

**ONE NORBITON
OPERATIONAL PROJECT TEAM**

**Minutes of Meeting held on 17th September 2013
United Reform Church, Kingston**

Present:

Russell Styles (RS) (Chair)
Andrew Sherville (AS)
Tony Willis (TW)
Ed Naylor (EN)
Mike D'Souza (MDS)
Jill Preston (JP)
Carlos Queremel (CQ)
Dean Tyler (DT)
Harry Hall (HH)

Alison Chivers (AC)
Hilary Garner (HG)
Jill Darling (JD)
Martha Earley (ME)
Denise Parry (DP)
Sally Haslam (SH)
Sheila Griffin (SG)
Ivana Price (IP)

1.	Welcome and Apologies	Action
	Apologies received from Gary Walsh, Neville Rainford, Jerry Irving, Al Mawji, Heidi Seetzen	
2.	Notes and actions from last meeting (29th July 2013)	
	Minutes of the last meeting were agreed and the Action Table was reviewed.	
3.	Highlight Reports from Community and Project Manager – issues arising	
	<p>MDS presented the Community Working Group (CWG) Highlight Report for September drawing attention to the following –</p> <ul style="list-style-type: none"> - Good progress with SurreySave, a genuine One Norbiton success - Use of One Norbiton Task Force of youngsters to leaflet households about Surrey Save and e-democracy (54 positive responses to e-democracy) - Talking with the Police about the database of 500+ emails for the Neighbourhood Watch Plus scheme - Huge disappointment at the planning decision for the student hostel on Madingley Green and how this seems directly contrary to the principle of localism as the community have no right of appeal. They will raise these concerns through DCLG. - One Norbiton calendar being planned for January, partners invited to notify key dates and events - Finance – a key concern that they have never been treated as a partner, this was understandable at the outset of the pilot when they were not in existence but a sense that decisions have been made about funding without their input or agreement. They felt it was wrong for the Council never to have offered money from the DCLG budget for administrative 	

support. They had also wanted information on discretionary funding from partner budgets

- HG noted the papers from the community were only received the day before the meeting and sought to clarify whether the views in the community Highlight Report were those of the Chair of One Norbiton or if they had been through the One Norbiton CWG Board and been agreed there. MDS confirmed the Highlight Report had not been to the CWG but the content had been discussed between some members of the CWG.
- ME responded to some of the points in the community Highlight Report –
 - o From the outset there had been no money from the Cabinet Office for the Local Integrated Services (LIS) pilot, the project had been taken forward within existing resources which presented a huge challenge to all involved. There had been a huge resource investment in terms of the officers and partners involved with the project but that unfortunately at that time no project budget within the local authority had been set aside.
 - o ME had brought the Community First funding to the CWG's attention at an evening meeting for community members but ME had not said they should not apply, she explained the reason she brought it to their attention was so that they *could* apply as a community group. ME had advised them that in order to apply for the fund and meet the criteria set, they may need to change their organisational structure they had been working on, which she had advised may not have been constructive for them at their embryonic stage, but that it was the community group's decision to make and for them to get in contact with the Communities Fund on the restrictive criteria imposed if they wanted to go for it.
 - o When the LIS pilot finished the Cabinet Office withdrew and the initiative merged with DCLG's Neighbourhood Community Budget pilot.
 - o ME explained the pooling of budgets and financial management of any potential funds was the third section of the original LIS project. This was one of the reasons the officers involved in the LIS decided a community budget pilot with the DCLG would help with this major project milestone as the DCLG were offering resources and expertise to support this to happen at a time of austerity when there was no local authority budget to support this project or to progress this major project milestone.
 - o ME had provided evidence to DT on progress the project made to support him in making the funding application to DCLG to get funding in to Norbiton as part of this new community budget pilot which he then became project manager for when ME went on maternity leave.

