

ACTION NOTES

MEETING:	Waddesdon Local Area Forum
DATE:	24 September 2008 7.00 pm to 8.45 pm
LOCATION	Grendon Underwood Village Hall

Present:	B Clapp (Westcott Parish Council), Michael Edmonds (Bucks County Council) (Chairman), Craig Essam (Thames Valley Police), Nick Heirons (Quainton Parish Council), Paul Jackman (Buckinghamshire County Council), Sheila Knox (Quainton Parish Council), Ian Metherell (Marsh Gibbon Parish Council), Margaret Morgan-Owen (Aylesbury Vale District Council) (Vice-Chairman), Gareth Morley (Thames Valley Police), Susan Polhill (Aylesbury Vale District Council), Mr G B Rowles (Grendon Underwood Parish Council) and David Vick (Waddesdon Parish Council)
In Attendance:	Karen Adamson, Elaine Bedford, Nic Brennan, Ann-Marie Davies, Janette Eustace, Madeleine Howe, Katy MacDonald and David Smith
Apologies:	John Cartwright, Joanne Loftus and Jackie Phipps

Item	ISSUES RAISED
1	<p>CONFIRMATION OF CHAIRMAN</p> <p>RESOLVED</p> <p>That Michael Edmonds be appointed Chairman for the ensuing year.</p>
2	<p>APPOINTMENT OF VICE-CHAIRMAN</p> <p>RESOLVED</p> <p>That Margaret Morgan-Owen be appointed Vice – Chairman for the ensuing year.</p>
3	<p>APOLOGIES FOR ABSENCE/CHANGES IN MEMBERSHIP</p> <p>Apologies were received from John Cartwright, Jackie Phipps and Joanne Loftus (VAHT).</p>
4	<p>DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest.</p>
5	<p>NOTES FROM PREVIOUS MEETING</p> <p>The notes from the previous meeting were confirmed.</p>
6	<p>MATTERS ARISING</p> <ul style="list-style-type: none"> • Update on Youth Cafes in Waddesdon and Quainton. <p>Members were informed that a Youth Café in Waddesdon will be starting in October on Mondays after school until 6pm in the Village Hall. A flyer to advertise this will be going into the next newsletter.</p> <p>The Youth Café in Quainton will be opening towards the end of September in the Baptist</p>

	<p>Church. It will be open on Thursdays from 6.30-9pm and is aimed at 11-18 year olds.</p> <ul style="list-style-type: none"> It was not possible to get an update on Local Access in time for the meeting, but it was agreed that an update would be attached the minutes. <p>ACTION: Madeleine to obtain an update to be attached to the minutes.</p> <ul style="list-style-type: none"> Service Excellence Event <p>The report on the Service Excellence Event was attached to the Agenda. Madeleine advised the Forum that she had some updated notes on the actions highlighted in the report and will send out with the minutes.</p> <p>ACTION: Madeleine to obtain an update to be attached to the minutes.</p>
7	<p>FUTURE OF LOCALITY WORKING IN BUCKINGHAMSHIRE</p> <p>The Chairman asked the Forum to note the report regarding the County Council resolution made on 10 July 2008 and advised that the link for the report had been distributed for background information. Members were asked to consider the 11 resolutions passed by Council. A discussion took place on the membership on the Local Area Forum (LAF) and the Chairman noted that members of the Waddesdon Local Area Forum (the Forum) comprises of representatives of the County, District and Parish Councils and the key partner representatives include Thames Valley Police, the Fire and Rescue Service and the Primary Care Trust. Members were advised that it is open to the Forum to decide whether they should invite other local organisations to join.</p> <p>Members were advised that the Forum will hold four meetings a year.</p> <p>Members were invited to ask questions and the following points were made:</p> <ul style="list-style-type: none"> A member asked what the process was for adding an item to the agenda. Madeleine Howe suggested that Parishes contact either herself mphowe@buckscc.gov.uk or Katy Macdonald kmacdonald@buckscc.gov.uk. A member queried who was representing each Parish Council and enquired how voting rights were determined. The Chair advised that each Parish Council had been invited to send a representative whom should ideally be a named representative. With regards to voting it would be one Parish Council, one vote. <p>The Forum was asked to consider the Terms of Reference and membership issues and these were approved unanimously.</p>
8	<p>PROPOSAL FOR CHANGE OF NAME OF FORUM</p> <p>It had been proposed to change the name of the Forum from Waddesdon LAF to Waddesdon and Winchendons LAF to better reflect the geographical spread of the area covered. After discussion it was agreed to leave the name as Waddesdon LAF but to put a list of the names of all the Parishes included at the top of the agenda.</p> <p style="text-align: right;">ACTION: Madeleine Howe</p>

