

**MEETING OF THE DRC PARTNERSHIP BOARD
Draft Minutes of Meeting**

**21st May 2009
Royal Fleet Club, 4.30pm**

Present:	Marc Gardiner	MG	Resident Board Member (Chair)
	Will Blagdon	WB	Board Member (Business Rep) Vice Chair
	David Brown	DB	Resident Board Member
	Jon Best	JB	Resident Board Member
	Mike Wills	MW	Resident Board Member
	Tony Burton	TB	Resident Board Member
	Mary Trickey	MT	Resident Board Member
	Garry Edwards	GE	Resident Board Member
	Roger Wills	RW	Resident Board Member
	Dave Sumner	DS	Board Member (Crime & Community Safety rep)
	Kathryn Pennington	KP	Board Member (Housing & Environment rep)
	Jackie Williams	JW	Board Member (JCP rep)
	Adam Broome	AB	Board Member (Advisory: PCC rep)
Attendees:	Peter McNamara	PMc	DRC Partnership Executive Director
	Teresa Lakeman	TL	DRC Partnership Head of Programmes
	Chris Byers	CB	DRC Partnership Head of Development
	Sandra Wilson	SW	PCC rep
	Sue Fagin	SF	DRC Partnership (minute taker)

Apologies

ACTION

Gary McKinnon, Anne Freeman, Rev Dr David Nixon, Angela Saxby, Olivia Drury, Ann Leaves, John Richards, Cllr Ted Fry, Cllr Mark Coker, Cllr Joan Watkins, Viv Gillespie, Nigel Pitt, Rene Wallace

1.0 Chair's Items

1.1 MG welcomed Garry Edwards, resident Board Member, to his first Board meeting.

1.2 Cllr Joan Watkins and Cllr Ted Fry advised that they are stepping down from the Board. PMc read notes from each of them thanking the Board for their support. Cllr David Reynolds and Cllr Sally Stephens together with Cllr Mark Coker, will be the PCC Councillor representatives on the DRC Partnership Board.

MG requested that a letter of thanks be sent to both Cllr Fry and Cllr Watkins.

RW

1.3 **Jobs Fair – 8th May 2009**

The jobs fair in May held at Brickfields attracted over 2700 people this year, a substantial increase on the 1500 attendance of last year and was highlighted as a very successful event citywide.
Noted.

1.4 Plymouth Half Marathon – 24th May 2009
Two members of the staff team are taking part in this years Half Marathon – all sponsorship to be handed to Chris Byers in aid of the Primrose Foundation.

1.5 Ministers visit – 15th May 2009
Vernon Coaker MP, Minister of State for policing, crime and security visited the NDC area on 15th May with a particular emphasis upon community safety. Very positive feedback received. Noted.

2.0 Previous Minutes

2.1 All items agreed as accurate.

2.2 Matters Arising

5.2 – Position statement to be featured in June newsletter. Noted

3.0 Project Decision Making Panel

3.1 Recommendations from 12th March 2009 Panel

3.1.1 Devonport Rocks

Through NDC revenue support of £61,954 to be spent by 30th April 2010 CoastNet hope to establish a small neighborhood team (1 post + contracted support staff from existing youth providers) to work on local activities that increase community cohesion. This project will work intensively with some of the young people & families requiring the most support and engage with other young people

Recommendation: That the Board approve the proposal in the reduced sum of £61,954 NDC revenue for 13 months to pilot the approach and gather evidence for evaluation.

Vote

For: 11 Against: 0 Abstention: 1

Decision: Recommendation agreed

3.1.2 Helping Young People Into Education (HYPE)

This is a partnership bid from three of the local Youth Service providers; Granby Island Community Centre, Mount Wise Youth and Community project and Hamoaze House.

Through NDC revenue support of £656,250 to be spent by 31st December 2010 the project proposed has been put forward as very much aimed at enhancing the educational outcomes for local young people.

Recommendation:

As presented there is insufficient clarity in the proposal re:

- derivation of project costs

- partnership arrangements with other key stakeholders
- the specifics of what precisely would be delivered when and where
- Changes to “existing provision” separating this from the proposal to clarify what new/additional work would be delivered and what existing activities will not be occurring

The applicant could be asked to provide additional detail but given the Board’s previous decisions on continuing to support local youth provision it is recommended that the proposal be rejected.

