

ACTION NOTES

MEETING:	SW Chilterns & Marlow Local Community Partnership
DATE:	16 September 2008 7.00 pm to 8.55 pm
LOCATION:	West Wycombe Village Hall, High Street, West Wycombe HP14 3AG

Present:	Douglas Anson MBE (Buckinghamshire County Council), Frank Downes (Buckinghamshire County Council), Ann Fitzpatrick (Lane End Parish Council), Christopher Harbord (Ibstone Parish Council), Malcolm Penny (Stokenchurch Parish Council), Vicki Smith (West Wycombe Parish Council), Robert Woollard (Buckinghamshire County Council) and Susan Wright (Lane End Parish Council)
In Attendance:	Karen Adamson, Carole Burslem, Michael Chadwick, Janet Clements, Anne Davies, Christine Gardner, Clare Gray, Deirdre Hansen, Sharon Henson, Eric Meek, Jane Osborn, Ross Osborn, J Richards, Jeremy Williams and Anthea Wordsall
Apologies:	Malcolm Blanksby, June Campbell, Alex Collingwood, Cllr Roger Emmett, Mr C G Hamilton, Saiqa Khan, Lesley Mallinder, Neil Marshall, Sarah Marshall, Ian McEnnis, Tom Nixey, Steve Orchard, Lorna Parkins, Andrew Seston, Ian Sharp, Adam Shaw, Jamie Smith, Frank Sweatman, Jean Teesdale, Susan Walker, Christopher Watson, David West, Helen Wilkinson, Roger Wilson, Michael Wood and Stuart Young

Item	ISSUES RAISED
1	CONFIRMATION OF CHAIRMAN The LCP agreed to confirm Mr Robert Woollard as the Chairman of the South West Chilterns and Marlow Local Community Partnership. Members noted that in the initial phase, the Chairman will be a County Council Member with the Vice-Chairman normally being a Member of the District Council.
2	APPOINTMENT OF VICE-CHAIRMAN The LCP agreed to confirm Mr Doug Anson as the Vice-Chairman of the South West Chilterns and Marlow Local Community Partnership.
3	APOLOGIES FOR ABSENCE/CHANGES IN MEMBERSHIP Apologies for absence were received from Mr I McEnnis (WDC), Mr F Sweatman (BCC), Mr Roger Wilson (WDC), Mr I Sharp (BCC), Mrs J Teesdale (WDC), Mr T Nixey (Hambleden Parish Council), Ms S Walker (Hambleden Parish Council), Mr A Collingwood (WDC) and Mr S Digby (Piddington and Wheeler End Parish Council).
4	DECLARATION OF INTERESTS There were no declarations of interest.
5	TERMS OF REFERENCE Carole Burslem, Local Area Co-ordinator presented the two reports in detail; the first report provided information on the revised Getting Closer to Communities (GC2C) Strategy (Appendix 1), the second report provided information on the proposed terms of reference (Appendix 2). During her introduction to the report the following points were noted:-

- This was the first formal meeting of the SW Chilterns and Marlow Local Community Partnership since the constitution of the Local Area Forums/Local Community Partnerships at Full Council meeting in July 2008.
- The Pathfinder Joint Improvement Board had agreed to 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.
- Level 1 meetings deal with local issues e.g bus stops, potholes whereas Level 2 meetings (LAFs) deal with strategic issues
- The County Council, District Councils and Parish Councils have been asked to appoint representatives to attend these meetings. Invitations have also been sent to Bucks Fire and Rescue Service, the Thames Valley Police Authority, the Primary Care Trust and the voluntary sector as partners of the Council.
- Inclusion of appropriate wider groups as Forum Members will need to be the subject of local determination. This is consistent with the principles of GC2C about freedom and flexibility to meet local needs. An inclusive approach will be adopted to build a collective ownership of service delivery.
- There are 3 clear functions of the LAFs/LCPs; setting priorities for the area, empowered decision making with funding, taking action on community issues.

During discussion the following points were noted:-

- Lobby groups would not be Members of the LCP but were welcome to attend as members of the public. Residents or specific groups would be invited to the LCP to provide specific expertise or to debate a specific topic.
 - A representative from Stokenchurch and Radnage Community Action Forum had been regularly attending as they had a specific interest in the item on accessibility. Generally Community Action Groups were invited to Level 1 meetings but representatives would be invited to this LCP to debate specific issues such as accessibility.
 - The Chairman emphasized that this was a public meeting and decision making would be open and transparent and everyone was welcomed to attend either Level 1 (local issues) or Level 2 (strategic issues).
 - A representative from River Church attended the meeting as he had been involved in specific projects involving disadvantaged teenagers and he was interested in the current debate on youth issues.
 - Officers of the Fire and Rescue Service attended the LCP as an agency and would attend the LCP whenever possible, depending on current work priorities.
 - A letter has been sent out to Parish Councils on the delegated budget available – the sum of which was £33,500. This budget was for highway issues only and as the Forums evolve it was hoped that this would include other service areas.
 - There was a discussion about how many Parish Council representatives should be appointed. The Forum agreed that it would be reasonable to have 2 Parish Council representatives for each area and each Parish Council should send in their nominations to Democratic Services. Members noted that Parish Clerks could be nominated by Parish Councils if they so wished.
- Action: Parish Councils/Clare Gray**
- Future meetings would be advertised through the use of posters, to be put on Town/Parish Council noticeboards as well as notices in local newspapers and community/parish newsletters. Local Area Technicians were advertising Local Area Forums on the side of their vans and the agendas were published on the BCC website. It was hoped that Local Area Technicians would act as a contact on LAF issues, including non-transportation issues.