<p>9</p>	<p>QUESTION TIME</p> <p>The Chair clarified that Question Time is a 20 minute period for public questions. Members of the public are encouraged to submit their questions in advance of the meeting and these questions will be dealt with first and any verbal questions thereafter.</p> <p>There were no public questions.</p> <p>The Chair asked members if they had any questions. The following points were made:</p> <ul style="list-style-type: none"> • A Parish Council representative asked how the Local Area Forums will be publicised. Madeleine Howe (Local Area Co-ordinator) reported that as this was the inaugural meeting of the Local Area Forum, constitutional issues were still being considered. However, future meetings would be advertised through a poster, previously used at the Waddesdon Local Committee, which relied on Parish Clerks putting them on their noticeboard and in addition local newspapers and community/parish newsletters. Members were also advised that ensuring all members of the public can attend the forums is considered very important and a hearing loop has been purchased and venues will be fully accessible. Janette Eustace (Area Lead Officer) reminded members that they also had a key role in promoting the LAFs through their own networks. <p style="text-align: right;">Action: Madeleine Howe</p> <ul style="list-style-type: none"> • The representative from Grendon Underwood explained that parents of children attending the village school use the village hall car park during school dropping of and collection times. The village hall car park is in need of repair/upgrading. A bid to the Delegated Budget scheme had been applied for unsuccessfully. The village hall committee are keen to know whether there are other sources of funding. Madeleine and Ann-Marie Davies will help the village hall committee to look at the options. <p style="text-align: right;">Action: Ann-Marie/Madeleine/Paul Jackman</p> <ul style="list-style-type: none"> • A Parish representative asked about Local Committees and whether they were still continuing. The Chair confirmed that Local Committees have now finished.
<p>10</p>	<p>PETITIONS</p> <p>There were no Petitions.</p>
<p>11</p>	<p>FIRE AND RESCUE SERVICE</p> <p>A presentation was given by Paul McShane for the Bucks Fire and Rescue Service and covered the following issues:-</p> <ul style="list-style-type: none"> • Vision • Organisation • Understanding community risks • Pressures and realities • Proposed objectives • Potential prevention schemes • Integrated Risk Management Plan (IRMP) • Summary and contacts

	<p>Their website can be found at www.bucksfire.gov.uk</p> <p>The Fire and Rescue Service highlighted how they could contribute to LAFs by addressing priorities identified and working together to try and resolve them. After discussion the following points were made:-</p> <ul style="list-style-type: none"> • There was a leaflet on home fire safety checks and smoke alarms, which are provided free of charge. • Domestic Sprinklers can be installed in houses where the occupants were disabled or would have difficulty getting out of the house quickly in the event of a fire. • Posters on inconsiderate parking were available and show how some fire engines find it difficult to reach their destination because of poor car parking along narrow roads. The Fire Service had no enforcement powers and had to rely on the goodwill of the public. This leaflet has been circulated to Local Area technicians, highlighting partnership working. • Youth Diversion Scheme, which targets young people and aims to educate children, young people and their families in fire safety skills and divert them from fire crime and associated antisocial behaviour. • Members asked what the Fire and Rescue were doing regarding road safety. Paul McShane informed members that they currently work in partnership with the police, for example by providing Biker Drop-Ins held in villages where friendly advice and information is offered. <p style="text-align: right;">Action: Parish Councils/Fire Service Partnership</p>
<p>12</p>	<p>ADULT SOCIAL CARE</p> <p>A presentation was given by Karen Adamson and Elaine Bedford for Adult Social Care.</p> <p>They highlighted how Adult Social Care could contribute to LAFs by working in partnership with local communities and other agencies to ensure local communities receive the services needed locally. Adult social care surgeries are held locally and aim to bring adult social care services closer to residents by offering support and advice to those who may not be able to get to the main social care offices. After discussion the following points were made:-</p> <ul style="list-style-type: none"> • Elaine Bedford is the local Adult social care representative for Waddesdon LAF and will be attending the LAF. • Elaine asked that if anyone had any concerns about any vulnerable people in the community to contact herself ebedford@buckscc.gov.uk 01494 475202 or Karen Adamson kadamson@buckscc.gov.uk 01296 383847. • The last surgery resulted in 12 people joining the in-touch programme which is a free call four times a year to see how people are getting on and whether they might like to receive any help. Clients who have received calls have commented favourably about the programme mentioning that the caller might have been the only person they had spoken to that day. • The next surgery will be at Quainton Memorial hall on 20 January 2009. <p style="text-align: right;">Action: Parish Councils/Adult Social Care Partnership</p>
<p>13</p>	<p>NAG</p> <p>A presentation was given by PC Gareth Morley from Waddesdon Police Station. Gareth made the following points:</p>