Vote

For: 9 Against: 1 Abstention: 2

Decision: Recommendation agreed

3.2 For Information Only

3.2.1 Marlborough Primary and Mount Wise Primary Nurture Group Project Evaluation

Dr Diane Bell, an external evaluator, gave a presentation of her evaluation of the Marlborough Primary and Mount Wise Primary Nurture Group and responded to questions from Board Members.

Decision: Noted.

3.2.2 Finance Overview

TL provided an overview of DRCP programme development and provided additional background information to support the financial papers sent out for the meeting.

Decision: Noted.

3.2.3 Granby Green Open Space Enhancement – Project Extension

Additional capital funding of £17,940 is requested for this project to allow for increased and unforeseen project costs – this includes additional signage, operational costs and non-City Council supervision costs.

Decision: Board Members approved the additional funding request. £15,000 can be met within the existing project approval requiring an additional £2,940 NDC capital only. This brings the revised approval to £439,971 NDC capital. Decision will also need GOSW endorsement as this is a non-delegated project.

3.2.4 Welcome Hall Refurbishment Works – Project Extension

The sum of £2,400 NDC capital was approved by the PDMP in October 2008 to allow Welcome Hall to carry out repairs to the floor of the main hall. However, the approval did not take into the account the VAT element of the additional work, so the funding provided to Welcome Hall was £776 short of the full amount required.

Additional NDC capital support of £776 to be spent by 31st March 2009 is requested, taking the total approval since November 2006 to £27,180.

Decision: Approved in the additional sum of £776 bringing the total approval to £27,180 NDC capital. **ACTION**

3.2.5 Cumberland Gardens – Open Space Enhancement

Through further NDC capital support of £300,000 taking the amount approved since May 2008 to £334,705 capital, to be spent by 31st March 2010, this project will achieve the following:

- 49 items of street furniture installed
- Road surfaces treated to deter speeding installed or upgraded
- Install 1 public artwork

Recommendation: Board Members agreed to defer this item to a separate meeting of the PDMP in order to allow sufficient time for wider discussion with the project lead and to enable concerns about lack of consistency on developing new road crossings to be raised with senior PCC directors.

Decision: Noted

3.2.6 CAB In Devonport – Project Extension

Additional revenue funding of £25,316 is requested for this project to continue to the work of the Devonport Community Services Coordinator until December 2010 – this will include the production of a services directory and research on the utilisation of service provision.

Recommendation: Board Members agreed to defer this item to a separate meeting of the PDMP in order to allow sufficient time for fuller discussion of the proposal.

Decision: Noted

3.2.7 Delivery Plan Update

An updated version of the 2008/9 Delivery Plan dated 9th March 2009 was presented to the panel members for information and comment.

Decision: Noted

3.2.8 Spend to date 2008/09

The 2008 / 2009 Financial Monitoring Paper was presented to the panel detailing the £9,880,213 anticipated spend profile for the year (i.e. to budget) and reporting cumulative spend as of 6th March 2009 of £6,553,026.

Decision: Noted

3.2.9 Delegated Authorities

A paper reporting 13 delegated authority decisions taken since the last PDMP meeting was presented to the panel. All decisions related to project spend. No action had been taken under delegated authority in respect of the management and admin budget.

Decision: Noted

3.2.10 2008/09 M&A Budget

This item was deferred until the next Project Decision Making Panel meeting due to time limitations.

Decision: Deferred

3.2.11 Related Party Payments

A paper detailing individual Related Party Payments to date for the 2008 / 2009 financial year was reported no new additions from the last PDMP. Cumulative related party payments in the year to date amount to £4,954.07 actual expenditure since April 2008.

Decision: Noted

3.3 **Recommendations from 23rd April 2009 panel**3.3.1 **Cumberland Gardens – Open Space Enhancement**

Through further NDC capital support of £300,000 taking the amount approved since May 2008 to £334,705 capital, to be spent by 31st March 2010, this project will achieve the following:

- 49 items of street furniture installed
- Road surfaces treated to deter speeding installed or upgraded
- Install 1 public artwork

Recommendation:

That the Board approve the proposal subject to the level of programme funding available which will be known at the meeting. The proposal requires £360,393 in order to deliver the project however, there is currently only £300,000 NDC funding available within the Board's planning. The balance of £60,393 could be accommodated from 037 Leisure Trust Capital Acquisition where not all funding provisionally set aside is required.

