**Item | Notes | Action**
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1. **Welcome and Introductions**  
The Chairman welcomed in particular Alex Scrivener, newly elected member of the Youth Parliament and his deputy Joseph Ammoun. Alison Parker from GOSE was also warmly welcomed. The Chairman thanked outgoing Youth Parliament member Jenny Poll for all the hard work and contribution she had made as ambassador for young people in the District. A brief round-up of introductions on individual roles from those present followed.

2. **Apologies for Absence**  
Apologies were received from Charles Nicholson, Graham Marley and Kathy Fordham.

3. **Minutes of Last Meeting**  
Agreed as a correct record of the proceedings.
4. **Matters Arising**

4.1 **Action Plans**
Board members were asked to actively encourage participation from all sectors of the community in their detailed Action Plans.

4.2 **Rother Community Links**
Martin Fisher reported that £27,000 had been awarded to both the Bexhill Community Partnership and Rye & District Council for Voluntary Service, from the CBIS fund (part of the Home Office) with a view to reviewing the infrastructure organisations in Rother towards a possible outcome of a Rother-wide Council for Voluntary Service recognising local needs. The money would also enable a study of Information & Communication Technology (ICT) requirements.

4.3 **Health Priority Action Group**
The Chief Executive for Bexhill & Rother PCT confirmed that as from the 1st April 2004, Kathy Fordham would be taking a year’s absence from her post as Health Improvement Manager. Kathy’s post will be job-shared and her responsibilities for the Health Priority Action Group will be taken on by Richard Watson of Sure Start. Richard can be contacted on telephone: 01424 735637 or email at: richard.watson@bar-pct.nhs.uk

5. **Local Development Framework (LDF) & LSP’s - David Marlow, Principal Planning Officer, Rother DC**
A look at how LSP links can be established by feeding into LDF’s and AIF’s in terms of planning had been shown in a presentation given by Rother’s Principal Planning Officer, David Marlow. It was not yet clear how these links can be developed although the Framework should provide an opportunity for the local community and Council Members to become involved, particularly in respect of Rother’s Housing targets. Observations noted during discussion included:-

i) infrastructure would need to play a key role within the Framework;

ii) Rother’s Planning Department plays a crucial role in working locally and is fortunate in being involved with the Hastings & Rother Task Force;

iii) any community involvement (e.g. hard to reach groups) would need to be resourced.

NOTE: Mr Marlow offered to keep the Board informed of developments and advised that anyone interested in commenting or finding out more about LDF’s should contact him directly on telephone: 01424 787635 or email: david.marlow@rother.gov.uk

NOTE: Superintendent Nick Bennett requested to see a copy of the draft legalisation in relation to LDF’s from Rother’s Policy Officer.

NOTE: The County Council’s Director of Transport & Environment, Bob Wilkins left the meeting at this point.

6. **Sussex Environmental Reference Group – Guidance to help Sussex Local Strategic Partnerships (LSP) Produce their Community Strategies**
A guide to “Helping Sussex LSP’s Produce their Community Strategies” was circulated by Rother’s Policy Officer. The Board was advised to refer to this
### 7. Update on Community Plan

Rother’s Policy Officer informed the Board that all templates had been received prior to the distribution of the Community Plan which went into circulation to over 41,000 homes in the District on 2nd March for a period of three weeks. Feedback from members of the community would be collated and forwarded to respective Action Group leaders after 9th April 2004 with a full summary of comments to be prepared by Rother’s Policy Officer in time for the next meeting.

Concern was expressed that the views of hard to reach members of the community might not be heard and so agreement was reached that:

1. Action Group leaders would encourage groups to respond by exploring methods of reaching their own communities via press, radio, Sompriti etc;
2. Rother’s Policy Officer would contact all Parish Councils with a view to ensuring feedback is encouraged;
3. Each Action Group leader would endeavour to get at least 10 people to respond to the Community Plan.

**NOTE:** Anyone who had not received a copy of the Plan should inform Scott Lavocah on telephone: 01424 787863 or email: scott.lavocah@rother.gov.uk

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### 8. Update on Action Groups

The Chairman requested that specific points of delivery be reported back to the Board once Action Group plans are completed.

#### 8.1 Education

Rod Colley advised that more support is needed for the workforce of the “Skills for Life Development Centre”. This is coupled with problems of reaching more than 16 million adults countrywide in rural areas. The Board was also informed that the East Sussex Learning Partnership will be represented at future LSP Board meetings by a variety of its own Board members. In the meantime, Interim Operations Manager, Denise Raynard will be the main contact and can be reached on telephone: 01273 402437 or email: denise.raynard@sussexdowns.ac.uk and; denise.raynard@learninginsussex.co.uk

#### 8.2 Children & Young People

On behalf of the Chairman of the Children & Young People’s Action Group, Martin Fisher circulated papers entitled “Action Plan Review” and “Recommendations to the Board”. The latter highlighted the inadequate services for young people at a local level; the needs of out of school children and lack of activities for young people not being met and links to the East Sussex Children & Young People’s Strategic Partnership. The Board was urged to consider the paper & strongly recommend that all statutory agencies give a higher priority to young people.

#### 8.3 Leisure & Recreation

Martin Ryan confirmed that the Action Plan for Leisure and Recreation will
forge links with many diverse groups involved in art, sports and cultural services. A meeting with key individuals to identify potential partners would be held at the end of the month.