- Neighbourhood Action Groups (NAGs) were originally set up under neighbourhood policing and they were set up to be separate from the Police, with the intention that the NAG was to give information to the police.
- Thames Valley Police can no longer hold a committee post on the NAG.
- Peter Stray is Chairman of the Waddesdon NAG and will be attending Waddesdon LAF representing the NAG in future.
- Thames Valley Police will attend Waddesdon LAF in future regarding policing roles.

Gareth provided members with a report 'Waddesdon with Quainton, Grendon Underwood and Marsh Gibbon District Neighbourhood' – Neighbourhood Profile 2008. After discussion the following points were made:

- The priorities for the NAG and Neighbourhood Policing team for 2008/2009 are:
 1. Excess speed offences – three areas have been identified to address speeding issues. Station Road, Quainton where the average speed was 44 mph. Station Road, Marsh Gibbon where the average speed was 50 mph and Blackthorn Approach, Marsh Gibbon where the average speed was 50 mph.
 2. Parking –Lower Street in Quainton where there is a time specific problem (school times) with parking and Baker Street, Waddesdon where short term and long term solutions such as double yellow lines are being considered.
 3. Criminal damage/vandalism/graffiti – following visual audits Waddesdon and Westcott will be targeted. A clear up day has been arranged and ways of engaging younger children in this day are being looked at.
- A member commented that the improvements in the Neighbourhood Policing have been amazing.
- A member asked if NAG would get involved in school travel plans. Gareth advised that it is part of Neighbourhood Policing responsibility to support travel plans.
- Gareth advised the Forum that if Parishes wanted a speed check completed anywhere to contact him and he could arrange this.
- A member asked how night time speeding was tackled. Gareth advised that a traffic officer has been assigned to tackle speed offences committed day and night. He will initially be looking at identified areas.
- A member asked how they could ensure that intelligence gets through. Gareth informed the forum that all intelligence goes through Aylesbury and highlighted the need for members to continue to report any problems as it helps to build up a local picture.

14 DATE OF NEXT AND FUTURE MEETINGS

The next meeting of the LAF will take place on 17 December 2008 at 7pm at Westcott Cricket Pavilion.

The suggested dates of future meetings were confirmed as:

2009

- 18 March - Ludgershall Village Hall
- 17 June – Waddesdon Primary School
- 16 September – Quainton Village Hall
- 16 December – venue to be confirmed.

Area:
Better communication with Local Area Technician
Community Spirit
Health
Youth Access
Recycling

Area: Element	Better communication with Local Area Technician	Completion	Lead	Tel	Progress / Barriers	Follow up
	Speed check Station Road for new development	Completed	Dave Smith dasmith@buckscc.gov.uk	01296 383916	Dave Smith forwarded speed check information for Station Road, Marsh Gibbon, which has been forwarded to the group. (21st July)	Email 30th June 08
	Lack of operation between Parish & County leads to lack of interest within Parish Councils	Ongoing	Dave Smith dasmith@buckscc.gov.uk	01296 383916	Good morning Adam, although things are starting to get better between some parish councils, there is a vast difference between Haddenham Area and the Waddesdon area, regular meetings with Haddenham forum approx every 6 weeks and only one forum in Waddesdon	2nd e-mail sent 20/8/08
	Marsh Gibbon Parish meeting. Arrange Parish village walk about	Completed	Jackie Phipps jphipps@aylesburyvaledc.gov.uk	01296 383916	More improvement required between some county departments on what they are doing within the	30th June 08
	Publicise LAT information in VAHT newsletters	Completed	Darren Conlon-Taylor darren.conlon-taylor@vaht.co.uk	01296 732793		2nd e-mail sent 20/8/08
	Update Local Area Technician leaflet to include more current initiatives within Transport	Completed	Ann-Marie Davies amrdavies@buckscc.gov.uk	01296 383426		
	VAHT To attend village walkabouts	Ongoing	Darren Conlon-Taylor darren.conlon-taylor@vaht.co.uk	01296 732793		2nd e-mail sent 20/8/08