- a) If the Board approve the additional funding in the sum of £300,000, this would bring the revised approval to £334,705 NDC capital
- b) If the Board approve the additional funding in the sum of £360,393, this would bring the revised approval to £395,098. This would then also be subject to GOSW approval

The Board were also updated that PCC consultation with the Youth Forum/young people has been factored into the project implementation.

The Board voted on option b**Vote**

For: 9 Against: 1 Abstention: 2

Decision: Option b agreed

3.3.2 **Acquisition of Land Adjacent to Garrison Close Feasibility Study** **ACTION**

TB, KP, DB declared an interest

Through NDC capital support of £72,000 to be spent by 31st December 2009, this project would achieve the following:

- Site investigations
- Tenant management model
- Development of partnering agreement
- Project Management by Ward William Associates, including consultation and development brief
- Scheme design and development, planning application

Recommendation: That the Board approve funding in the full sum of £72,000 NDC capital. This brings the total approval to £176,000 NDC capital and £84,655 NDC revenue.

Vote

For: 9 Against: 0 Abstention: 3

Decision: Agreed

3.3.3 **Primary Care Centre Furnishings Project Proposal**

This proposal seeks funding for furnishings within the new Primary Care Centre that comprises two local GP practices, a minor operations theatre, and pharmacy. The Primary Care Centre will form part of the Devonport Health Campus along with the Dental School and Cumberland Centre

Recommendation:

Following a lengthy discussion, it was felt by the Project Decision Making Panel that they were unable to support this project and that the benefits would not reach sufficient numbers of local residents or provide sufficient additionality to fully justify financial support. It is therefore recommended that the Board do not approve funding for this proposal.

Vote

For: 9 Against: 0 Abstention: 3

Decision: Recommendation agreed

3.4 **For information only**

3.4.1 Riverside Business Park Project Proposal

DCLT has been professionally advised that upgrades to the units at Riverside Business Park need to be undertaken that will benefit both the

tenants and DCLT as owners. The upgrades will improve the fire safety, security, appearance and functionality of the site and increase the potential future income.

Through NDC revenue support of £32,000 to be spent by 30th June 2010, this project will achieve the following:

- 8 fire alarm systems installed
- 8 industrial units improved
- 8 units maintained as occupied, thereby maximising local employment potential
- 2 local businesses supported by contracts to deliver the works

Recommendation:

The Project Decision Making Panel approved £12,000 NDC capital for the Fire alarm works subject to quotes confirming costs and recommended that the Board consider a further £20,000 subject to the submission of further detailed information. This brings the revised approval to £208,000 NDC capital and £84,665 NDC revenue.

Decision: Refer back to the next Project Decision Making Panel

3.4.2 Voice of Devonport – Project Proposal Update

The proposal 'Strengthening Voice of Devonport' was due for consideration at the May 2009 DRCP Board. However, that since submission and in further discussion with Voice of Devonport, some items have been removed from the proposal by the group.

As the proposal currently stands, it could not be funded by DRCP due to the lack of a formal legal status of Voice of Devonport. Although they are a constituted group, without a clear and formal legal identity, DRCP cannot enter into a funding contract with the organisation. The timescale for conclusion of this is, however, unclear.

It is recommended that Board members request that the staff team continue to work with Voice of Devonport representatives to arrive at a smaller scale proposal once the formal legal status is clarified. This is, however, likely to take the consideration of a proposal beyond the May 2009 Board.

Decision: Approved

3.4.3 Devonport Inclusion for Youth – Information Item

Staff from Mount Wise Youth and Community Project (MWYCP), as part of their sustainability planning have been in discussion with the Zone, (previously Plymouth Youth Enquiry Service), and an agreement to merge has been reached, with MWYCP maintaining their current service provision available in Devonport from Welcome Hall.

In keeping with the Board's decision to support developmental needs of these organisations, it was approved under delegated authority to provide support to the project for the merger. A variation has been agreed within

the projects current approval, for the continued support of the Youth Forum only, to meet some elements of costs for the transition to include legal work and ICT upgrade requirements.

