

SSP OVERVIEW & MONITORING GROUP MEETING

Minutes of Meeting – 9th November 2006

Rosemary Power (RP)	Faith Representative (Interim Chair)	Tom Charnock (TC)	WALC
Geoffrey Hammond (GH)	Environment Representative	Joe Backshell (JB)	Equalities Representative
Matt Gott (MG)	SBC	Alison Chamberlain (AC)	SBC
Ruth Hursey (RH)	Renewal Task Group	Janet Beattie (JEB)	SBC
Huw Lloyd Jones (HLJ)	GOSW		

Apologies for Absence:

Sally Rackard (SR)	SWRDA	Cllr Steve Wakefield (SW)	SBC
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ITEM	DISCUSSION	ACTIONS
1	<p><u>Minutes and matters arising</u></p> <p>Notes of the last meeting were agreed and signed off as a true record.</p> <p style="margin-left: 40px;">a. <u>Community Strategy</u> – The group requested a copy of Dilys’ presentation. Agreed that the presentation would be e-mailed to the group with a hard copy posted out to JB.</p>	Janet
2	<p><u>Terms of Reference</u></p> <ul style="list-style-type: none"> • <u>Terms of Reference</u> <p>The latest version of the Terms of Reference was discussed. RH suggested that it is limiting to name specific strategies in the terms of reference and suggested that this particular bullet point is reworded. Some rewording is required in the document along with reordering of some of the bullet points. Group agreed the terms of reference subject to the suggested changes being made. Alison to send the amended version out to the group.</p>	Alison / Janet

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	<ul style="list-style-type: none"> • <u>Roles, responsibility and accountability</u> RH clarified that she's holding the position for the time being until the election of a geographical communities representative. JB questioned why there was no representation from the business community. MG explained that the SSPOMG did not want to replicate the membership of the LAA Blocks or the previous SSP Group. The group agreed to keep the OMG as it is with the option to invite speakers from the Blocks. They also requested a report is brought from the Block Chairs to come to each SSP meeting. 	Alison
3	<p><u>Conference</u> AC updated the group on arrangements for the conference so far:</p> <ul style="list-style-type: none"> • Workshops have been organised and will cover the 8 components of the Community Strategy. • There will be displays in the foyer from SCAN (Swindon Climate Action Network) and the New Swindon Company. • Alison circulated the draft press release to the group and it was agreed that this will be personalised and released to the press on Tuesday after the event with the suggested headline of "Vision for Swindon". Alison will run the press release via the Chair. JB suggested a feature on BBC Radio Swindon and Brunel FM. POST SCRIPT: The Evening Advertiser covered the conference on the day – so the press release wasn't used. • RH requested an analysis of who attends for the conference e.g. neighbourhood, voluntary etc. MG agreed that a summary report of attendees would be brought to the next meeting. • GH added that the printed version of the Climate Change Action Plan would be available at the conference. • RH suggested an addition to the feedback form for comments on the 8 questions for the workshops, also suggestion of posters on the walls to give all the opportunity to comment. • RP asked if the lapel microphones could be checked with Oakfield to ensure they are in working order. • JB enquired on the layout of the rooms – this will be tables and chairs. Alison added that the hearing loop has been requested, but nothing else had been requested. • RP thanked MG for the work his team had done on the Conference. 	Alison/Janet Janet

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4	<p><u>Sharepoint</u></p> <p>Alison talked to the group about Sharepoint. Sharepoint is a scheme being piloted by the Borough Council and it will be a virtual network that will hold virtual documents, with message board discussions. The site will be accessed by users with passwords. Alison asked the Group if they would be interested in taking part in the pilot. Group agreed they would like to be involved in the pilot.</p>	Alison
5	<p><u>A.O.B.</u></p> <ul style="list-style-type: none"> • <u>Rural Strategy</u> Sally Rackard sent her apologies to the meeting but sent an update paper which was circulated at the meeting. There are major changes taking place in SWRDA at the moment and Sally may not be the Swindon link after the restructure. The Group agreed that when the new SWRDA representative for Swindon is known they will be invited to a future meeting. MG suggested a double approach between GOSW & SWRDA. • <u>Economic Development Strategy</u> MG circulated the Economic Development Strategy which is the result of research and analysis undertaken by Bill Cotton's team, MG explained the background of the document and emphasised that this is phase 1. MG asked the Group if they want to submit a view on the document which will form the basis of Phase 2. HLJ added that this is the first challenge for the SSPOMG. TC observed that the date on the back of the document for responses was 30th September. HLJ asked what the current status was for this document. The team will find out and let the OMG know. RP added that Swindon's position in Britain was discussed at a previous meeting, and with this in mind it would be useful to look at the Economic Development Strategy and send any comments to the team to submit to the Economic Development Director. • <u>SDA update –</u> Rosemary advised that she was on the original working group for the SDA, now named Wichelstowe, and she is trying to meet with Alvin to discuss Design Codes. RP added that she had received a letter and CD highlighting the design codes consultation which requested comments back within 3 weeks. RP added that SSP issues and environmental issues have been highlighted and she will chase this with Alvin and the cross-sector group. It was agreed that the response to the consultation 	Janet

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	<p>chase this with Alvin and the cross-sector group. It was agreed that the response to the consultation would be sent via the team. The team will contact Martin Trewellah for timescales. POST SCRIPT: Martin Trewellah was contacted and is aware of the submission that will come from the SSP.</p> <ul style="list-style-type: none"> • <u>Local Government White Paper update</u>– Huw shared his presentation with the group and gave an update on the recent Local Government White Paper on Strong and Prosperous Communities. Huw added that a lot of the recommendations are based on current good practice, and it is hoped that this white paper will give more flexibility to local authorities, parish councils and local communities. Huw added that further guidance building on the consultation and the white paper will follow and he will keep the group informed. JB added that a lot of work has been done with the Safer and Stronger block and Swindon has a history of involving the community. JB asked if the white paper gives access to additional money, as there always appears to be funding issues related to projects. Huw added that there is no mention of funding in the white paper, only support with LAA teams and mention of how Members work is recognised. Huw added that there is a section on involvement which is relevant to the community and third sector groups. • <u>LAA Refresh Document</u> – Alison advised that we are now 6 months into the LAA, and the refresh document has been sent to the OMG for comment. Alison explained about the new mandatory targets set by Government and the current status of the refresh. The document is on the LAA website and comments have been received from the Chairs of the Blocks and via the website. GH asked if the refresh includes the Fifth block which was promised by the previous Chief Executive of Swindon Borough Council. Alison added that she has had conversations with Matt and Lynn Forrester and it has been agreed that at the moment Outcome 17 covers this, although it will be reviewed again at the next refresh. Group suggested that the proposal of a 5th block is made to Matt. Matt had promised workshop days across the blocks and these would be welcome. JB added that the role of the OMG is to monitor the LAA. RH added that the Partnership Board and the Chairs of the blocks should be scrutinising the targets. It was agreed that the refresh document would be looked at on the website and any comments fed back to the team. TC suggested the block chairs are asked for a short paper update on their block for each OMG meeting. Group agreed. 	<p>Rosemary</p> <p>Huw</p> <p>Matt</p> <p>All</p> <p>Alison</p>
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6	<u>Suggested Items for the Next Agenda:</u> <ul style="list-style-type: none">• New chair - process• Rural Strategy – SWRDA/GOSW• Reports from the 4 blocks• Economic Strategy Consultation response• SDA• Work programme	
7	<u>Date and time of next meeting:</u> Thursday 11 th January 2007 – Committee Room 5, Civic Offices	

Agreed and signed as a correct record: Date: