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**Sent:** 12 March 2003 16:50  
**Attach:** [Minutes MSP 4th March 20031.doc](#)  
**Subject:** Minutes MSP 4th March 20031

Dear MSP Board Member

Please find attached the minutes from the meeting of the Board on 4th March 2003.

With regard to minute 6, Community Consultation, please can I ask you to:

- consider / identify the relevant people from within your agency or organisation (it may be yourselves) who could work with myself and colleagues to design and deliver the consultation programme - please forward contact details to me by Friday 21st March.
- let me know of any recent (up to 5 years old) community consultation exercises undertaken by your agency or organisation, any exercises currently being run or any that are planned for the future.

Many thanks

Sara

Sara Skirton  
Community Planning and Consultation Officer

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## The Mendip Strategic Partnership

Minutes of the meeting of The Mendip Strategic Partnership held on Tuesday 4<sup>th</sup> March 2003 at 3.00 pm in the Town Hall, Wells.

PRESENT:	Penny Baker	-	Mendip Association of Chambers of Commerce
	Cathy Bakewell	-	Somerset County Council
	Ron Ballantine	-	Mendip Primary Care Trust (Chair)
	Peter Chapman	-	Mendip Housing Association
	Penny Church	-	Citizen Advice Bureau (Vice-Chair)
	Nick Cottle	-	Somerset Association of Local Councils
	Richard Dixon	-	Mendip Environment Forum
	Stephen Harrison	-	Mendip District Council
	Graham Livings	-	Victim Support
	Malcolm Lythgo	-	Environment Agency
	Zena Pollard	-	Mendip Economy Forum
	Ian Wallace	-	Young Somerset
PRESENT	Anne Dixon	-	Street Community Appraisal Project
FOR ITEM 4	Linda Ruff	-	Street Community Appraisal Project
OFFICERS	Stuart Brown	-	Mendip District Council
PRESENT:	Pete Grainger	-	Somerset County Council
	Sue Harrison	-	Mendip District Council
	Graham Jeffs	-	Mendip District Council
	Roger Kershaw	-	Somerset County Council
	Stuart Merritt	-	Mendip District Council
	Lesley Rowan	-	Mendip District Council
	Sara Skirton	-	Mendip District Council

Agenda Item Number	Agenda Item
1	<b>Apologies</b> Ian Bennett - Strode College Jilly Edwards - Voluntary Action Mendip Pam Iles - St Dunstons, Glastonbury Janet Palmer - Mendip Social Forum Jim Shearer - Avon & Somerset Police

2	<p><b>Public Participation</b> 1 member of the public attended.</p>
3	<p><b>Minutes of the meeting dated 18<sup>th</sup> November 2002</b> Agreed as a correct record.</p>
4	<p><b>Street Community Appraisal Project (SCAP)</b> Anne Dixon and Linda Ruff attended the meeting and gave a brief presentation on the Street community Appraisal Project (SCAP). It was set up to help to identify local projects that can attract funds such as lottery bids and district and national grants. It has been in existence for 2 years and has kept most of its original members. Research started with a desktop information collection and then a consultant was tasked to identify the main areas of need in Street. As a result these were identified as;</p> <ul style="list-style-type: none"> <li>• Community Centre/village hall</li> <li>• Young people – less than 25 years old</li> <li>• Sustaining the town centre</li> <li>• Healthcare</li> <li>• Disabilities – access</li> <li>• Crime</li> <li>• Park and open spaces</li> <li>• Transport</li> <li>• Cemeteries</li> </ul> <p>SCAP chose the first two things on the list to concentrate on. Questionnaires have been produced and sent to organisations within Street requesting their needs for public rooms on a daily, weekly or monthly basis. A questionnaire has also been produced for young people under 25 years and there are already 250 replies to this. Funding for the group has come from the parish council (there are a number of parish councilors on the group) and money from the town centre regeneration fund.</p> <p>The Chair thanked Anne Dixon for an excellent presentation and asked what she perceived the MSP could do for SCAP. Anne wanted to make sure that their work and the MSP's work did not overlap and to gain Mendip Council officers' support not necessarily funding. Stephen Harrison was interested to find out how SCAP were targeting young people under 25 years who were not in higher education. Graham Livings was enthusiastic about the presentation and stated that 'Connections' was a good organisation to contact about youth groups. Ian Wallace asked how individuals could join the group, as he knows of some people who might like to be involved. Nick Cottle expressed concern that the group was led mostly by Parish Councilors.</p> <p>The Chair asked if Anne Dixon thought that the group had sufficient mandate for recommendations to be acted upon. Anne confirmed that their wide consultation was robust enough for the task.</p>