Delegated budgets

A letter has been sent out to Parish Councils on the delegated budget available – the sum of which was £35,510. This budget was for highway issues only and as the Forums evolved it was hoped that this would include other service areas. If this funding was divided among Parishes anything over £5,000 was not feasible. Eric Meek outlined the costs of traffic schemes:-

	<p>Rights of way footway(Edgings with recycled material for surfacing) = £50/m for a 2m wide footway</p> <p>Full construction footway = £100/m for 1.5m wide and £130/m for 2m wide footway</p> <p>Cast Iron bollard installed = £175 each</p> <p>Socketed Plastic bollard(1m high) = £155 each</p> <p>Normal plastic bollard(1m high) = £70 each</p> <p>Dayworks gang(2 men, vehicle and hand tools) = £350/day</p> <p>During discussion the following points were noted:-</p> <ul style="list-style-type: none"> • The Council now used weaker weed killer, which was not as effective in killing weeds. This weed killer only worked on weeds that had grown out of the ground. This was a result of a new policy to only spray emerging weeds. There was specialist treatment for ragwort and Japanese dock leaves. • Additional funding could be given by District and Parish Councils. • It may be more useful to use the whole funding on one worthwhile scheme rather than divide it amongst Parishes but agreement would have to be obtained from the LCP. • Members should contact Eric Meek on any bids for the delegated budget. A letter would be distributed from the Local Area Co-ordinator (Transportation). <p style="text-align: right;">Action: Si Khan</p>
6	<p>ACTION NOTES</p> <p>The Action Notes of the Marlow GC2C Area Forum held on 15 July 2008 were agreed as a correct record subject to amending Pastor John Richardson to Pastor John Richards.</p>
7	<p>ACTION LIST OF ITEMS OUTSTANDING FROM LAST MEETING</p> <p>The Action List of items outstanding were discussed at items 9 and 11.</p>
8	<p>QUESTION TIME</p> <p>Members noted that the Lane End Parish Plan had been produced and a copy was given to the Chairman. A letter had also been sent to the Chairman in relation to noise reduction on the M40.</p>
9	<p>ISSUES OF INTEREST</p> <p>The Forum discussed future items and noted that each LAF would establish a forward plan of items which would assist in the preparation/submission of reports. The Forward Plan would be published on the internet and would be a general forward plan of corporate issues but also include individual issues for each Forum.</p> <p>Adult Social Care Surgeries Karen Adamson from Adult Social Care introduced herself as a Community Development Worker and reported on the surgeries that had taken place. This is where residents can ask for advice or guidance. The first round of surgeries had finished at the end of September with one being held in Marlow on 28 May 2008. The second round of surgeries would begin in October and would concentrate on closer partnership working e.g the Local Area Technician and the Local Police Community Officer would be available to answer questions. A surgery was being held in Lane End Community Centre on 6 November 2008 and this would be combined with a coffee morning from 11am to 2pm and a meeting of the Older People Advisory Group (OPAG). Posters would be sent</p>

	<p>out for this in October and this would also be advertised on Local Area Technician vans. The posters would be sent out to Parish Councils so they could put them on their noticeboards, in local shops, churches and also in the Parish magazine.</p> <p>Following the last surgeries there had been 12 referrals to the Councils ‘in-touch’ programme and one of their aims was to stop people reaching a crisis point and concentrate on preventative services. Other areas that were being promoted were fire safety checks and community clear up days. Officers were also looking at providing surgeries through the use of the mobile library van particularly in rural communities in the New Year. Recruitment was under way to ensure that there was enough Adult Social Care staff to cover the 19 GC2C areas; 6 areas had been recruited to, so far.</p> <p>For further information contact Karen Adamson at Buckinghamshire County Council at kadamson@buckscc.gov.uk.</p> <p>Carole Burslem reported that the Council were also working in partnership with Bucks Fire and Rescue Service on community focus days, which was being piloted in Wycombe involving the Fire Service (with their educational fire engine), education staff, Local Area Technicians, community safety, drug action team and the police. Trading Standards staff had also been invited. The first event would be held in Disraeli in October and would hopefully evolve as more services became involved.</p>
<p>10</p>	<p>PETITIONS</p> <p>There were no petitions. Any petitions presented to the Chairman would be considered and a report back on the issues raised would be given at the LCP.</p>
<p>11</p>	<p>ACCESSIBILITY WORKING SUB-GROUP</p> <p>The Accessibility Working Sub-Group had not yet met as the last Forum had met just before the summer break. Contacts had been made with all of the accessibility groups and information had been received from Andy Clarke, Passenger Transport, BCC on bus timetables and information on bus reviews, which had been sent to Parishes. Information would be circulated shortly on feedback from Parishes so far.</p> <p>A Parish Council representative expressed concern that as Council tax payers they were losing their bus services. The County Council subsidise journeys which were not achieving a profit but a question was asked on why profitable journeys could not subsidise non-profitable areas. It was difficult to use a bus service that was only available on a Tuesday and Thursday, as residents may need to access GP surgeries, clinics on other days of the week. Members noted that there was a free bus service provided between High Wycombe Hospital and Stoke Mandeville Hospital. Any views on this issue should be forwarded to Carole Burslem.</p> <p style="text-align: right;">Action: Parish Councils/Carole Burslem</p> <p>Negotiations were also being carried out on the use of dial a ride, school transport buses and the Swan Rider. However, it was noted that residents had to pay for dial a ride. A Parish Council was unable to respond on the consultation because of the timing of their meetings and it was noted that the consultation could be extended.</p> <p>There was some concern about the email list that was being used to send Parish Councils information on these issues. It was also suggested that it would be useful to publicise any changes in services in Buckinghamshire Times and Community Voice.</p> <p style="text-align: right;">Action: Carole Burslem/Andy Clarke</p>
<p>12</p>	<p>FIRE AND RESCUE SERVICE</p>

