

SW CHILTERN & MARLOW LOCAL COMMUNITY PARTNERSHIP



DATE:	16 September 2008
TIME:	7.00 pm
LOCATION:	West Wycombe Village Hall, High Street, West Wycombe HP14 3AG

AGENDA

Item		Page No
1	Confirmation of Chairman To confirm the appointment of the Chairman of the Southwest Chilterns and Marlow Local Community Partnership.	
2	Appointment of Vice-Chairman The Vice-Chairman to be a District Councillor.	
3	Apologies for absence/changes in membership	
4	Declaration of interests To declare any personal or prejudicial interests.	
5	Terms of reference To consider the terms of reference and membership issues. Please find attached the link to background papers on the report submitted to Council on the future of locality working. http://www.buckscc.gov.uk/moderngov/ieListDocuments.asp?CId=107&MId=2493	1 - 16
6	Action Notes To confirm the notes of the Marlow GC2C Area Forum held on 15 July 2008.	17 - 22
7	Action List of Items Outstanding from last meeting To consider the list of actions outstanding from the last meeting.	
8	Question Time There will be a 20 minute period for public questions. Members of the public are encouraged to submit their questions in advance of the meeting to facilitate a full answer on the day of the meeting. Questions sent in advance will be dealt with first and verbal questions after.	
9	Issues of interest Previous issues discussed by the Forum have been:- Accessibility	

	<p>Youth issues</p> <p>A Forward Plan of issues is currently being developed and Members are asked to let the Chairman know of any issues they wish to be included for future meetings. Issues identified so far are:-</p> <p>Affordable housing Ambulance Service/Wycombe Hospital</p>	
10	<p>Petitions</p> <p>To receive any petitions that have been submitted to the Local Community Partnership.</p>	
11	<p>Accessibility Working Sub-Group</p> <p>To receive an update.</p>	
12	<p>Fire and Rescue Service</p>	
13	<p>Youth issues</p> <p>To receive an update.</p>	
14	<p>Date of Next and Future Meetings</p> <p>4 December 2008 17 March 2009 18 June 2009</p>	

Democratic Services Contact: Clare Gray, Tel 01296 383610, Email cgray@buckscc.gov.uk
Please contact me if you have any special requirements e.g. hearing loop

GETTING CLOSER TO COMMUNITIES

LOCAL AREA FORUMS:

DRAFT CONSTITUTION, TERMS OF REFERENCE AND OPERATING ARRANGEMENTS

A BACKGROUND

- 1 Local decision-making has been part of the County Council's structure since 2000. At various stages since then, our arrangements have evolved, as learning and confidence in the benefits of this way of working has grown. The former Local Area Committees have played a central role in this evolution. The establishment of Local Area Forums (LAF) is the next stage on this journey and will meet one of the objectives in the Getting Closer to Communities Programme (GC2C).
- 2 The increased focus on locality working is becoming the norm for all local authorities. In developing the framework for LAFs we have had regard to examples from elsewhere and will continue to draw on best practice and innovation where this meets our needs.
- 3 Locality working and community involvement in shaping service planning and delivery is also becoming increasingly important as we prepare for the Comprehensive Area Assessment which will be in place from April 2009. The County Council was praised for its vision with regard to its GC2C programme at the last Corporate Performance Assessment (CPA) inspection and it will be of greater importance for the future as we aim to put the needs of different communities in Bucks at the centre of our service planning and delivery. The GC2C Strategy has recently been revised and the five Aims reaffirmed, with some changes to the linked objectives. One of the key proposals for implementation during 2008 is the roll out of Local Area Forums (LAFs) across each of the 19 local areas. This has been embedded in the refresh of the Corporate Plan. The LAFs will also be the "Level 2" forums within the Pathfinder (the Agreement to improve two tier working across the County and District Council in Bucks) Community Engagement pilot for the Wycombe district area (and any other Pathfinder pilots). In Wycombe District LAFs will be known as Local Community Partnerships (LCP); the term LAF is used throughout this document to also apply to LCPs, subject to any local variations agreed as part of the pilot
- 4 The need to understand and measure outcomes for local communities is also an important aspect of the new Local Area Agreement (LAA) framework. Our understanding of local community needs will be the starting point for the LAA, service planning, budgetary processes and central to our performance management.
- 5 The 19 Local Area Forums will replace the 4 District based Local Committees. The County Council is using the 19 local areas as building blocks to plan and deliver services. In addition, with the District Councils and other partners as appropriate, the LAFs will also be used to draw together various forms of

community engagement taking place within the area (ie: the LAFs will have an overview of community engagement for local community planning purposes but will not be the principal means of undertaking this locally). It is, therefore, sensible to base local decision making around the same areas.