	<ul style="list-style-type: none"> - There was concern from officers attending as well as the Chair of the meeting that the wording of the community Highlight Report in relation to the budget implied officers had been disingenuous with the community. - This was perceived personally by individual officers who were named alongside phrases such as “vex and discourage”, “counterproductive” and “hiding of information” as inappropriate and unfair as the content was incorrect and misinformed. - HG agreed and took these comments as a reflection on all partners, KVA included, and he should therefore seek a response from KVA Trustees - MDS responded by apologising and explained that this was not intended to be personal but was about how local Government behaves. He withdrew the implication and had no intention of insulting officers. JP added that they had consistently asked about budgets and would not have agreed to spend £40k on the LGiU study. - MDS proposed that it was essential for community groups to receive administrative support and that a hypothecated allocation of the total budget for Norbiton should therefore be allocated to the community. He also proposed that the community have a greater role in the Scrutiny of budgets. DT would include these proposals in the report he was preparing for the Council about the future of One Norbiton although it was understood that some of these points would be better directed to DCLG. - On the issue of DCLG funding and the balance available HG reported that the Project Board last week had proposed that KVA hold this on behalf of One Norbiton in the same way that they are holding the funding for e-democracy with the community submitting invoices for activity. RS explained some context to the decision that the community had previously advised they had not wanted to hold large sums of funding and, as the project was closing, this transfer to KVA to hold the money was seen as a way forward. MDS confirmed this arrangement would suit them although JP noted they had not been included in this discussion. <p>Given the time, DT suggested that the meeting move on to the next item rather than go through his Highlight Report in detail. In summary the focus of his report was on how to move the project on as part of the day job and the next two items on the agenda had been designed to address this.</p>	
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4.	One Norbiton priorities including use of DCLG funding	
	The community had developed an initial Action Plan accompanied by a proposed cash flow. RS said it was really useful and suggested that partner contacts be added to the Action Plan. JP confirmed Elaine Kennedy will help with that. RS also asked for confirmation on how priorities had been reached – MDS said this	

<p>was in consultation with the CWG.</p> <p>MDS added that they will in future look to add health issues.</p> <p>CQ asked if the community panel has been merged with the e-democracy work – MDS confirmed it had.</p> <p>IP informed the meeting about the way that children’s services have been structured around multi-agency locality teams and that she is the lead for Norbiton. She offered a conversation to work together to address community issues, within existing resources. In addition she could involve the borough’s youth ambassadors should that be helpful.</p> <p>JD reminded those present not to forget the bigger framework provided by the Voluntary Sector Strategy. Importantly, this is partnership led and localism is a key thread. An Action Plan is being developed which will be key to delivery and will link the work of KVA, the ECET team and Neighbourhoods in co-production.</p> <p>Action – HG/JD to have meeting with community regarding localism, One Norbiton and the Voluntary Sector Strategy Action Plan.</p> <p>HG observed that community development takes a very long time and those present should not get disparaged at the pace of delivery. He referred to Surrey Save which he has been working on with RBK for 10 years. Similarly, e-democracy has been a long-term ambition originally inspired by ex-Councillor Mary Reid. KVA’s work to address the digital divide is also supporting the partnership work between RBK and Jobcentre Plus around online benefits.</p>	<p>HG/JD/ CWG</p>
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<p>5. Update on ways of working – Compact, governance structure</p>	
<p>Compact</p> <p>HG had discussed the idea of the Compact at the One Norbiton away day. The intention is to develop a generic agreement with partners across Kingston that could be adapted for One Norbiton. He had left this with Elaine Kennedy to come back to him.</p> <p>Governance</p> <p>DT referred to the governance structure in his Highlight report which reflects how we have been working for the past year and how this has been managed as a project within the Council. The structure had been developed to allow community issues to be tackled by a project team with partners and reports to be taken to the Neighbourhood Committee and Kingston Strategic Partnership.</p> <p>Once the project becomes mainstream and part of the day job the structure would be simplified with the removal of the Project Board and Project Team. Key to the future success of One Norbiton would be communication between the community and partners at all levels. There was a short discussion around whether future meetings of this nature (i.e. the Project Team) would be required. It was felt that there would be merit but that the frequency could be reduced, maybe every 3 months.</p>	

