



Meeting notes: 22 May 2008, 10.30am

The Conservatory, Wychavon District Council, Pershore

Present: Cllr Audrey Steel (Chairman), Michael Amies (Persnore Area LSP), Chris Brooks (Wychavon DC), Brian Browne (Worcestershire CALC), Mo Cook (Wychavon DC – observer), Mike Cunningham (Hereford & Worcester Fire & Rescue Service), Cllr Pam Davey (Droitwich Spa Area LSP), Helen Gray (Wychavon Community Action Partnership), Ian Hughes (Rooftop Housing), Mark Jackson (St Richard’s Hospice), Cherrie Mansfield (Wychavon DC), David Noyes (Evesham Area LSP), Debbie Riley (Wychavon DC – observer), Angela Smith (Worcestershire Federation of Small Businesses),

Apologies: Cllr Bob Banks (Worcestershire CC), Maggie Bryan (Worcestershire CC), Steve Brooker (West Mercia Police), Fred Davies (Wychavon DC), Lodee Dudley (Worcestershire PCT), Andy Ford (Wychavon DC), Dave Hemming (Wychavon DC), Paul Madill (Worcestershire PCT), Elaine Salter (Wychavon DC)

Agenda item & key points/decisions	Actions agreed
<p>1. Welcome & introductions</p> <p>Audrey welcomed everyone to the meeting and introduced Mo Cook and Debbie Riley who were shadowing her as part of Learning at Work week.</p>	
<p>2. Notes of the last meeting & matters arising – 27 February 2008</p> <p>Notes agreed.</p>	<p>Cherrie to request road accident data for next meeting</p>
<p><i>Presentations/strategic issues</i></p>	
<p>3. Learning to Deliver improvement project findings and recommendations</p> <p>Following his research, interviews with Core Group and LSP members, and the communications workshop in April, Patrick Clark presented his findings and recommendations for improving the effectiveness of communications between the Core Group, LSPs and partner organisations. A copy of Patrick’s interim report was circulated at the meeting.</p> <p>Patrick found a good foundation of partnership working in Wychavon with very strong support for our model of a Core Group and three area-based LSPs. A number of issues were identified during the research, including a lack of awareness amongst some LSP members about the role of the Core Group; differing views over the role of the LSPs and the challenges of feeding back to some sectors. Patrick’s report sets out a series of recommendations to help strengthen partnership communications across Wychavon. These include developing a simple, practical communications framework.</p>	<p>Audrey to write to thank Patrick for his work</p> <p>Cherrie to turn recommendations into an action plan to discuss at the next meeting</p>

Agenda item & key points/decisions	Actions agreed
<p>Agreed to develop a communications action plan based on Patrick's findings and recommendations and to discuss it at the next meeting.</p> <p>Cherrie circulated an example bulletin that could be used in future to communicate key messages from and to the Core Group and LSPs and out more widely to partner organisations/sectors. This would be short and contain web links to further information. There was strong support for this approach.</p>	<p>Cherrie to develop communications bulletin further</p>
<p>4. Wychavon's Community Strategy 2007 –2010 action plan update</p> <p>The draft action plan was circulated with the agenda. Several partners identified actions that they could commit their organisations to working with others to deliver:</p> <p>Federation of Small Businesses: education and learning opportunities, FSB annual seminar and education business partnership.</p> <p>Rooftop Housing Group: community engagement processes, affordable housing, inclusion programme for older people, more rural exception housing sites, developing a solution to parking on housing estates.</p> <p>Fire & Rescue Service: speeding traffic including a DVD for 18 – 25 year olds, Smartstart scheme in Evesham, rolling out an education package to young people.</p> <p>The final action plan will also incorporate key actions from the three LSP action plans.</p>	<p>All that haven't already done so, to contact Cherrie with three actions for the action plan by 6 June</p>
<i>Operational issues</i>	
<p>5. Worcestershire Partnership Theme Group mapping and identification of Core Group communication links</p> <p>Following our agreement of the Theme Group and LSP minimum standards at the last meeting, we identified the following Core Group members to provide a communication link with each of the Worcestershire Partnership Theme Groups:</p> <ul style="list-style-type: none"> ▪ Safer Communities Board: Dave Hemming ▪ Worcestershire Partnership Environment Group: Cherrie Mansfield ▪ Economy & Transport Group: Chris Brooks ▪ Health & Social : Mark Jackson ▪ Children & Young People's Strategic Partnership: Audrey Steel ▪ Culture Theme Group: Michael Amies ▪ Chief Housing Officers Group: Elaine Salter ▪ Voluntary & Community Sector: Helen Gray <p>These people will then provide the nub of active communication between the LSPs and Theme Groups by having a regular conversation and feeding back as appropriate. From now on there will be an opportunity to give feedback from the Theme Groups at each Core Group meeting.</p>	<p>Cherrie to inform Tracy Reck of our agreed communication links</p>

