

NOTES OF A MEETING OF SOUTH HAMS STRATEGIC PARTNERSHIP HELD AT FOLLATON HOUSE, TOTNES ON TUESDAY, 5 DECEMBER 2006

Present: Ruth Bagley – Chief Executive, SHDC (Chair)
Penny Amraoui – Environment Agency
Matt Bell – Devon County Council (for Roger Grainger)
Steve Brown – South Hams and West Devon PCT
Tony Steer – Devon and Cornwall Constabulary
Cllr Ann Ward – South Hams District Council
Laura Whitehead – South Hams CVS
Cllr Richard Yonge – Leader, SHDC

Others also present and participating (non-voting):

Kay Dawson – South Hams District Council
Alan Robinson – South Hams District Council
Cllr Mike Saltern – South Hams District Council

Apologies: Cllr Julian Brazil – Devon County Council
Cllr Roger Croad – Devon County Council
Adele Dawson – South Devon College
Roger Grainger – Devon County Council
Hugh McCahill – South Hams VSF
Pete Tansey – Business Representative
Alan Tibbenham – South Hams and West Devon PCT
Howard Toplis – Chief Executive, Tor Homes

1. Minutes of meeting 25 September 2006 – any matters arising

The minutes of the meeting held on 25 September 2006 were confirmed as a correct record.

2. Progress on the Community Strategy themes

a) Affordable Housing

A working group report was considered which noted that an assessment of partners assets in the Totnes area had been completed. Currently there are potential opportunities with Tor Homes' assets. The next steps were to role the audit out to other key towns in the district.

The key issues for consideration which were identified in the report were highlighted, with attention being specifically drawn to opportunities for partners to combine their services under 'One Roof' to achieve savings on property operating costs together with the potential of releasing land and buildings for affordable housing purposes.

ACTIONS AGREED

- SHDC prepare and distribute a map of SHSP assets (Totnes area) prior the next meeting;
- Progress a protocol for disposal of partners assets.

b) Competitive Local Economy – Procurement Actions

Kay Dawson tabled an updated working group report on Procurement Actions (appendix A to the minutes). The police, PCT and CVS were interested in sharing the Buy Local information with their staff and customers. It was also noted that SHDC had now published and adopted its Prosperity Strategy, to which these actions also relate.

The need for a champion to drive forward the 'Local Buying' project was highlighted. It was suggested that each organisation should individually champion the initiative.

ACTIONS AGREED

- KD to circulate Farmers Market, Late Night Shopping information and text for inclusion in staff newsletters to those expressing interest.
- Partners to identify champions within each organisation to whom future information can be forwarded.

c) Community Vibrancy

i. South Devon Rural Transport Partnership

The working group report identified proposed changes to the Patient Transport Service in the NHS. The report concluded in saying that the NHS recognised that the community transport sector had an important role to play in helping those in need to access hospital services. However, the NHS had not presently discussed funding with the community transport sector making it difficult for the voluntary sector to plan for the changes.

A member of the Group felt that the proposals should be brought to the attention of the Town and Parish Councils, in order that they could fully digest what the implications might entail.

ACTIONS AGREED

- Steve Brown to investigate how the changes to Patient Transport were progressing and how this was being communicated to the wider community.

ii. South Hams Rural Volunteer Centre and CVS

The report asked the Group to consider how the Volunteer Centre could provide advice to statutory agencies to help establish employee volunteering schemes and policies. The value of promoting employee volunteering was highlighted, noting that information on the services of the CVS should be made widely available to all staff of each organisation around the table.

ACTION AGREED

- To note progress to date;
- To recognise the potential contribution that the Volunteer Centre may bring to the local economy.

iii. Healthy Choices: Active South Hams

During discussion the recent transfer of the district owned leisure centres was noted along with the success of the Healthy Walks initiative. However, funding was still an issue, especially in terms of the Leisure Youth Nights where partnership funding needed to be sustained.

A member of the Group suggested exploring transport issues to enable those who live in the hinterlands to the main towns to access the Youth Nights.

ACTION AGREED

- To review Health Walks and Leisure Youth Nights funding.

iv. Community Planning

The report circulated included the generic parish plan responses, and proposed that 5 draft responses to parishes who had submitted their community plans be issued.

Matt Bell demonstrated the proposed Community Planning database which was still currently under construction. The database was designed to improve the knowledge of Devon's community priorities and demonstrate issues arising from the community plans, at both town and parish level. The database would also aid the community planning process by providing a tool for communities to share information and manage projects. The project still required funding to develop the database prior to it going 'live'. An approach had been made to Devon Renaissance, but the project team were also looking to LSPs for support. The Group welcomed the database and gave 'in principle' support to the project.