8.4 Employment & Job Creation
Linda Williams reported that a recent meeting of the Employment Action Group had been positive and productive. The group is interested in becoming involved with the Transport Action Group but will await the results of the draft Consultation before deciding on further action.

8.5 Housing
Liz Brenihan reported that Rother Homes would be meeting with a number of key organisations at the end of the month. It was confirmed that Rother’s Principal Planning Officer, David Marlow would be meeting with the Landlord Forum in early April. Anyone interested in getting involved in housing issues would be welcome to join the Housing Action Group. Christopher Strangeways indicated an interest.

8.6 Waste & Recycling
Christopher Strangeways requested help with raising awareness of environmental and energy efficiency programmes in schools. Both the new member of the Youth Parliament and his deputy expressed an interest in participating in the schemes and offered to liaise with Mr Strangeways regarding school contacts.

8.7 Transport
The County Council’s Lead Member for Community Planning, Cllr Bob Tidy advised that minutes of the County Council’s Transport Action Group would be made available to all Board Members. Anyone wishing to become involved in the Action Plan should contact the Director of Transport & Environment, Bob Wilkins on telephone: 01273 482200 or email: bob.wilkins@eastsussexcc.gov.uk Mr Wilkins will take over as Chair of the Transport Action Group in place of Kathy Fordham.

8.8 Health Inequalities
Rick Stern stated that any input into the Primary Health Care’s 3-year Action Plan from other areas would be welcomed. The public Health Report recommendations on a wide number of issues would be due out next month. This had included a survey for schools which had provided good information.

8.9 Community Safety
Superintendent Nick Bennett reported that the Community Safety Action Group is awaiting feedback from the draft Consultation before convening a further meeting.

NOTE: Bexhill & Rother PCT Chief Executive, Rick Stern left the meeting at this point.

9. Performance Management
The main objectives for Performance Management were clarified as follows:-
1) It will be essential for each group leader to be aware of what their link partners are doing and achieving. Agencies within each group need to
be identified as a key partner;

ii) In order to achieve realistic plans and gain results, the concept of an “Executive Board Away Day” facilitated by people steeped in Performance Management was debated. It was agreed that the idea would be examined further by the Chairman together with Superintendent Bennett, Rother’s Head of Policy and Rother’s Policy Officer at a later date;

iii) A Detailed Action Plan Delivery form circulated by the Chairman for completion would need to include SMART targets. Targets must be specific to what can be met and measured but should be kept to a minimum;

   NOTE: County Council Partnership Manager and advisor to the Board, Chris Bradshaw offered to provide examples of target indicators to Action Group Leaders. Mr Bradshaw can be contacted on telephone: 01273 481655 or email: chris.bradshaw@eastsussexcc.gov.uk

iv) Capacity building should be included but this may be a struggle for the community who lack the ability to deal with soft outcomes;

   NOTE: The Chairman requested that Brenda Mason liaise with Alison Parker and Action in Rural Sussex on capacity building. Also, Martin Fisher would take capacity building forward as a cross cutting issue.

v) The Board must have the ability to work together for a better service if public funding and interest is to be attracted;

vi) The need to stimulate interest from other group’s and organisations within the community, including school councils needs investigating.

10. Any Other Business

10.1 Rural Community Conference
The next Rural Community Conference will be held at Cooden Beach Hotel, Bexhill on Wednesday, 21st April 2004 from 10.00 am till 4.00 pm. Preparations are also under way to hold several Community Links Parish Lunches in rural towns starting in Hurst Green and covering the North Rother area. Further details can be obtained from Martin Fisher at: office@bexcp.fsnet.co.uk or Clive Mills at: clive@rothercommunitylinks.org.uk

10.2 Second Homes Council Tax Income
A discussion was held on how funding for Action Group priorities could be obtained from the Council’s additional revenue on tax for second homes. It is understood that a protocol is mainly being worked up by the County Council to be agreed by the Borough and District Councils with a view to the additional income generated by this revenue being applied to LSP priorities. The Chairman stated that he would encourage bids for this money from the Action Groups once the mechanisms of how the money is distributed and ultimately bid for are made clear. In addition, group leaders at Parish level would be encouraged to consider using this money as match funding for their own priorities.
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| 10.3    | Hastings, Rother & Bexhill Youth Council  
Alex Scrivener advised that the focus of the Community Plan should be on rural areas and improving transport. During discussion agreement was reached that the Transport Action Group would liaise with the Hastings, Rother & Bexhill Youth Council in relation to access to transport facilities.  
NOTE: Jenny Poll, who had to leave the meeting at this point requested that Action Group Leaders encourage the 16-19 age group to actively contribute and participate in all debates within the Action Plans. |
| 10.4    | Name Plates  
It was agreed that name plates for Executive Board Members at meetings would be identified in a different colour to those of Advisory Members. |
| 10.5    | The Future of Forthcoming Meetings  
On the strength of the increasing maturity of the Executive Board, a proposal was put forward by the County Council's Lead Member for Community Planning, Cllr Bob Tidy to consider the viability of allowing the public to attend future Executive Board meetings. Following discussion agreement was reached that the press and the public would be invited to the next meeting. |
| 11.     | Date & Venue of Next Meeting  
NOTE: Originally scheduled to be held at 25 Cinque Ports Street, Rye but will now take place in the “Theatre Hall”, Thomas Peacocke Community College, Rye commencing at 4.00 pm.  
NOTE: This meeting will need to finish promptly by 6.15 pm in order for the building to be secured by 6.30 pm. |