B CONSTITUTION AND MEMBERSHIP

6. The *****Local Area Forum is a joint forum of the three tiers of local government in Buckinghamshire, the County Council, *****District Council and representatives of the following Parish Councils:

- XXXXX
- XXXXX
- XXXXX

In law, LAFs are unincorporated associations with written constitutions

Membership also comprises the following other partners (to be agreed locally)

- XXXXX
- XXXXX
- XXXXX

C THE PURPOSE OF LOCAL AREA FORUMS

7 The **purpose** of the LAFs is to strengthen local democratic accountability by empowering locally elected Councillors to take decisions, shape and influence service delivery and Council priorities in the local community area. There will be one Local Area Forum for each of the 19 local community areas

8 The **basic principles** governing the operation of the LAFs are as follows:

- Within the agreed corporate framework for LAFs set out in this paper, the freedom and flexibility exists for them to deliver on the needs of the local area
- The operation of the LAFs should be tailored to meet local needs, this may require cross-LAF working (eg: across district boundaries or for the whole of a district) on certain issues
- Success will require effective and tailored local partnerships and an inclusive approach to engagement
- In particular, the operation of the LAF will need to be sensitive and complementary to existing arrangements for local community engagement and community planning (this will require discussion and agreement at the appropriate local level)
- LAFs should focus on consensus building around local needs and identify what can be delivered locally from the list of local aspirations
- Collective ownership of the delivery of local community priorities across the various partners will be essential to achieve credibility with local people and to make things happen
- LAFs will need to operate with a sense of realism about what can be delivered (particularly in the early days) and to manage community expectations

- All BCC Services (and partners where possible) will be expected to devolve functions and budgets for local decision making where this makes sense
- LAFs should encourage local community engagement and participation within and outside meetings, ensuring that all voices are heard.

D FUNCTIONS OF LOCAL AREA FORUMS

9 The GC2C Strategy sets out three broad roles for LAFs:

- **Local Community Planning:** shaping responses to the needs of the local area
- **Empowered Local Decision Making:** within the delegated functions and delegated budgets
- **Influencing and taking action on local issues**

10 Based on these broad roles, the functions of the LAFs are set out in the Table below:

LOCAL AREA FORUMS – FUNCTIONS	
1	<p>Setting Priorities for the Area</p> <ul style="list-style-type: none"> • To develop, as the basis for collective action, a shared understanding of local issues and priorities for improving the quality of life of the area. • To agree a Local Community Plan for the area, which reflects local priorities, the delivery of County and District Community Plans and the Local Area Agreement within the area. • To oversee the effectiveness of public services within the community area in meeting local needs, informed by residents' feedback, and to recommend changes to service policy as appropriate. • To consult and engage local people and local stakeholders on the priorities and policies of local service providers, including the desired level and range of services and major service developments affecting the area and annual budget proposals. (<i>Note: examples of this would be waste, major development proposals, school closures</i>).
2	<p>Empowered Decision Making with Funding</p> <ul style="list-style-type: none"> • To take decisions on matters devolved* from the County Council, District Council and other partner organisations, including town and parish councils. • To take decisions on budgets allocated* by the County Council, District Council and other partners. (<i>*Note: this will be subject to negotiation with Services and partners</i>) • To inform the relevant organisations on changes to the allocation of funding in the local community area to more effectively meet local needs
3.	<p>Taking Action on Community Issues</p> <ul style="list-style-type: none"> • To oversee community engagement* in the area, to co-ordinate local consultation events, to promote and extend community empowerment in the area and to ensure feedback on issues raised.

(*Note: this is defined as levels 1 and 2 in the Community Engagement Pathfinder project)

- To refer issues of local concern to the relevant organisation or partnership for attention, to monitor action and negotiate the resolution of issues.
- To undertake a local scrutiny role on service policy, performance or issues of local concern*, including co-option onto local **overview and scrutiny committees** for specific reviews and dealing with **Councillor Calls for Action** and local petitions. (*Note: the local scrutiny function will need to be exercised proportionately and with regard to the programme of Overview and Scrutiny Committees to avoid duplication)

E OPERATIONAL MATTERS

16 Joint Forums

The LAFs will be joint forums of the County Council with the District Councils, local councils and other partners. This is entirely consistent with Pathfinder objectives. The basic principle is equality of voice and participation in the LAFs. However, under present Government legislation, for the Forum to be a properly constituted committee, parish councils and other partners cannot be **formal** members of LAFs for the purpose of voting on the allocation of funding. The County Council is seeking a change in the law to remove this anomaly. (See further below on voting).

A list outlining the specific functions to be included along with the relevant Head of Service and Local Authority is attached as Annex A

17 Membership

Local Authority Membership: all of the County Councillors and District Councillors in the local community area will be invited to attend meetings of the LAF. Representatives of town and parish councils for the area will also attend LAFs (see further below)

Other Members: representatives of police, fire and rescue and health, voluntary and community sector and other key local organisations (eg: local businesses) would also attend the LAFs .

In relation to the attendance of parish and town councils, the County Council is looking at good practice elsewhere and working with Bucks Association of Local Councils (BALC) to develop the arrangements to allocate representatives of local councils to local area forums. One option might be that each Local Area Forum might decide the appropriate number of PC representatives for their area – these then might be nominated by BALC or the Local Area Association.

In keeping with the principle of reflecting local needs, in addition to the suggested core membership. The local county councillors and the LAFs will be able to determine membership of their forum. The LAFs will also be free to invite other partners and stakeholders to meetings as appropriate for specific topics. However they would not necessarily be members of the Committee but (at the Chairman's discretion) might be invited to speak on relevant issues

18 Chairmanship:

In the initial phase, the Chairman will be a County Council Member with the Vice-Chairman normally being a member of the District Council. The intention is to move to rotating chairs in subsequent phases, for example, where a District Council also devolves functions and budgets to the LAFs

19 Voting

The basic premise of the LAFs is to reach consensus on the issues affecting the local area and it is hoped that voting will not be required. However, in the event that voting is required on issues relating to devolved budgets and services. The basic principle is equality of voice and participation in the LAFs. The legal responsibility for monetary allocations devolved by either the County Council or the District Council is devolved to the relevant Head of Service. Therefore, whilst it would be inappropriate for a formal and binding vote to take place in relation to those sums, the Chairman will ensure that the views of the Forum are conveyed to the appropriate Council, who will not normally act against the Forum's wishes

20 Unparished areas

Only a small amount of the County is unparished, the town area of High Wycombe.. However, in the unparished areas in High Wycombe town, the Town Committee will form the core non-County Council membership of the Wycombe Local Community Partnership (LCP) but other members may also be nominated as appropriate by the forum.