ACTIONS AGREED

- Agree 5 parish plan responses can be issued;
- Offer in principle support to the Community Planning Database project in a letter to strengthen the application for external funding.

v. Awareness Raising

Highlighted from the report was the Community Partnership Forum which was attended by 29 people representing a wide variety of community groups, Town and Parish Councils and statutory organisations. It was noted that the next Forum meeting was scheduled for 5 March 2007.

ACTION AGREED

- Partners to forward articles for the Winter newsletter to Kay Dawson.

d) Environment

The working group report identified two specific projects; the provision of an 'advisory' service for community-led environmental projects identified in Town/Parish Plans, linked to the database above; and for partners to demonstrate leadership by encouraging their respective organisations to take action on their own in-house environment management.

ACTIONS AGREED

- Approve the project selection, showing commitment to a quality environment in the South Hams by supporting community initiatives, and through leading by example on climate change actions;
- SHSP and individual partners to sign up to the Devon Climate Change Declaration if they have not already done so;
- Invite a speaker on the benefits of good in-house environment management to a future meeting. Kay Dawson and Penny Amraoui to progress;
- Partners to provide examples of any 'green' initiatives their organisations have already undertaken, to be shared with partners – any examples to be emailed around;
- Members to agree 'in principle' support to a World Environment Day activity in June 2007.

3. Devon Town Baseline Profiles – an introduction

A report was considered which noted the creation of the first Devon Town Area baseline profiles and explained how they were to be used in delivering the supporting strategy "Connecting with Devon's Communities". The profiles were structured around a series of themes covering social, economic and environmental well being. They contained baseline information to provide a basis for discussion and further development.

Concern was expressed that some statistics may appear negative if not taken in the overall context of the district.

It was **AGREED** for partners to supply any further statistics which may be of relevance and / or to note any aspect which they felt would a detriment to the profiles.

4. Devon Compact up-date – Proposed Celebration Event

The Group was informed that the three Compact codes of practice for Equality & Diversity, Funding & Procurement and Volunteering were currently being printed. Following discussions, it was **AGREED** that a half day seminar be held for the Partnership, and other relevant officers from organisations, in order that the Compact be fully explained. The seminar was to be held on the morning of the next meeting of the Partnership:
Monday 12 March 2007, 10am.

5. Crime and Disorder Reduction Partnership up-date

With the new partnership now established, it was a case of measuring its success. There had been issues surrounding funding in that 66% of the funding received was held centrally for the various partnerships across Devon to bid for.

In conclusion it was noted that there was a plan to hold a wider Forum for the three former CDRPs in February 2007.

6. Any Other Business

- Following recent emails from Kay Dawson, it was **AGREED** that the cross cutting themes for the South Hams Sustainable Community Strategy be revised to read:-
 - Social Inclusion – enabling access to services and facilities;
 - Climate Change – addressing the causes and impacts across the South Hams.
- Calendar of meetings – it was suggested that all meetings for the following year be scheduled into diaries – **Kat Winterbottom to ACTION.**

7. Possible Future Agenda Items

- Presentation to promote internal environmental management
- Update on PCT situation
- Progress on the Sustainable Community Strategy Themes
- Devon Compact update
- Crime and Disorder Reduction Partnership up-date

8. Next meeting

The next meeting was scheduled to take place on **Monday 12 March 2007 at 2pm.**

(meeting commenced at 5.00 pm and concluded at 7.30 pm)

Working Group Report

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|---------------------------------|---|
| Name of Project | Competitive Local Economy – Procurement Actions |
| Date of Update | 05 December 2006 – additional information |
| Summary of Progress | <ul style="list-style-type: none"> • Progress made on the ‘Local Buying’ initiative amongst employees and clients: <ul style="list-style-type: none"> * SHDC ran a ‘local buying’ article in the recent staff newsletter that went out with November payslips; * Posters promoting Christmas Farmers Markets and Late Night Shopping are in production; * A recent meeting with KEVICC high-lighted their good practice. All food is sourced locally and they are promoting joint procurement with local primary schools. <p>Other activities to note:</p> <ul style="list-style-type: none"> • The pilot ‘Greening Employment Sites’ Totnes study has been completed and final report being produced. 98 businesses on Totnes Industrial Estate took part in the survey and follow-up workshops which looked at topics such as waste/recycling, transport, crime and imagine. It is intended to use this work as a template for other employment sites across South Hams and Devon. • Local Wood Purchasing study is underway, as part of the Working Woodlands project. It is investigating the local potential to supply the construction industry in the South Hams in the coming years. • New project supporting Disabled Entrepreneurs (funded by SHDC and Devon Renaissance) launched 22 November. Will provide 12 month pre-start support programme for people with disabilities wishing to start their own businesses. |
| Milestone Reached | |
| Issues for the SHSP to consider | <ul style="list-style-type: none"> • Making use of staff newsletters, payslips, invoices etc. to promote ‘buying local’ to staff, clients etc. |
| Action recommended | |