>JW updated the group on Activities for teenager’s initiative which links to the issues identified in the place survey. The town partnership is working to repeat an event to be held at a local secondary school. The event took place last year and the head teacher would like the event to take place on a regular basis and become part of the curriculum. A series of taster workshops will be conducted by the library friends, Pells pool and other organisations across the town.</p> <p>A local transport meeting has taken place and 25 people attended. County council and district council representatives attended the meeting. An in depth study of station street is taking place. The development worker is looking into obtaining long term funding to enable the town partnership to have a stronger foundation to work from.</p>	
<p>9.4 Ian Kedge – Environment climate change</p>	
<p>IK informed the group that a pilot scheme for a car club is being set up in Lewes. If successful it will be rolled out across the district.</p> <p>This Saturday another “Isn’t it Bonkers” event is taking place at Denton Island. There will be many activities taking place that are informative and fun.</p> <p>Local Area Agreement Targets – (NI 186 refers to carbon dioxide generation across the district, NI188 – Adapting to climate change). A climate change impact profile is being undertaken, where climate change effects from the last 10 years will be looked at and evaluated, as</p>	

<p>well as actions which need to be taken. The report will be shared with the LSP.</p> <p>Improvement and efficiency south east have issued an award to the Lewes district for their renewable energy programmes. The programmes are very community based, for example working with Transition town Lewes.</p>	
<p>9.5 Keith Blackburn – Seaford Community Partnership</p>	
<p>KB updated the group regarding the Seaford Community partnership. The group has not received any funding this year and they are lacking a development worker. However, the community cinema project is very successful, and a seafront improvement group has been set up within the partnership. The project will identify short to medium ways in which to improve the seafront as well as long term solutions. The youth forum is very active and very successful but they are lacking a long term strategy, so a themed based meeting is being arranged for October and speakers from the youth services at county will be attending.</p> <p>PH asked that when area partners are doing something theme specific, the other area partnerships should be informed. This will give them the opportunity to participate.</p>	
<p>9.6 Paul Hoppen – Business sub group</p>	
<p>PH advised the group that meetings have taken place with the chamber of commerce and local businesses throughout the district. The meetings have been very informative and successful. A business action group will be set up with the chamber of commerce in attendance.</p>	
<p>9.7 Garry Collins – ESFR</p>	
<p>GC informed the group that a Festival of Sport day is taking place for young people with learning difficulties on the 2nd October. Everyone is welcome to attend.</p> <p>GC explained that the “who cares” campaign is aimed at the elderly and most vulnerable residents within the community. ESFR has limited resources for installing alarms and identifying the need for them, but would like to increase the rate of smoke detectors installed. He invited any partners who can assist with this to contact him.</p>	<p>All suggestions needed for sites where elderly and/or vulnerable people are needing fire alarms or safety advice.</p>
<p>9.8 Debbie Matthews – CVS</p>	
<p>DM informed the group that Southdowns CVS will be changing its structure by combining with Eastbourne. The group will have a new name of 3VA. The local group will be called Voluntary Action Lewes District. The first AGM for 3VA will be held on 28th October 5pm. All invitations will be sent out soon.</p>	
<p>10) Future jobs fund</p>	
<p>CH gave the group an overview on the future jobs fund. Hastings borough council have been provisionally awarded 2.3 million pounds for a county wide jobs programme. This will provide 354 jobs for three six month periods for long term unemployed people. The first round of beneficiaries will be young people aged 18 to 24. The second round of funding will be for people in unemployment hotspots who have been out of work for 10 months or more.</p>	
<p>11) Any Other Business</p>	

None	
17) Dates and times of next meetings	
The date of the next meeting is Monday 14th December 2009 10am in Rooms 7&8 at Southover House.	All to note.