Area: Element	Community Spirit	Completion	Lead	Tel	Progress / Barriers	Follow up
	Publicise the Day Centre more widely using village newsletters and info in Doctors' Surgeries	Completed	Brenda Davis		[B.Davis] Currently deciding on information to go in local newsletters to raise awareness of the Day Centre, and leaflets are being printed which will go into Doctor's Surgeries.	Email 29-Jul-08
	Drop in event in village hall	Ongoing	Arthur Evans Quainton.pc49@btinternet.com	01296 655363		2nd e-mail sent 20/8/08
	Walk rather than use the car to encourage socialising	ASAP	School governors (Suggested by Brenda Davis)	01296 655363	[B.Davis] School is continuing with this	
	Continue with welcome pack distribution to villagers	Ongoing	John Spargo (contact Arthur Evans Quainton.pc49@btinternet.com)		Thanks Adam. There is every chance if you email Arthur he will forward to me for an update anyway. Welcome Packs are distributed to "new" householders in the village by The Village Society, a practice we have followed for many years, and nothing to do with the Parish Council. It is a practice we continue, although as the village expands we are increasingly reliant on local "informers" to keep us posted about new arrivals.	2nd e-mail sent 20/8/08
	Continue with village newsletter, free to all households	Ongoing	Laurie Cooper (Suggested by Brenda Davis)	01296 655363	[B.Davis] Newsletter is ongoing	
	Continue to encourage village activities and organisations by attending their functions and praising them	Ongoing	Barbara Fell, Phillip Mears, Brenda Davis, Arthur Evans	01296 655363	[B.Davis] This is ongoing	

Area: Health	Completion	Lead	Tel	Progress / Barriers	Follow up
Element Contact the Practice Manager Forums to create channel of communication.	Ongoing	Madeleine Howe/Stephanie Large mphowe@buckscc.gov.uk stephanie.large@nhs.net	01296 383406/ 01296 658585	Ongoing in partnership with Bucks PCT (Debra Taylor)	Email 2nd e-mail sent 20/6/08
Improve channels of communication with 2 way GP practices	Ongoing	Deborah Taylor/Madeleine Howe Deborah.Taylor@bucks.pct.nhs.uk mphowe@buckscc.gov.uk	01494 552244/ 01296 383406	[Deborah Taylor] - this is ongoing and Madeleine and I are discussing the best methods to take this forward this will also include the LAF (waiting the information from the recently consultation on LAF)	30th June 08
Publicise shuttle bus between Stoke Mandeville and High Wycombe	Ongoing	Deborah Taylor/Madeleine Howe Deborah.Taylor@bucks.pct.nhs.uk mphowe@buckscc.gov.uk	01494 552244/ 01296 383406	[Deborah Taylor] - I have now had confirmation from Bucks Hospitals Trust on this information and it has now been publicised wider (please find details of the shuttle bus service attached (copied into SE folder))	30th June 08
Area: Youth Access	Completion	Lead	Tel	Progress / Barriers	Follow up
Element Information about what is available in the area for 0-19 year olds, including:- sports/music/leisure/clubs (to be communicated to Sheila Knox for insertion into the 'Newcomers Pack') Out of schools activities run in schools. Contact providers and collate information	Sep-08	Simon Billenness sbillenness@buckscc.gov.uk	01296 688314	Organisations contacted awaiting information.	30th June 08
Newcomers pack insert Quainton School and AVDC pack	Sep-08	Simon Billenness sbillenness@buckscc.gov.uk	01296 688314	Voluntary organisations contacted awaiting information.	30th June 08
Publicise Youth Bus in Waddesdon via Parish Councils and Waddesdon Youth Club	Oct-08	Gareth Morley, Sheila Knox, Gary Dawson Gareth.Morley@thamesvalley.pnn Quainton.pca49@btinternet.com gdawson@yfesburyvaldecc.gov.uk	0845 8505505	[Gareth Morley] I will be assisting with distribution of pack once completed. [Sheila Knox] will be adding insert re activities for 0-16 year olds once received from Simon Billenness	30th June 08
Write to Parish Councils to explore a Youth Bus service	Jul-08	Richard Maskell Richard@bucks-comm- action.org.uk	01296 421036	[R Maskell] Subsidised bus for youth groups up and running and working v well. Will advertise where necessary. I have written to Leslie Inwood I await a reply.	30th June 08
County cycling initiative - How could this help Waddesdon residents? How would it be passed to participants?	Completed	Simon Billenness sbillenness@buckscc.gov.uk	01296 688314	Letter written and in process of being sent out this week.	30th June 08
Raise young people s awareness of safety on the roads. Bike stamping and motorbike safety	Completed	Simon Billenness sbillenness@buckscc.gov.uk	01296 688314	Training courses are usually taught over 6-8 hours run in three or four sessions following the principles of safe cycling. The course includes the basics of off-road training and on-road training, progressing from quiet roads to building confidence on busy roads.	30th June 08
Could cycling proficiency in Quainton be opened to others?	Completed	Gareth Morley Gareth.Morley@thamesvalley.pnn. police.uk Sheila Knox Quainton.pca49@btinternet.com	01296 688314 0845 8505505	- We have arranged to attend Ludgershall Bike Night and in conjunction with the Fire Brigade. We are acting our respective parts in a role play scenario of a motorbike accident. We have also arranged a joint services open day during which we are going	30th June 08