21 Public engagement

The LAFs will be open to the press and public. All LAFs will allow a 20 minute period for public questions before the start of each meeting. Members of the public should be encouraged to submit their questions in advance of the meeting to facilitate a full answer. In addition the Forums are encouraged to promote public attendance and engagement eg: allowing members of the public to speak on particular items, present petitions.

22 Support for the LAFs

As these will be joint forums it is proposed to ask partners to share the costs of the Forums (eg: officer support, provision of meeting rooms). Lead Support for the meetings will be provided by the County Council's Lead Area Officer and Area Co-ordinator, supported by a representative of Democratic Services, who will provide secretarial support to the Forum and constitutional advice. The funding of corporate costs (e.g. the cost of advertising meetings, logistic and support consequences for small service areas in the event of having to attend 19 forums) has been included in the approved budget.

23 Frequency of meetings

As a starting point, a 3 monthly cycle of meetings is proposed. Meetings of the LAF would normally be held at a location in the community area. Special or

joint meetings can be called to consider issues of concern outside the normal cycle of meetings

24 Sub groups

LAFs are free to establish time limited working groups, but Officer support for these will be limited.

25 Agenda Management

This will develop over time. Agendas will need to be set by Co-ordinator in conjunction with the Chairman, Vice Chairman and Lead Officer. The basic principle is that the LAF should set an agenda that reflects local priorities and issues of concern. There will be topics that are common to all LAFs, such as devolved budgets. Each LAF may hold an annual “community conference” to help to set the priorities for the local community plan with increased participation by local groups and residents.

Chairs of LAFs may wish to meet from time to time to share experiences and good practice

26 Reporting of Issues

Various mechanisms will be required to ensure that the LAFs are connected into the countywide community planning process and that issues discussed by LAFs are reported to the appropriate place. This could include:

- Circulation of Minutes to partners
- Local Community Plan issues being included in the area performance management system
- Attendance of LAF Chairmen at County and District LSP annual conferences
- Annual reports from LAFs

These will be addressed with partners and agreed on a subject by subject basis

F DEVOLVED FUNCTIONS AND BUDGETS

27 It is proposed to adopt the existing arrangements that are in place for the County Council’s Transportation services for LAFs. Under this arrangement the Local Committee advises the Head of Service who then implements the decision. This is the simplest and most effective model which from past experience works effectively. The arrangement will be that the LAF advises the relevant Head of Service, who then implements the decision.

Further detailed guidance will be produced on matters relating to budgets covering, for example:

- Relationship with Financial Regulations
- Policy constraints on decision making
- Arrangements for considering and influencing the annual spend and budget of partners in the area

G LOCAL COMMUNITY PLANNING

- 28 One of the roles of LAFs will be “Setting Priorities for the Area”. Central to this is the lead role of LAFs in overseeing the development and delivery of area based Local Community Plans. These will set out the local priorities for the community based on parish plans (where they exist), other local community planning information (eg: revitalisation groups in Chiltern), needs assessment and other quantitative and qualitative information from local residents. These will feed into (and reflect) the objectives of the county and district councils and other partners.
- 29 It must be ensured that the local plans fit together with the **county and district sustainable community strategies** and the Local Area Agreement (see the diagram at Annex B). The County and District Councils Policy Officers Group are developing a planning framework for community planning which will form the basis of these arrangements. They will evolve over time across the 19 local community areas.

H LINKS WITH OTHER LOCAL WORKING

- 30 The Pathfinder Joint Improvement Board has agreed to pilot joint community engagement arrangements in the Wycombe Area. In Wycombe District LAFs will be known as a Local Community Partnership for the purposes of the pilot. LAFs in other parts of the County would/will? be running alongside the arrangements in place in Wycombe and there will be the need for agreement about differences of approach to specific items e.g. the composition of the forums to meet different needs and existing local arrangements. The LAFs will also need to take account of the Neighbourhood Action Groups (NAG's) and other community engagement mechanisms. Currently there are many more NAGs than LAFs and this is likely to continue. Thames Valley Police have agreed to work in partnership towards these aims.
- 31 The development of LAFs with broader functions than previous local committees and based on smaller geographic areas will help focus debate on local issues and provide opportunities for there to be ‘something for everyone’ at each meeting. They will also enhance the local Member’s local community leadership role. The change to LAFs does not preclude cross LAF working or specific service areas holding events on a wider geographic basis if that is more relevant. At district level the local strategic partnership will also play a lead role, particularly in bringing together local priorities into a district wide picture. For example:
- Issues which would go to the LAF:
 - Rural Grass Cutting
 - Switching off street lights
 - BCC Green infrastructure plan
 - Travel planning in the community
 - Transportation Delegated budget
 - Issues where a cross LAF meeting might be needed:
 - Chesham and Amersham Transportation Study
 - Bus Strategy

- Issues which would go to the LSP:
 - South East Plan
 - Waste Development Plan
 - Extended Services Programme
 - BCC Green infrastructure plan

I PERFORMANCE MANAGEMENT

- 32 A key objective is to provide consistent and prompt follow up or feedback when issues are reported to Services and/or at local area forums. To help address this, a local issue performance management system is being put in place. This will enable us to capture the issues raised in each of the 19 areas (from a variety of sources – LAFs, NAGs, Parishes etc), refer them for action and follow up progress. The Area Coordinators will manage the system for their local area(s).
- 33 The key officers in supporting the Local Area Forums will be the Lead Area Officers and the Area Coordinators. However, it is crucial that all Officers involved with frontline services support local Members and attend meetings. Locality working is a key corporate priority for the Council and all Officers must play their part in delivering our objectives. This will be reinforced via the performance management framework.

