

**MINUTES OF JOINT MEETING OF
ADUR IN PARTNERSHIP AND WORTHING TOGETHER
LOCAL STRATEGIC PARTNERSHIPS**

held on 11 May 2010 at The Ropetackle Centre Shoreham
to decide on how to
make *waves ahead* sustainable community strategy happen

Attendance

Members of Adur in Partnership (AiP) Board:

Andrew Swayne
Cyril Cannings
David Simmons (Cllr)
Dick Bryant
Keith Humphrey
Paul Stoggles
Roger French
Ruth Andrews (Vice-Chair of AiP)
Sarah Lamb
Sean Stones

Members of Worthing Together (WT) Steering Group

Jane Claxton (Chair of WT)
Julia Carrette
Karen Symporis
Nigel O'Dwyer
Tina Tilley

Members of both Adur in Partnership Board and Worthing Together Steering Group

Andy Tonks
Ian Lowrie
Peter Hayward

Debra Balfour
James Asser (Ch Insp)

Officers, observers and guests:

Andrew Gardiner
Claire Hunt
Ian Moody
James Appleton

Janice Hoiles
Jason Wilson
John Kelly
Norma Ndoping

Peter Latham
Peter Ridge
Ruth Goldstone
Tina Favier

Apologies were received from: Adrian Barritt, David Bushell, Cllr Debbie Kennard, Gareth Williams, Jacqui Cooke, Cllr Joan Bradley, Cllr Laura Graysmark, Cllr Robin Rogers, Stefan Sykes

Opening

The meeting was opened at 14:00 by Jane Claxton, Chair of the meeting. After welcoming participants and outlining the purpose of the meeting, the Chair announced the shortening of time allocated to some of the agenda items.

Proof version of *waves ahead* booklet

Ruth Goldstone presented a proof version of the *waves ahead* booklet to be published shortly. It met with broad general approval, and the choice of colours was commended. A suggestion was made for the inclusion of more blue sky in the pictures.

The final hard copy version of *waves ahead* was expected to be available by the end of May.

Web publication of *waves ahead*

Claire Hunt explained that the intention was that an electronic version of the final *waves ahead* booklet would be made available on Council websites, with links from the Local Strategic Partnership (LSP) websites, given that consideration was being given to a single LSP being formed. She also presented a list of the evidence and other supporting documents for *waves ahead*, to be made available through links.

The meeting agreed with Claire's judgement that some other documents, which she listed separately, need not feature.

However, a firm belief was expressed that web publication be done in such a way as to make it clear that *waves ahead* was a Local Strategic Partnership document and not simply a Council document; the strategy and supporting documents should be on the LSP websites.

Officers said that the electronic version of *waves ahead* would be made available on line as soon as it became available, with work on linking to evidence base and supporting documents following soon afterwards.

LSP for implementation of *waves ahead*

Tina Favier invited the meeting to consider what type of LSP structure would be best suited to deliver *waves ahead*, and whether two LSPs, as at present, would be most appropriate for the task, or whether a single structure would be more effective. Terms of Reference also, would need to be considered.

Working in four groups, and basing discussion on pre-circulated draft proposals, the groups discussed these issues. Details of feedback are available separately.

Number of LSPs

It was agreed that a single LSP would be best suited to the implementation of *waves ahead*, which was a joint strategy, and Roger French suggested it was timely to take a vote on this issue. Jane Claxton expressed some concerns over taking a vote in the absence of some members, including the Chair of AiP, but the overwhelming opinion was that as the current meeting was a properly called sitting of both AiP Board and WT Steering Group, it was in order to proceed to a vote.

AiP Board members were asked to vote by show of hands on a motion put forward by Ruth Andrews, (Vice Chair of the Board) and seconded by Andrew Swayne (member of the Board) that there be a single Local Strategic Partnership for Adur and Worthing from 11 May 2010.

The same motion was made to members of Worthing Together Steering Group by Jane Claxton (Chair of the Steering Group) and seconded by Julia Carrette (Vice-Chair of the Steering Group).

The results of the voting were as follows:

For the proposal:	All
Against:	None
Abstentions:	None

Accordingly,

it was resolved by

*the Board of Adur in Partnership Local Strategic Partnership (AiP)
and by*

*the Steering Group of Worthing Together Local Strategic
Partnership (WT)*

*that from 11 May 2010 there be a single Local Strategic Partnership
for Adur and Worthing.*

Structure and Terms of Reference for a joint Local Strategic Partnership for Adur and Worthing

Group discussion centred round a pre-circulated proposal for a structure which drew from discussions at a consultant-led joint meeting of AiP and WT held on [15 April 2009](#)

There was broad agreement that the proposed structure and terms of reference were appropriate. Details of suggestions and observations are available separately.

The meeting advocated that there be wider consultation on the terms of reference before finalisation of these.

Worthing Core Strategy and Draft Infrastructure Delivery Plan

Ian Moody from the Worthing Planning Policy Team provided a short overview of key planning documents that had recently been published. This included the Worthing Core Strategy (Publication Version) and the associated Draft Infrastructure Delivery Plan. Newsletters were provided and attendees were invited to ask any questions that they may have had.

Delivery of waves ahead – Quick wins

Participants were asked to identify which of the actions listed under the four priorities of *waves ahead* could be completed within a short time frame. Working in four groups they identified these 'quick wins' and fed back in a plenary session. A record of the feedback is available separately.

Performance management

The meeting favoured the Elmbridge LSP example that was outlined by Claire Hunt. This system headlines achievements and challenges for each theme of the Strategy and uses a 'Traffic Light' risk assessment.

Neighbourhood Action Plans

Ruth Goldstone and Janice Hoiles presented some of principles underlying the idea of neighbourhood action plans (NAPs). They fed back to the meeting the replies to a questionnaire that had been circulated before the meeting. Participants examined some examples of such plans and discussed how NAPs could be used to good effect in implementing *waves ahead*. A record of observations and suggestions from participants is available separately.

However, it was agreed that more detailed consideration and discussion was necessary.

Accordingly,

it was resolved

- ***Neighbourhood action plans to be developed to deliver Waves Ahead at a local level through involving local people***
- ***Neighbourhood action plans will create a shared vision, generate new ideas and empower participants***
- ***Participants will be representatives of wider interest groups (stakeholders)***
- ***A small working group to be formed to take this forward.***

The following agreed to serve in the working group: Jason Wilson, Peter Ridge, Sean Stones and Tina Favier.

It was suggested that the following also be invited to join the group: Julia Carrette; The Parish Clerk of Sompting and the Parish Clerk of Lancing.

Closing

The Chair closed the meeting at 17:00 with an expression of appreciation to those present for all that had been achieved by it.

Next joint LSP meeting

The date and time of the next meeting are to be arranged.