Area: Element	Recycling	Completion	Lead	Tel	Progress / Barriers	Follow up	
						Email	Tel
	Cross linking recycling section of AVDC website with BCC website	30-Jun-08	Jackie Robain jrobain@aylesburyvaledc.gov.uk			2nd e-mail sent 20/6/08	
	Posters (A3 or A4) of items which can be recycled for Parish notice boards, library, public areas, school notice boards	30-Jun-08	Jackie Robain jrobain@aylesburyvaledc.gov.uk			2nd e-mail sent 20/6/08	
	Can/plastic bottle recycling for charity tourist sites	30-Jun-08	Janet Small buckscralcentre@btconnect.com	01296 655270	I made contact with ACCA in Aylesbury who have supplied some bins for cans throughout the site. We are monitoring the use and will adapt things accordingly. I have not managed to deal with plastic bottles yet	30th June 08	
	Availability of recycling collection to as many houses as possible. Avoid postcode lottery Look at each on an individual basis	30-Jun-08	Nigel Brooke nbrooke@aylesburyvaledc.gov.uk	01296 585110		2nd e-mail sent 20/6/08	

Update to Waddesdon Local Area Forum

As previously reported, the County Council is developing opportunities within local communities for residents to find information about our services and how they can be accessed. The aim of this work is to reduce inequalities in the ability of people to access services particularly with regards to those who may be isolated through their geographical location, lack of access to transport, care responsibilities, age, ill health or disability.

One of the ways we hope to achieve this is by providing facilities in each of the Community Areas such as kiosks, leaflet displays, customer telephones that can access our contact centre, specially trained staff and free computer access to public information websites. The locations of such facilities can be described as "Customer Access Points" (CAPs). CAPs already come in different shapes and sizes and may provide any mix of the facilities mentioned above, from small CAPs that may only have a small collection of leaflets, to large 'one stop shop' style CAPs that offer the full range of facilities.

There have been some challenges in the project to introduce new CAPs across the County and there are currently none in the Waddesdon Community area. However, we will soon be in a position to address this. The key to the success of a CAP will be in putting them in a place that people would already be coming to for similar information. This could be a shop, village hall, public house, medical centre, police station, school etc.

I would be interested to hear from anyone in the community who has any opinions with regards to the ideal placing of CAPs in the area. I aim to find three venues which would be geographically spread out but in areas of significant population. I would suggest that we take the opportunity to locate at least one CAP in either Quainton Memorial Hall, Quainton Baptist Church or at Waddesdon Village Hall to take advantage of tying it in with the Youth Cafés and Adult Social Care clinics.

Charlotte Watts

Email: cwatts@buckscc.gov.uk

Tel 01296 383928 or text /call 07921 406052