<p><b>5</b></p>	<p><b>Feedback from Somerset LSPs dialogue day 20<sup>th</sup> February 2003</b></p> <p>Roger Kershaw from SCC was able to speak about the event and explain that the presentation from Shropshire Strategic Partnership was excellent, however they had been working at this for 5 years and still do not have a community plan. There was some discussion about the fact that Somerset still does not have a 'vision' statement or an understanding about the 'state of Somerset'.</p> <p>It was suggested that Somerset LSP should take a lead on producing protocols for working within and between the six LSPs. With 'Best Value' Mendip DC was quite a way ahead with waste and e-government and this gave the MSP an opportunity to look further ahead.</p> <p>Roger Kershaw explained that it was important that SSP produced a vision that was distinctive and marketable so that we can engage with external organisations and attract funds to the county.</p> <p>The Chair saw this as an opportunity for Somerset LSPs to establish where they are strong and weak and set plans accordingly.</p> <p>Ian Wallace was impressed with the liveliness and innovative thinking not constrained by traditional values and the perceived way things are done. The outcomes might be the same but the process towards them could be different.</p> <p>Stephen Harrison proposed that 'The Next Steps' listed in paragraph 6 of Roger Kershaw's report be agreed as actions that the MSP should take. Seconded by Graham Livings.</p>
<p><b>6</b></p>	<p><b>Community Consultation</b></p> <p>Stuart Brown discussed his report in which he suggests that the community consultation that will take place for the Best Value review be linked with the MSP community consultation. This will save money and ensure that there is no overlap in questions asked of the community. MDC will facilitate the process with members of the MSP asked to contribute to the research design.</p> <p>There was some concern that the MSP wish to be seen as separate to MDC. Stuart Brown suggested that the consultation programme could be branded as MSP not MDC. The results produced will be used by MDC for the Best Value process.</p> <p>On this basis it was agreed that the consultation be done jointly, but under the banner of the MSP.</p> <p>Sara Skirton will contact members of the MSP to ask for representatives to attend meetings to help design the research and consultation programme.</p>
<p><b>7</b></p>	<p><b>The Way Forward</b></p> <p>Lesley Rowan explained her ideas on the process of engagement with the public and the how to shape the work of the MSP. Once the objectives of the MSP have been agreed then partners need to formally sign up to the final action plan and become accountable to the MSP. Realistic time-scales have to be set and reasonable protocol accepted.</p>

8	<p><b>Sub Area LSP for Shepton Mallet – Proposal from Mendip Housing Ltd</b></p> <p>Peter Chapman explained his proposal to administer and support a sub-area LSP for the town of Shepton Mallet. This was readily welcomed and early discussions have already taken place with MDC who wish to be a full partner in this work. Peter Chapman and Zena Pollard agreed to meet to discuss further and ensure that this work supports and does not duplicate work initiated by the Shepton 21 group.</p>
9	<p><b>Support Arrangements</b></p> <p>Sara Skirton explained the changes in personnel within MDC and the key people that were now supporting the MSP. There were also some personnel changes within the MSP.</p>
10	<p><b>Financial Support for the Partnership</b></p> <p>Stuart Merritt updated details from his report explaining that the Environmental Agency money has now been withdrawn and will have to be bid for again next year. Peter Chapman agreed to pay the money from Mendip Housing Ltd that had been identified for this financial year. This money will be held in the MSP account within MDC and will be carried forward into next year if not spent.</p> <p>Graham Livings suggested that sixth forms in the area could be approached to carry out research and consultations in the area and therefore might save MSP money.</p>
11	<p><b>Communications Sub Group Update</b></p> <p>Zena Pollard explained that the web-site has taken a lot of work to get it to meet the needs of the group. Richard Dixon had kindly agreed to put the papers from the meetings onto the web-site.</p> <p>The logo will be used on all documents and the orange colour makes it distinctive.</p> <p>The newsletter was well received and should be distributed asap. A few changes to the contact list were needed and Richard Dixon suggested a minor change to the wording on the back page.</p> <p>Graham Livings suggested 'Beehive' as a good link to be used on the web-site. The SCC link will also be set up.</p>
12	<p><b>Feedback from the Key Senior Stakeholder event 24<sup>th</sup> January 2003.</b></p> <p>The reports from the 24<sup>th</sup> January and 17<sup>th</sup> February events were discussed. It was explained that the 7 objectives identified were not challenged in any major way during the process and therefore appeared robust. There was some discussion about objective no 7 relating to environmental issues and the quarries. Were the remaining objectives too focused on young people? It was explained that these tasks were perceived as good objectives for the MSP because they were gaps in the community and no other groups were concentrating on these issues.</p> <p>Richard Dixon brought to the meeting's attention the fact that losing the quarry objective would mean our list does not have an environmental</p>

	<p>topic and therefore may be to our presentational disadvantage in approaching the RDA for funding.</p> <p>Malcolm Lythgo suggested that this was a presentational issue that we have to explain that although environmental issues had been discussed the 3 objectives remaining were chosen because of the perceived lack of interest/work/funding from other groups.</p> <p>Nick Cottle stated that he didn't believe anyone was doing anything about the quarries.</p> <p>Cathy Bakewell agreed that the priorities are the gaps in the community planning so that there is no duplication elsewhere.</p> <p>Peter Chapman suggested that several objectives should be chosen and then during the consultation process the public is asked which 3 they wish to prioritise.</p> <p>There was much discussion around the 7 objectives or 6 (losing the quarry issue) or 3 (the remaining 6 being grouped together into 3 subjects).</p> <p>It was agreed that the 3 issues would be worked though in task groups initially taking as their brief the highlighted points from the notes of the 17th February meeting. The 'shorthand' task for each group and their leads are:</p> <ul style="list-style-type: none"> <li>• Employment – to be led by Stephen Harrison supported by Penny Church and Penny Baker</li> <li>• Education and skills – led by Ian Bennett and Cathy Bakewell</li> <li>• Transport – led by Graham Livings, seconded by Ian Wallace and supported by Nick Cottle and Richard Dixon</li> </ul> <p>Other MSP members are to join in the task groups as they wish.</p> <p>All groups should meet prior to the next Board Meeting to produce defined terms of reference, lists of priorities and action plans for discussion. The Shepton Mallet proposal from Mendip Housing would form a sub-group LSP.</p>
<p><b>13</b></p>	<p><b>Any Other Business</b> There was none.</p>
<p><b>14</b></p>	<p><b>Date/Venue of next meeting</b> Tuesday 20<sup>th</sup> May at 3pm – venue to be arranged.</p>

The meeting finished at 5.20 pm