Decision: Noted

3.5 **Recommendation from 28th April 2009 panel**

All items for information only

3.5.1 Pembroke Street EMB

Applying for: £8,000 to cover purchase and installation costs of a log cabin for use as a training facility.

Decision: Approved

3.5.2 North Corner Residents Association

Applying for: £8,000 to convert two garages into a community space for resident association meetings.

Decision: Approved

3.5.3 Plymouth Cricket Club

Applying for: £8,000 for new training/practice facilities adjoining the cricket ground at Mount Wise, particularly ground work, artificial wicket laying, the provision and erection of netting and its support structure.

Decision: Approved.

Board Members wished to support this sporting activity within the area but would like to see the Cricket Club establish stronger links with the local community. The DRCP staff team will work with the project to support these links

3.5.4 Acorn 2 Scheme

The Acorn 2 scheme has been running successfully since March 2004 and has now supported 41 separate grants for a wide variety of community groups and activities within the area.

An additional £5,127 is requested to cover costs required to support the final three grants approved at this PDMP meeting as well as costs for a dedicated newsletter to celebrate the successes of the scheme.

Decision: Approved.

An additional £5,127 NDC revenue was approved bringing the total scheme approval to £309,127 NDC revenue.

3.6 **Recommendations from 7th May 2009 panel**

3.6.1 **Acquisition of Parkside School Site**

TB declared an interest

This project is the largest of the 3 projects for which DCLT is currently seeking funding support from DRCP. This proposal is to acquire a 125 year lease to the former Parkside School site subject to clean title, to lease back the school building to the City Council for a sum of £112,000 per year and to redevelop the wider site. Two phases are included in the wider site redevelopment to enable planning applications to be submitted.

Recommendation:

That the Board approve funding in the sum of £1,305,984 NDC capital and £163,252 NDC revenue subject to no capital funding being released until a number of processes have been concluded these being:

- Checks to ensure 'clean title' to be concluded
- PCC to complete appropriation for planning under Local Government Act (LGA) to indemnify DCLT against injunctions due to covenants
- PCC to complete deregistering of the area designated currently as a playing field, including the completion of all associated statutory processes.
- Heads of terms of school building leaseback to be agreed with a minimum 10 year break clause and wording adjusted to indicate 5 year upward rent reviews (to ensure income does not reduce)
- Outline planning consent to be obtained for the proposed development for employment uses prior to the land purchase taking place.

Additionally DRC Partnership support DCLT to explore all other options to acquire the site as well as exploring other alternatives. Progress update at the next Board meeting.

TL

Vote

For: 8 Against: 0 Abstention: 4

Decision: Agreed

3.6.2 **Queen Street, Albany Street and Granby Way Phase 2 Project Proposal**

DB declared an interest

This application is for funding towards phase 2 of the project to improve the external environment directly around 45 existing flats on Queen Street, Albany Street and Granby Way, adjacent to the area around DCHA's new development in Queen Street

Recommendation:

That the Board approve funding in the full sum of £107,562 NDC capital subject to availability of full funding, that PCC and PCH are asked to be joint applicants and that funding be conditional on:

- 1) Confirmation of Plymouth Community Homes matched funding input to be received before project is commenced on site
- 2) An undertaking to be sought from Plymouth Community Homes to provide a guarantee that the necessary ongoing maintenance and future renewal will be include within their budgets
- 3) After detail design is confirmed by final consultation with the residents. The applicants are to obtain a further confirmation that the phase 2 scheme is still supported by the police architectural liaison officer
- 4) Proposals and costs for planting in beds need to be confirmed and

included in bid. It is recommended that the applicants/PCH and DRCP discuss the possible addition of edible fruit bushes within the beds around the houses as a measure adding value to the DRCP edible landscape project as part of this

Vote

For: 9 Against: 0 Abstention: 3

Decision: Agreed

3.6.3 Youth House Feasibility Study

TB, MG and JB declared an interest

Through NDC revenue support of £37,250 to be spent by 30th November 2009, this project would achieve the following:

- Feasibility Study

Recommendation:

That the Board approve funding in the sum of £37,250 NDC revenue for the feasibility study costs only and that this be commissioned directly by DRC Partnership as Voice of Devonport continue to establish their legal status. This brings the total approval to £96,789 NDC revenue. (Voice of Devonport has also directly received £8,000 Acorn 2 funding).