Fire and Rescue Service and Local Area Forums

A presentation was given by the Bucks Fire and Rescue Service which can be located via the following link: <http://modern.gov/Published/C00000622/M00003303/AI00006293/FirePresentation.pdf> and covered the following issues:-

- Vision
- Organisation
- Understanding community risks
- Pressures and realities
- Proposed objectives
- Potential prevention schemes
- Integrated Risk Management Plan (IRMP)
- Summary and contacts

Their website can be found at www.bucksfire.gov.uk

During discussion the following points were highlighted:-

- Need to have local knowledge to best serve local communities
- Problems of recruitment and retention in rural areas
- Lane End had held an Introduction to Emergency Services course
- A consultation was being carried out on the IRMP.
- Jo Oliver was the key contact for the area.
- A Parish Clerk referred to the need for individual community emergency plans due to recent government legislation. 2 Parish Councils had adopted their own plans. West Wycombe Parish Council had gathered information on this area and developed particular scenarios. Jeremy Williams suggested they contact Ian Taylor who dealt with emergency planning for advice on their local plan and possible testing of the plan.
- The Fire Service held a database of site specific risks.
- The poster on inconsiderate parking was noted and how difficult it could sometimes be for fire engines to get down narrow roads.

13 YOUTH ISSUES

At the last meeting there was some discussion about youth services in Buckinghamshire. During discussion the following points were noted:-

- Rebecca Fetterman and Mary Lewis were responsible for youth services in Marlow and High Wycombe area for children aged between 13 and 19.
- There was no national provision for children between the age range of 5 to 13, but there were childrens centres for children aged between 0-5. The only other services were extended services and after school clubs for children.
- There was now a permanent youth worker at Marlow Youth Club. As there was no County provision the Junior Youth Club had to fund itself.
- A representative from Lane End Parish Council reported that the Youth and Community Centre had been opened because they were aware of the lack of provision. It was often too late to provide services for children at the age of 13 as they needed support when they were younger. Funding had been allocated for a Youth Leader and other parents volunteered to help.
- Volunteers were CRB checked but there was concern that there was no overseer for youth work training.
- In relation to Stokenchurch Youth Club and the use of their facilities (fields and tennis courts) there had been some discussion with the Bartholomew Tipping Management Team.

	<p>They had commented that the facilities could be used as long as there was a supervisor. A representative from Lane End Parish Council agreed to find out how they supervised youth activities in their area and what funding was available.</p> <p style="text-align: right;">Action: Susan Wright</p> <ul style="list-style-type: none"> • A representative from the River Church commented that the real gap was between 11 and 13, as children before 11 were not going out on their own. <p>Carole Burslem gave the following update on the project being run by Pastor John Richards from the Lane End Oasis Centre. The first training course commenced on 23 July; five students have enrolled for the car mechanics course, four of these also enrolled on the embedded numeracy and literacy course, which commenced on 29 July. Two tutors have completed the City and Guilds Level 3 Award in Preparing to Teach in the Lifelong Learning Sector and were in the process of becoming registered tutors with Bucks Adult Learning. Appropriate insurance cover has been obtained. Work has commenced on preparations for the plumbing course and also for the painting, decorating and DIY course. 12 students have already expressed an interest in these courses and it is hoped that training in plumbing will commence in September/October with training in painting, decorating and DIY following shortly thereafter.</p> <p>So far Oasis had received £15,320 in financial grants and gifts. Expenditure to date has been £12,741. An enormous amount of support has been given to this project including financial support advice and encouragement. Further funds are needed to start the additional courses being planned. Exploratory meetings have already taken place with various churches in the High Wycombe area and meetings with other faith groups are being planned shortly, specifically from the Muslim community regarding developing the Oasis model elsewhere.</p>
<p>14</p>	<p>DATE OF NEXT AND FUTURE MEETINGS</p> <p>4 December 2008 17 March 2009 18 June 2009</p>