J CONSTRAINTS

- 34 LAFs will take time to become established and will require the commitment of all partners to participate, learn and evolve to meet the different needs of the 19 local community areas. Whilst there are clear benefits of working together at a more local level, there are a range of constraints that will need to be borne in mind. These include the following:
- *The additional costs involved in working with 19 LAFs:* the County Council has made additional budget provision in recognition of the wider benefits of locality working
 - *There are some things that it is not appropriate or practical to do 19 times:* this will need to be addressed on a case by case basis
 - *There are some issues where a District wide view is needed:* arrangements for LAFs do not preclude district wide meetings
 - *There is a balance between getting full local representation at LAFs and having so many people around the table that business cannot be conducted effectively:* this will need local discussion, but the LAF is not the only mechanism for bringing together partners to take action on local issues
 - *There are many questions and uncertainties about how LAFs will work:* this is a new way of working, this document provides a framework but not a blueprint; it will be for each area to evolve through experience

K ADDITIONAL RESOURCE/INFORMATION?

- 35 Further guidance will be issued from time to time as our learning grows. There will also be a “*Guide to Local Area Forums*” with more detailed information, which is aimed at Officers supporting LAFs.

ANNEX A: Local Decision Making

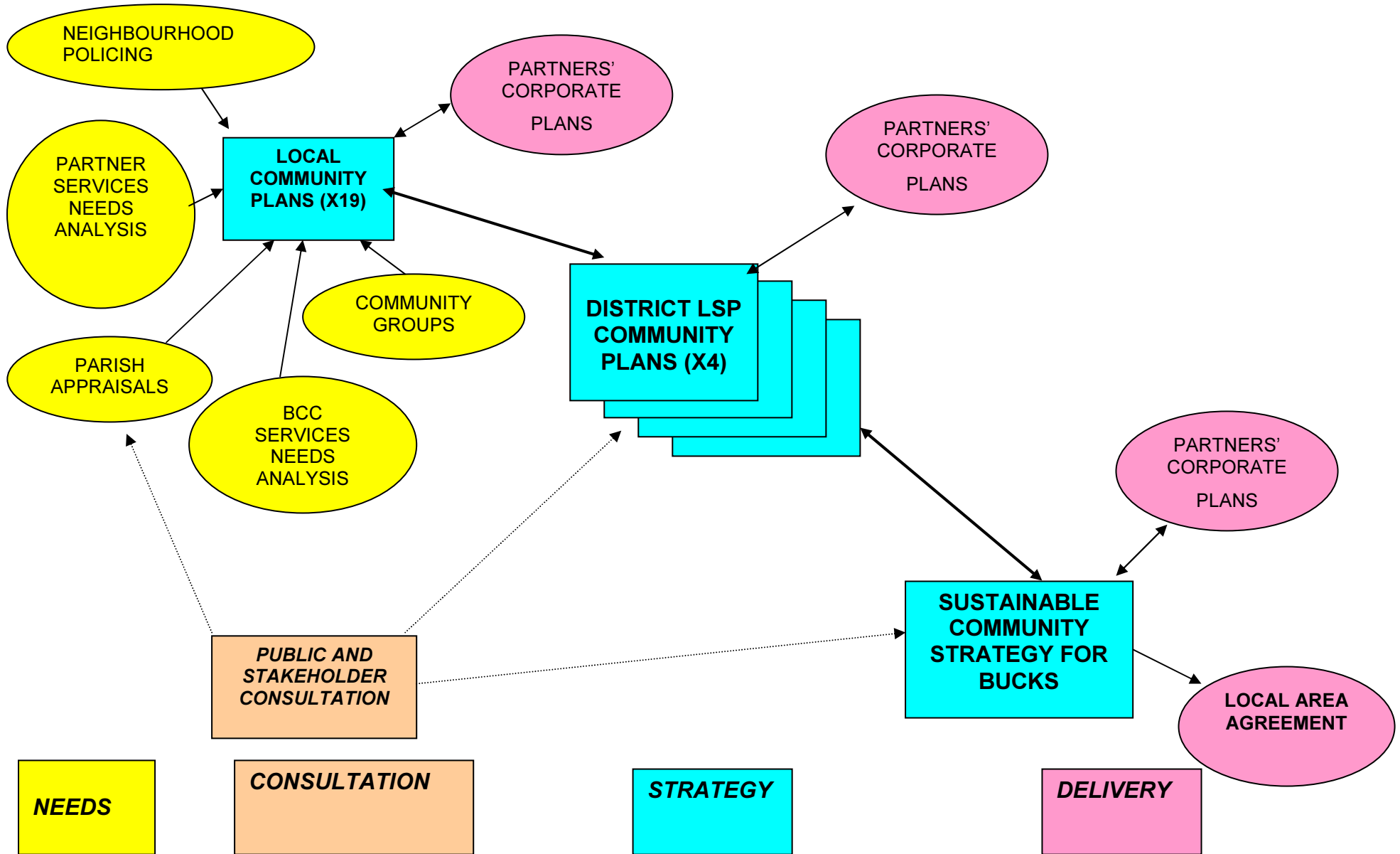
SERVICE	LOCAL DECISION MAKING
Arts/Culture	Consider specific local grants/projects.
Bus Stops/Shelters	Local Area Forums could decide on location of bus stop.
Children's Play Areas	Local decision making with regard to opening hours.
Community Safety (e.g. Domestic Violence, CCTV, anti-social behaviour)	Local decision making with regard to addressing local priorities e.g. CCTV.
Community Planning and Regeneration	Local regeneration schemes, parish planning etc. Develop local community Plans and provide input into the community planning processes
Communications and Council Newspapers	Local Input and focus for publication
Dial a Ride	Consider input from local area forum re local services
Drugs and Substance Misuse	Monitoring/scrutiny could be local consideration.
Early Years and Childcare	Decision making with regard to opening hours, location and development of services.
Environmental Improvements	Input via local forums. Potential for small scale issues to be agreed at local area forum level
Gritting and Snow Clearance	Opportunity here for monitoring and some areas may wish to go above countywide standards of gritting.
Grounds Maintenance	Local decisions with regard to improving beyond minimum standards. Schools have the opportunity to decide on level of service.
Highways	Potential for local decision by local forums and local influence via monitoring and scrutiny and prioritisation of local maintenance schemes.
Household Waste and Recycling Centres	Potential for decision making around opening hours, sites for provision. Also opportunity for local monitoring.
Local History and Archives	Some potential for decision making re local exhibitions and opening times.
Museums	Some potential for decision making re local exhibitions and opening times
Parks, Country	Opportunity for local decision making with regard to improvements above agreed standards. Local scrutiny of services and local inspection via Parishes is a possibility. Consultation re charges
Property	Consultation on local issues
Public Service Points	Decisions locally with regard to opening hours.
Public Transport	Local forums could consider local transport issues and monitoring of transport initiatives.
Residential Homes for Older People	Influence major decisions via forums e.g. closure
Rights of Way and Countryside	Could be considered at local forums