6.	Any other business	
	The One Norbiton AGM will be 13 November	

7.	Next meeting date	
	To be confirmed, suggested in 3 months.	

ACTION TABLE

Date of Meeting	Action	Owner	Status
27/09/12	<p>Single Action Plan to be produced for One Norbiton</p> <p>27/11/12 - It was agreed that further work would be undertaken by the CWG and Chairs of the Action Groups to 'prioritise the priorities' as short, medium and long-term so that we can tackle them in order of importance. This is important for partners who will need to consider the resources they are able to allocate. The Highlight Report can act as a means to report progress against the priority issues.</p> <p>11/06/13 – after the teambuilding day, CWG to consider agreed set of priorities and what support is needed from partners in terms of developing these for consideration</p> <p>29/07/13 – priorities were agreed at the community teambuilding day and these are being written up</p> <p>17/09/13 – a first version had been produced and circulated with the Community Highlight Report</p>	CWG	Ongoing
28/01/13	<p>To discuss agenda for a conference/symposium including what we have achieved; what we will be implementing from April and any outstanding issues which will be carried over into our 2013/14 Action Plan.</p> <p>28/03/13 - To agree date, location and agenda for a localism conference/symposium</p> <p>29/07/13 – Following the recent launch of 'Our Place!' community have invited other pilots to a BBQ in August. After this, to consider next steps with DT and how the concept of a local symposium can support the group of champions being established by DCLG to learn from each other</p> <p>17/09/13 – MDS advised this had been put on the back burner and thought Spring 2014 might be a better time. DT advised that given the issues raised about Localism in MDS's Highlight Report it would be worth thinking about another way to engage with DCLG separately and to do this sooner rather than later.</p>	DT/MDS	Ongoing
28/03/13	<p>To draw out conclusions and recommendations from the Final Plan and final reports from LGIU and the University once available to focus on actions to take the project forward into delivery.</p> <p>29/07/13 – on agenda today, item 4</p>	DT	Closed
28/03/13	<p>To include 'future ways of working' on agenda for next meeting</p> <p>29/07/13 – on agenda today, item 4</p>	DT	Closed

Date of Meeting	Action	Owner	Status
11/06/13	CWG to set out proposal for spending £10k. 17/09/13 – on agenda today, item 4	CWG/DT	Ongoing
11/06/13	To consider whether a separate discussion is needed with Dr Seetzen to address the findings of the evaluation. 29/07/13 – agreed to approach Heidi and set up an informal session; also agreed value in continuing to work with University and that this could help the work to set priorities	RS/CWG	Ongoing
11/06/13	It was agreed that HG would include the Compact as part of a wider discussion at the community teambuilding day on governance and ways of working and bring ideas back to the next Operational Project Team. 29/07/13 – on agenda today, item 4 17/09/13 – on agenda today, item 5	HG	Ongoing
11/06/13	To propose to the Kingston Strategic Partnership that we consider a further project area in the context of updating progress with One Norbiton to deliver more joined up partnership working providing better outcomes for communities, and how the development of a Compact can ensure communities have greater influence. 29/07/13 – At recent KSP meeting HG raised the issue of a Compact to be signed by all partners as part of the means to deliver the emerging Voluntary and Community Sector Strategy; with One Norbiton he is aiming at drawing on this way of working and developing a generic agreement that could be used by partners and residents elsewhere in the borough	HG/DT	Ongoing
29/07/13	To explore the South of the Borough Participatory Budgeting model. 17/09/13 – DT to forward contact for South of the Borough to CWG. He confirmed there is no proposal for a 'One Chessington' but that other Neighbourhoods are interested in how the learning from one Norbiton can inform the localism work that has already been established, for example, around Participatory Budgets and Neighbourhood Grants .	DT	
29/07/13	HG agreed to take the Compact away and develop it with a small group to draft terms for the Kingston Strategic Partnership as a generic agreement for localism for use by partners. It was agreed that HG, DT, JD and representatives from the community would work on this. Sally Haslam from DCLG would also be asked if she would like to be involved	HG	Ongoing

Date of Meeting	Action	Owner	Status
	and those who were not able to attend today's meeting would also be invited. 17/09/13 – on agenda today, item 5		
29/07/13	Submit to DT examples of benefits to date and potential benefits for the future of One Norbiton.	ALL	Ongoing
29/07/13	DT to ask Housing who community should liaise with 17/09/13 – confirmed that Interim Housing Operations Manager is Yvonne Hudson – DT to email contact	DT	
17/09/13	HG/JD to have meeting with community regarding localism, One Norbiton and the Voluntary Sector Strategy Action Plan.	HG/JD /CWG	