



**Minutes of *Worthing Together* Steering Group Meeting held on
20 July 2005 in the Gordon Room, Worthing Town Hall**

CHAIR	√	Farhang Tahzib
SECTORAL GROUPS		
Voluntary Sector Forum	√	Julia Carrette
Crime & Disorder Reduction Partnership	√	Roy Barraclough
Worthing First	√	Roger Foregard
Local Planning Grp for Comm. Health & Social Care	√	Gill Blackwood
Housing	√	Moira James from 3.20 pm
Worthing Learning Network	√	Trish Tame
Culture and Leisure	√	Jo Hutchinson
Transport and Environment	√	Martin Downy
INVESTORS IN WORTHING		
Worthing Community Partnership	A	Jane Claxton
Area Investment Framework	√	Paula Welland
YOUTH ORGANISATION		
WSCC Youth Service	√	Kevin Martin
FAITH GROUPS		
Churches Together in Worthing	√	Mike Tyler
LOCAL AUTHORITIES		
WBC Conservatives	A	Cllr Ann Barlow
WBC Liberal Democrats	√	Cllr Bob Smytherman
Non-voting Officer	A	Tim Everett
WSCC	√	Cllr Colin O'Neill
Non-voting Officer	√	Mike Kendall
NEIGHBOURHOOD CHAMPION		
Worthing Council of Community Assns	√	Ian Richardson
MAJOR SINGLE ORGANISATIONS		
AAW Primary Care Trust	√	Catherine Scott
Sussex Police	A	Chief Insp. Jason Taylor
Worthing & Southlands Hospital Trust	√	Martin Pearson
OBSERVER		
GOSE	√	John Crow
SUPPORTING OFFICERS		
WSCC	√	Robin Davison
WSCC	√	Jacqueline Clay
WBC	A	Haydn Smith
WBC	√	Clare Mangan
WBC	√	Julian Carrington
WBC	√	Anne Jones
WBC	√	Maureen Ockenden

1. Introductions

This was Farhang Tahzib's first meeting of the Steering Group as Chairman and he welcomed everyone to the meeting particularly those people who were also attending for the first time.

2. Minutes of the last meeting

The minutes of the last meeting held on 20 April were agreed as an accurate record.

3. Matters Arising:

(i) Environment & Transport Sectoral Group

This group has met once to agree terms of reference in line with the other sectoral groups.

There was some discussion concerning the Worthing Transport Plan, which has been submitted for inclusion in the West Sussex Transport Plan. This is still in draft form. As 'Getting around' is one of the seven goals in Worthing's Community Strategy, it was agreed that the Worthing Transport Plan should be circulated to all LSP members for information and comment since it involves all partners and that there should be a fuller consultation on Transport issues at a future meeting of the Steering Group.

Other issues raised under this item:

Stagecoach is part of the Worthing Quality Bus Partnership but no longer sends a representative to Steering Group meetings.

Martin Downy commented that the County Council favours the on-promenade route for the cycle path.

Mike Kendall commented that the new County Local Committee for Worthing has local transport within its remit.

ACTION:

- **CP Team to circulate Worthing Transport Plan and the West Sussex Transport Plan, as well as the terms of reference and membership of the E&T Sectoral Group.**
- **To place Transport on the agenda of the next meeting of the LSP Steering Group with a view to developing wider partnership involvement in this important aspect of community life**

(ii) Communications Sub-Group

This group has not met since February 2004 when it was chaired by Sue Couchman, the WSCC Community Planning Officer. Farhang noted the central role of communications in the work of the LSP and suggested that direct links be established with the communications leads of the various partners and local media. The most effective mechanism for doing this was by reconvening the Communications Sub-Group.

The Steering Group agreed to this approach and to the importance of an effective communications strategy.

ACTION:

- **Julian Carrington to set up a meeting with Cllr Ann Barlow, Farhang, WBC communication lead and the CP Team to discuss the issues and the way forward.**

4. Evolution of Worthing Together LSP and its role

Items 4) and 5) and 9) on the Agenda, with the exception of Vice Chair, were conflated under this single heading

Three papers were tabled for this item:

- 'Building capacity of LSP to achieve its goals' - Findings of Steering Group survey
- Comments from questionnaires completed on 20 April 2005
- Proposed recommendations to take forward the work of the LSP

It was recognised that there had been wide-ranging discussion and consultation on the capacity and future direction of Worthing Together.

Farhang reported that he had had consultations with senior management colleagues in the PCT, Sussex Police, WBC, WSCC and other partners with regard to a number of issues relating to the further development of Worthing Together, namely:

- Appointment of a 'Business/Programme Manager' for the LSP accountable to the Chair and working with the Community Planning Team
- Development of an effective communications strategy and a Newsletter
- A Stakeholders event to engage the wider LSP and the community at large
- Development of a programme of work and joint actions by the LSP based on the 7 goals in the Community Strategy, the current data and the views and needs of partners and local communities
- Annual Report for the LSP

There was discussion of the various issues and the approach was widely welcomed. A number of partners had already committed resources for a joint post.