Appendix F

SERVICE	LOCAL DECISION MAKING
Road Safety	Local Community Forums potential for local road safety issues.
Sewers and drains	Could be considered at local community forums
Street Lighting	Local community forums could decide on additional lighting e.g. as part of prioritising local accessibility planning and community safety work. Scrutiny of local service delivery.
Tourist Information	Local decisions with regard to opening hours and location of access points.
Trading Standards and Registration	Some issues may be relevant to input/consultation from local forums e.g. viable location for Registration Outstations, Trading Standards No Door Step Selling Zones and activities to combat the sale of age restricted products. However enforcement decision making could not be devolved.
Traffic Management	Local scrutiny of hotspots with opportunity for local community forum to consider improving and influencing strategic delivery. Local consultation on scheme engineering would be appropriate. Local decision making on prioritising minor local traffic management improvements (funded from the delegated budget).
Transport Planning	Input via local forum and local transport plans
Tree Enquiries, Management & Safety Tree Protection (Planning) Hedgerows	Input from local forums
Voluntary Sector Development	Input from local forum
Waste and recycling	Input from local forum
Youth Offending Service	Input into general issues

LOCAL COMMUNITY PLANNING PROCESS

11



Purpose of Report.

To **inform** South West Chilterns and Marlow LCP of the County Council RESOLUTION made on 10 July 2008 regarding the revised GC2C Strategy

Members of the LAF are asked to **note** this report and the agreed County Council recommendations (11) attached and, invited to **discuss** how the resolution items can be effectively used in this local area.

Background

Local Committees

1. In 2000 Buckingham County Council established 4 Local Committees, one for each District Area.

Initially these Committees focused on Transportation and environmental issues and replaced the former Road Safety Consultative groups.

Participants are County Councillors, District Councillors, Parish Councils and other partner bodies including some voluntary sector service providers.

Over the course of the last 8 years both Aylesbury Vale and South Bucks Local Committees have adopted a joint approach with County Council and District Council sharing agendas. Additionally other partners have placed items on agendas and promoted presentations and consultations at all 4 Local Committees.

2. Constitutionally the four Local Committees are advisory although the County Council has made an annual Capital sum of £125K per Local Committee available for local Transportation and environmental use. The committee role is to advise the Head of Transportation on appropriate schemes and projects and wherever possible suggestions/schedules of schemes have been accepted and work implemented. The budget responsibility has however, remained with the Head of Transportation.

Area Working (19 areas of Buckinghamshire)

3. Over the last 2 years the localism agenda has developed both nationally and locally. The County Council, through its Getting Closer to Communities Programme has explored service delivery and participation in consultation at a more localised level. 19 areas have been identified for the County, 7 in Aylesbury Vale and 4 in each of Wycombe, Chiltern and South Bucks District Areas.

This area concept was included within the Pathfinder documents which formed part of the successful bid to Government, jointly submitted by the County Council and the 4 District Council partners.

5. For some time now a number of County Council members have held cluster group meetings with parishes in their divisions and found that this "sub-district" arrangement has helped develop a sense of local identity. County Council members, holding these cluster meetings, have also included District colleagues and other public service providers. The Local Area Forum concept (see below) rationalises and formalises this sort of meeting.