Agenda item & key points/decisions	Actions agreed
Information items	
<p>6. Worcestershire's Local Area Agreement update</p> <p>The indicators and proposed targets were circulated with the agenda. Final negotiations on the Local Area Agreement (LAA) are now taking place. The deadline for the final submission is the end of May.</p>	
<p>7. Round the table updates</p> <p>Worcestershire Partnership: already covered under LAA item.</p> <p>Worcestershire Partnership Theme Groups: the Worcestershire Climate Change conference takes place on 26 June.</p> <p>Droitwich Spa Area Partnership: Pam reported that St Richard's Day had gone well. The LSP has secured a column in a free local newspaper, which will help raise the partnership's profile.</p> <p>Evesham Market Town Partnership: David highlighted the recent successful British Asparagus Festival and other festivals/events planned for the summer. The application for £25K of funding from the Better Welcome Programme is nearly complete, the process has been very protracted and bureaucratic. The LSP has recently agreed to support the Evesham Bagbusters project.</p> <p>Pershore Market Town Partnership: Michael said that the funds for developing Pershore railway station had been rolled over. Network Rail is holding up the project, the LSP needs help to progress things. The Better Welcome Programme application is being completed. The festival on Bank Holiday Monday will include the first Pershore Green Festival.</p> <p>St. Richard's Hospice: there will be a Worcestershire Carer's Day at St Richard's Hospice on 9 June. Mark said the end of life care programme is on the horizon. This will have a significant effect on partners; Worcestershire will be required to produce an end of life care strategy.</p> <p>Federation of Small Businesses: Angela told us about two FSB events that might be of interest. There will be a business planning seminar on 12 June from 3-6.30pm at the Cathedral complex in Worcester. Cost £75. On 17 June, at the same venue from 6.30-9.30pm there will be a small business event on reducing your carbon footprint.</p> <p>Fire & Rescue Service: the 999 Community Safety Action Day takes place on 26 July from 12 noon to 4pm at Crown Meadow in Evesham. The theme is water safety and there will be lots of activities on offer. Mike has been tasked with putting together a flood safety strategy, which is likely to include a seminar on water safety. The Fire Service is also working with Rooftop on home fire safety checks.</p> <p>South Worcestershire Joint Core Strategy: the draft Preferred Options are going through the Committee stage at the three local authorities during June, ready for public consultation in September.</p>	<p>Audrey to raise issues about Pershore railway station with Network Rail</p>

Agenda item & key points/decisions	Actions agreed
<p>8. Dates & items for next meetings</p> <ul style="list-style-type: none"> ▪ Thursday, 24 July at 10.00am for 10.30am in Room 23 ▪ Thursday, 25 September at 10.00am for 10.30am in Room 23 ▪ Thursday, 27 November at 10.00am for 10.30am in Room 23 <p>The meeting on 24 July will include the following items:</p> <ul style="list-style-type: none"> ▪ MEND presentation ▪ Learning to deliver project communications action plan 	<p>All to e-mail other agenda items to Cherrie</p>
<p>Distribution list:</p> <p>Michael Amies: Pershore MTP Cllr Bob Banks: Worcs CC Steve Brooker: West Mercia Police Chris Brooks: Wychavon DC Bryan Browne: Worcs CALC Maggie Bryan: Worcs CC Adrian Moore: H & W Fire & Rescue Service Fred Davies: Wychavon DC Lodee Dudley: Worcs PCT Andy Ford: Wychavon DC Helen Gray: Wychavon Community Action Partnership</p> <p>Ian Hughes: Rooftop Dave Hemming: Wychavon DC Mark Jackson: St Richard's Hospice David Noyes: Evesham MTP Richard Quallington: Community First Frances Roberts: LSC Elspeth Rolls: Community First Elaine Salter: Wychavon DC Cllr Audrey Steel: Wychavon DC Cllr Pam Davey: Droitwich Spa Area Partnership</p>	<p>For information:</p> <p>Droitwich Area LSP members Evesham Area LSP members Pershore Area LSP members Rob Mace: Wychavon DC Fiona Narburgh: Wychavon DC Glyn West: Worcestershire Partnership Richard Davis: GOWM Senior Management Team Wychavon DC Info. Pack Website</p>