It was agreed that:

- (i) The Steering Group endorsed the appointment of a 'Business/Programme Manager' accountable to the Chair to support the LSP and the programmes of work.

ACTION:

The Steering Group agreed to give delegated authority to those partners putting resources into the joint post to agree a job description and make all other arrangements for recruitment as soon as possible.

- (ii) There was support for a partnership newsletter, possibly as part of activities by WBC, to communicate with all households in Worthing. CDRP and other partners had also expressed a need for such a newsletter and could collaborate. This may

be something that the Communications Sub Group can take forward. The issue of resources needs to be discussed with WBC.

ACTION:

To take forward by Communications Sub Group

- (iii) There was support for a Stakeholders event, ie for the wider membership of the LSP including the memberships of all linked partnerships, eg CDRP, to be held in November. At this event, the Steering Group can build support for the Community Strategy by encouraging local organisations to align their priorities with the LSP programmes of work.

ACTION:

CP Team to prepare a detailed proposal for the next meeting.

- (iv) There was full support for the development, implementation and monitoring of programmes of work by the LSP around various priority areas and needs in Worthing. The importance of the LSP is that it can add value to the process of service delivery by ensuring improved co-ordination and joint working at local level.

ACTION:

All partners to consider joint projects as part of developing programmes of work for the LSP. This was to be a regular item and focus for the Steering Group.

- (v) There was also support for an Annual Report for the LSP. Julian tabled a draft outline. This will be a glossy publication looking at major achievements over the past year and will be available for the Stakeholder event later in the year. An insert will carry details on all 45 short-term actions in *The Town We Want* and some proposed programmes of work.

ACTION:

Julian would prepare a draft to be tabled at the next meeting. It would be completed in time for the proposed Stakeholders meeting. All partners must complete and return their Action Plan updating forms to CP Team by the end of August.

5 Vice-Chair – Job Description & Nomination Form

These had been circulated with the Agenda and papers for the meeting. There had been no nominations to date.

ACTION:

Nominations to CP Team ASAP.

6 Volunteering programme

Julia Carrette reminded the meeting that partners had agreed at the LSP workshop in February 'to actively promote volunteering opportunities to staff'. This was the partners' pro-active partnership focus. Partners were encouraged to complete and return a mapping form that would be emailed to them after the meeting in order to collect baseline information on what is currently happening. She also drew attention to the A4

booklet on Employee Volunteering distributed at the 20 April Steering Group meeting and the Follow-up Information tabled at this meeting.

Robin Davison reported that WSCC had recently reviewed its Employee Volunteering scheme and produced new guidance. He would make this available to the CP Team.

ACTION:

It was agreed that the CP Team would take forward possibly through a working group to clarify the objective for the LSP and set targets.

7 Local Development Framework (LDF)

A presentation on LDF (the successor of the Local Plan) by Clare Mangan, WBC Strategic Housing and Planning Manager. It was agreed that, rather than set up another working group, further presentations would be made to the Steering Group as necessary and communication by email maximised. WBC should also contact individual agencies direct.

8 Local Data – Worthing

Jacqueline Clay gave a presentation showing the key facts and figures about Worthing drawn from the latest Census, including:

- It is still a predominantly aged and ageing population (the baby-boomers had grown up!)
- Growth of single person households and implications for service delivery
- Worthing was second after Crawley in West Sussex for under 18 conceptions
- Second most deprived district in West Sussex using the Indicator of Multiple Deprivation (IMD)
NB – Crawley has become much less deprived over past four years
- Worthing seafront area among the 10% most deprived in the UK

For further information, Jacqueline referred partners to the West Sussex Census and Data Atlas, which would be available shortly. Farhang thanked Jacqueline for her presentation.

9 Public Service Agreement (PSA) & Local Area Agreement (LAA)

Following a short presentation and tabled paper by Julian, Farhang referred to a meeting that had taken place that morning at County Hall involving some of the leaders and chief officers in West Sussex to discuss the emerging LAA. It had been agreed that LSPs have a big role to play and there would be an opportunity for them to engage with the process. Partners would be kept up to date with developments through regular bulletins from the Policy Office at County Hall.

ACTION:

To take forward as the main item of business at the next meeting.

10 Information Items

(i) Masterplanning

Julia reported that consultants (EDAW) had been appointed to carry out the Masterplanning exercise for WBC. This would establish the blueprint for the linked development of the town centre and seafront.

ACTION:

WBC to keep LSP updated and involved with the consultations and development of the Masterplan.

(ii) County Local Committees

Mike Kendall reported on the first meeting, in closed session, of the new County Local Committee for Worthing, which aimed to keep local people up to date with County Council initiatives in the area. The next meeting was to be held in October. This and all future meetings of the Committee would be held in public.

(iii) Area Investment Framework (AIF)

Paula Welland spoke about latest developments from a tabled paper.

11 Date of next meeting

The importance of confirming meetings for the next six months was stressed. Dates will be emailed to members.