Proposal

Local Area Forums - Consultation and Development

6. Earlier this year (2008) a consultation document "Buckinghamshire Locality Strategy" was widely circulated. This included a paper on establishing "Local Area Forums: A Framework for Consultation". The consultation sought views on a comprehensive partnership approach to local area working. The draft strategy has five, interlinked aims:

- Community Leadership
- Community Engagement
- Services that meet Community Need
- Local Access
- Joined Up Service Delivery

7. The proposals included the formal establishment of 19 Local Area Forums (building on existing forums) aligning to the 19 areas of the county. This concept accords with the Level 2 in Community Engagement work stream of Pathfinder and allows promotion of locality working countywide. The Forums would have a core Terms of Reference and some key functions, the clear expectations would be that they evolve to meet the different needs of the 19 local areas. The consultation document suggested that the 4 Local Committees would cease and 19 Local Area Forums develop during the next 12 months.

8. The County Council at its meeting on 10 July 2008 agreed the attached 11 recommendations.

9. In the Wycombe District Area the meetings will be known as Local Community Partnerships to reflect the pilot work of the Pathfinder Programme. (see 7 above).

Conclusion

10. The decision to establish Local Area Forums builds on the success of the Local Committees and is a further evolution in locality working (cross LAF or whole District meeting is still be possible). It is recognised that we need to record and preserve the benefits that have come from the Local Committees, whilst embracing the additional benefits that a more local approach can bring. Clearly, Local Area Forums will need time to evolve and to establish a wider partnership base and the management of topics to other forums the LSPs, in particular, will need to be addressed.

Purpose of Report.

To **inform** South West Chilterns and Marlow LCP of the contents of the proposed LAF terms of Reference (including Constitutional and Operating Arrangements)

Members of the LAF are asked to **note** this report and are invited to **discuss** elements of the Terms of Reference (including and Operating Arrangements) that are open for LAF decision.

Background

1. The County Council at its meeting on 10 July agreed, as part of the report (appendix F), GC2C a draft CONSTITUTION (including TERMS OF REFERENCE AND OPERATING ARRANGEMENTS)
2. There are elements of these documents that are specifically related to individual LAFs and some items will require discussion and agreement by each LAF. These items include attendance at LAFs by local stakeholders.
3. A presentation of the document and its contents will be made at the first LAF in each area (from September 2008 onwards) and members will be invited to discuss the contents and feedback their views via the minutes of the meeting. Any comments and observations will be used to inform any future reviews of LAF arrangements.
4. Where appropriate recommendations regarding attendance (3 above) specific to each LAF will be noted and added to the document specific to that LAF.

ACTION NOTES

MEETING:	SW Chilterns & Marlow Local Community Partnership
DATE:	15 July 2008 7.00 pm to 9.00 pm
LOCATION:	Henley Management College, Greenlands, Henley on Thames, RG9 3AU

Present:	Douglas Anson MBE, Michael Chadwick (Stokenchurch and Radnage Community Action Forum), Ann Fitzpatrick (Lane End Parish Council), Christopher Harbord (Ibstone Parish Council), Lesley Mallinder (Buckinghamshire PCT), Rev Nick Malony, Ian McEnnis, Malcolm Penny (Stokenchurch Parish Council), Pastor John Richardson, Vicki Smith (West Wycombe Parish Council), Jean Teesdale, Susan Walker (Hambleden Parish Council), Robert Woollard (Chairman) and Susan Wright (Lane End Parish Council)
In Attendance:	Karen Adamson, Carole Burslem, June Campbell, Andrew Clarke, Janet Clements, Anne Davies, Rebecca Fetterman, Clare Gray, Sharon Henson, Mary Lewis, Clair Marchant, Eric Meek, Julie Mills, Danny O'Driscoll, Steve Orchard, Ian Sharp, Jamie Smith, Jeremy Williams, Michael Wood and Stuart Young
Apologies:	Malcolm Blanksby, Stuart Burt, Lynda Cockerill, Alex Collingwood, Simon Digby, Frank Downes, Dr K Edwards, Cllr Roger Emmett, Saiqa Khan, Rev Nigel Lacey, Neil Marshall, Sarah Marshall, Charles Meakings, Tom Nixey, J Oliver, Lorna Parkins, Pat Robson, Richard Scott, Andrew Seston, Adam Shaw, Frank Sweatman, Emma Taylor, Christopher Watson, C Way, David West, Keith Wheeler, Helen Wilkinson and Roger Wilson

Item	ISSUES RAISED
1	<p>WELCOME BY THE CHAIRMAN OF THE MEETING COUNTY COUNCILLOR ROBERT WOOLLARD</p> <p>The Chairman welcomed Members to the Marlow GC2C Area Meeting. All persons present introduced themselves.</p>
2	<p>INTRODUCTIONS</p> <p>Anne Davies gave some clarification on the Getting Closer to Communities initiative:-</p> <p>Pathfinder – where the County and District Council work closely together to provide streamlined services to residents whether it is County or a District Council responsibility. Part of the Pathfinder initiative was a community engagement project which was led by Wycombe District Council, which aimed to bring many public sector partners together. Level 1 meetings deal with grassroot issues and Level 2 meetings deal with more strategic issues where partners need to work together to provide solutions to community issues, which in turn will link into Bucks Strategic Partnership.</p> <p>Steve Orchard, Programme Manager updated Members on a recent paper submitted to the County Council which abolished Aylesbury Vale and Wycombe Local Committees so that they would be replaced by the new structure of Local Area Forums/Local Community Partnerships (LCP) under the pathfinder initiative.</p>
3	<p>NOTES OF THE RURAL MARLOW LOCAL AREA FORUM MEETING</p> <p>The notes of Rural Marlow Local Area Forum on 8 April 2008 were agreed as a correct record subject to the following amendments:-</p>

	<p>Present – T Nixet (3rd line) should read T Nixey</p> <p>Report of Area Maintenance Engineer – 2nd paragraph – The Chairman mentioned the white lines on the B482 through Stokenchurch to Cadmore End as needing attention.</p>
<p>4</p>	<p>CHANGE OF NAME DISCUSSION</p> <p>At the previous meeting there had been a discussion about the most appropriate name for the LCP. A representative from Stokenchurch Parish Council had put forward the name ‘South West Chilterns’. Bearing in mind the area that the LCP was representing it was also suggested that ‘and Marlow’ should be included. On a show of hands the majority of Members were in favour of South West Chilterns and Marlow.</p> <p>A representative from the District Council made a comment about the most appropriate venue for the LCP, particularly bearing in mind the high fuel prices. There were a number of good village halls in the locality and it was noted that the LCP would move round each area.</p>
<p>5</p>	<p>ACCESSIBILITY</p> <p>At the last meeting there had been a discussion about bus passes and taxi tokens and that this should be given priority at the next meeting.</p> <p>A representative from Wycombe District Council referred to an accident that she had where she was disabled for a few months. The cost of transport was high e.g a taxi to Wycombe from Radnage was £12 each way. It was also difficult to find taxi’s that took wheelchairs. Taxi tokens do not cover the cost for people who have a disability e.g going to Amersham Hospital cost £40 each way.</p> <p>A representative from Hambleden Parish Council also reported that the taxi token scheme was inadequate e.g a cost of a taxi from Skirmett to High Wycombe was £18 and only a total of £30 taxi tokens were distributed each year. There were only 2 buses a week from Hambleden to Marlow and the return journey left an hour after the bus arrived at Marlow. Andy Clarke, Passenger Transport, BCC reported that bus services to Hambleden in January would discontinue as the criteria was not being met to provide this service. He reported that passenger use was so low it would be cheaper to provide a taxi service. The Chairman reported that Buckinghamshire was 82% rural and that transport services should reflect this.</p> <p>The General Manager from Wycombe Dial a Ride reported that journeys with Dial a Ride were no more than £7.50 return, but users were expected to become Members at a cost of £15 a year (£12 in the second year). They had 404 Members and transported 100 people a day. Priority was given for hospital and GP appointments. A Member reported that Dial a Ride did not operate during the weekends and there was also a problem if the person was feeling unwell and wanted to keep their travelling time to a minimum rather than picking other people up on route. The General Manager reported that the pick ups were usually on the same route and that other people needed to use the service; particularly as the service was already subsidised</p> <p>For further information contact Michael Wood on 01494 441818.</p> <p>Janet Clements, Democratic and Legal Services, Wycombe District Council reported on the new national bus fare scheme from 1 April 2008. A grant had been allocated by Government but did not provide the necessary resourcing to cover all the costs. The Council had received 5,000 new applications since April 2007. The District Council had had to review whether they could afford to support taxi tokens and looking at how Dial a Ride could be better used to support this.</p> <p>Lesley Mallinder from the Primary Care Trust reported on the basic entitlement for patients who need to access health services. There was no financial assistance for people to access primary</p>

health care, if they were house bound the GP would visit them at home. Patients would get free NHS transport to hospital services if they had a medical need or disability e.g if they require continuous oxygen, medical equipment, on a stretcher or clearly recognised as disabled so that they would be unable to make the journey. Patient transport services (PTS) were based at hospitals but were funded by the PCT. The PTS interpreted the criteria of free transport quite tightly. Patients could ring the Patient Advisory Liaison Service (PALS) for assistance in this matter.

If the patient is not entitled to free transport under medical grounds they may be entitled to a reimbursement of some or all of the travel costs under means related criteria eg if they are on income support, jobseekers allowance, low income. Patients not on benefits would need to fill out a form HC1 from their GP Surgery or the NHS Business Services Authority to obtain a certificate and all patients claiming must produce evidence of their eligibility to the hospital cashier for reimbursement of travel costs. These would need to be reasonable e.g use of public transport if possible. A Member also commented that St Johns Ambulance may undertake transport for a donation. A Member suggested that when the Hospital sent appointment letters that a leaflet should be included on the concessionary fares scheme and that there should be a link from the Bucks Hospital website to the District Council website on public transport.

Action: Lesley Mallinder/Julie Mills

For further information go the Bucks Hospital Trust website at www.buckinghamshirehospitals.nhs.uk or the PCT website at www.buckspct.nhs.uk

A Member referred to some past work undertaken by the County Council on the Marlow Area Accessibility Partnership. A representative from West Wycombe Parish Council reported that a lot of work had been put into this area but nothing had been taken forward. Members noted that there was also a Transport Accessibility Group, which was led by the Council and the PCT.

A Member expressed concern that as bus services provided a commercial service there was no obligation on the bus driver to provide accessible buses with low floors. Another Member commented on the need for like minded organisations to work together to achieve a better service. Anne Davies, Lead Officer reported that under the Transport Act there were limitations on what authorities could provide.

Steve Orchard, Programme Manager reported that the Greater Aylesbury Local Area Forum had had a similar discussion on this area on the previous night. They had discussed transport for older people during the daytime but also transport for youth in the evenings e.g 16 seater bus. The 19 Local Area Forums could work together to look at a solution for this problem.

The LCP agreed that a Local Working Group should be set up to look into the issues affecting the South West Chilterns and Marlow to include the following people:-

Carole Burslem – Lead Officer for the Group, Bucks County Council
Andy Clarke – Passenger Transport, Bucks County Council
Lesley Mallinder – Primary Care Trust
Michael Wood – Wycombe DC Dial A Ride
Julie Mills – Wycombe DC
John Callaghan – Team Leader (Transport & Environment) Wycombe DC
Rebecca Fetterman – Youth Service, Bucks County Council
Michael Chadwick – Stokenchurch and Radnage Community Action Forum
Susan Wright – Lane End Parish Council
Susan Walker – Hambleden Parish Council
Nick Maloney – Marlow Town Ministry

Action: Carole Burslem

	<p>It was suggested that it would be useful to use conference calls or the internet for initial discussions to reduce the need for meeting. Steve Orchard reported that they were planning on including blog sites on the GC2C website. The Local Working Group would liaise with Anne Davies (BCC) and Janet Clements (WDC). Members noted that there was a demand led transport project which was being looked at through the pathfinder initiative; this would be a good starting point.</p>
<p>6</p>	<p>YOUTH</p> <p>At the last meeting there was some discussion about the lack of appropriate youth services in the area. Mary Lewis and Rebecca Fetterman, Youth Service, Bucks County Council attended the meeting to hear people's views on youth services for the area. A representative from Thames Valley Police reported on anti social behaviour. He referred to a discussion at the last Neighbourhood Action Group about Stokenchurch Youth Club. The Adult Education Service had some property in Stokenchurch which could be used by youth in the area to play on if they could find volunteers or parents to assist the youth workers in supervising them and ensuring that the premises were not vandalised. The Youth Club met once a week but the Centre was booked out for the rest of the week. Volunteers would need to undergo criminal record bureau checks and training. Mary Lewis suggested talking to Bucks Sports Partnership as this land could be used to run sports activities and she also commented that CCTV could be explored as a deterrent for vandalism.</p> <p style="text-align: right;">Action: Mary Lewis</p> <p>The representative from West Wycombe Parish Council reported that a meeting was being held on 23 July 2008 to talk about Stokenchurch Community Centre.</p> <p>The representative from Stokenchurch Parish Council reported that they had been approached by a group of young people who asked to make a presentation to the Parish Council about ideas they had for youth services in the area. This information should be passed onto the BCC Youth Service.</p> <p style="text-align: right;">Action: Malcolm Penny</p> <p>The representative from the Fire and Rescue Service reported that Jo Oliver dealt with youth engagement locally and that she was contactable at joliver@bucksfire.gov.uk</p> <p>Pastor John Richardson referred to an initiative which he had undertaken by the church working with the youth in Lane End. This initiative had now been recognised and was one of three projects being observed nationally. He had been aware there was a problem for older children aged 16 – 19 and felt there should be an opportunity for them to have some informal training on trades. They have been working on this initiative for 9 months (health and safety checks, risk assessments etc) and have now started this month with a course on car mechanics. He had noticed that a number of teenagers were illiterate and therefore were unable to fill out benefit forms, therefore he had set up a literacy and numeracy class as well.</p> <p>A suggestion had been made that this scheme should be replicated throughout the County but further help would need to be given. He had applied to the District Council for a grant for a part time Project Manager. One area that had been put forward was Micklefield and Castlefield in High Wycombe and also working with Muslims. He had visited Liverpool where a similar project was being undertaken which involved 165,000 deprived people and had been very successful e.g 60 young men had undertaken a course in horticulture and one man was now the Assistant Groundsman for Everton Football Club. As a pilot one young man had been helped in Lane End who now had a good job in an electrical company and had bought a car. The Pastor was congratulated for his excellent work.</p>
<p>7</p>	<p>NAG UPDATE</p> <p>Clair Marchant reported the following areas they were prioritising in South West Rural:-</p>

	<ul style="list-style-type: none"> • Speeding/Community Speed Watch/Enforcement • HGV Vehicles • Burglary and theft <p>Danny O’Driscoll reported the following areas they were prioritising in Lane End, Stokenchurch and West Wycombe:-</p> <ul style="list-style-type: none"> • Anti Social behaviour eg nuisance, parking disputes, damage, dog barking, littering, graffiti • Speeding
<p>8</p>	<p>ANY OTHER BUSINESS</p> <p>Eric Meek gave an update on the work being undertaken by community gangs. The gangs would undertake minor improvement work identified by the parishes/local members including patching, white lining, cutting back vegetation and sign cleaning. One gang would be in each GC2C area every 5 weeks and Parish Clerks would send them a list of works the week before they came to their area. If they could not complete the list they would undertake that job the following visit. The gangs had received very positive feedback. In answer to a question a representative from TVP reported that if a speed limit sign was hidden under foliage and a person was caught speeding it would be up to the court to decide whether they should be prosecuted.</p>
<p>9</p>	<p>DATE OF NEXT MEETING</p> <p>The dates of the next meeting were agreed as follows:-</p> <p>16 September 2008</p> <p>4 December 2008</p> <p>17 March 2009</p> <p>18 June 2009</p>