Vote

For: 9 Against: 0 Abstention: 3

Decision: Agreed

The next two items were considered together, in conjunction with Appendix 1 – Leisure Trust update:

3.6.4 Brickfields Security Fencing Project Proposal

Through NDC capital support of £125,927 to be spent by 30th June 2010, this project would achieve the following:

- Replacement fence

Recommendation:

That the Board approve funding in the full sum of £125,927 NDC capital subject to the following conditions:

1. That funding only to be available after the responsibility for the whole site (Sports Hall and wider recreation site) has been legally transferred to DCLL. This to include full transfer of ownership of the Sports Hall, in line with NDC funding conditions, to DCLL. This also to include DCLL being responsible for managing the entirety

of the wider Brickfields site and benefiting directly from all income arising from the Brickfields site.

ACTION

2. That all revenue income from the entire site is for the benefit of the Leisure Trust
3. PCC act as a joint signatory to the application with DCLL

3.6.5 Brickfields Astroturf Pitch Replacement Project Proposal

Through NDC capital support of £96,852 to be spent by 30th June 2010, this project would achieve the following:

- Replacement sports pitch

Recommendation:

That the Board approve funding in the full sum of £96,852 NDC capital subject to the following conditions:

1. That funding only to be available after the responsibility for the whole site (Sports Hall and wider recreation site) has been legally transferred to DCLL. This to include full transfer of ownership of the Sports Hall, in line with NDC funding conditions, to DCLL. This also to include DCLL being responsible for managing the entirety of the wider Brickfields site and benefiting directly from all income arising from the Brickfields site.
2. That all revenue income from the entire site is for the benefit of the Leisure Trust
3. PCC act as a joint signatory to the application with DCLL

Vote

For: 10 Against: 0 Abstention: 2

Decision: 3.6.4 and 3.6.5 agreed

3.6.6 Additional Support to Deliver the NDC Programme Strategic Aims

JB left the meeting at 6.04pm

DS declared an interest

Ref	Project Name	Additional NDC Revenue Funding	Revised Approval	Project
<i>Employment Theme</i>				
10	Bursary Scheme	£48,700	£433,077 NDC revenue	
17	Devonport Business Support Service	£40,200	£541,894 NDC revenue and £29,328 NDC capital	
35	Adult Learning	£52,300	£153,226 NDC revenue	
23	Getting Devonport Working	£17,800	£153,295 NDC revenue	
Employment Theme Subtotal:		£159,000		

<i>Education Theme</i>			
129	St Joseph's Support Package	£10,000	£70,293 NDC revenue
130	Mount Wise Support Package	£10,000	£85,666 NDC revenue
131	Marlborough Primary Support Package	£10,000	£87,000 NDC revenue
117	Sail Ahead	£10,000	£83,028 NDC revenue
Education Theme Subtotal:		£40,000	
<i>Crime and Community Safety Theme</i>			
701	Bobbies on the Beat	£63,247	£1,731,935 NDC revenue & £53,756 NDC capital
Crime & Community Safety Theme Subtotal:		£63,247	
<i>Community Involvement Theme</i>			
1108	Community Engagement Strategy	£60,000	£359,700 NDC revenue
1115	Enabling Effective Communications	£27,000	£491,537 NDC revenue and £8,000 NDC capital
Community Involvement Theme Subtotal:		£87,000	
<i>Liveability Theme</i>			
638	Environmental Sustainability Project	£80,000 NDC capital	£200,000 NDC revenue and £80,000 NDC capital
Liveability Theme Subtotal:		£80,000	

Recommendation:

That the Board approve additional funding for the following project references 10, 17, 35, 23, 129, 130, 131, 117, 701, 1108, 1115 and 638 with a combined additional NDC revenue funding of £429,247.

Vote

For: 10 Against: 0 Abstention: 1

Decision: Agreed

3.7 **FOR INFORMATION ONLY**

3.7.1 2008/09 M&A Budget

JB explained the M&A profiled costs for 2008 / 2009 within an agreed budget of £550,346 together with an update on spend to date for the financial year (as of 31st March 2009) of £546,073.

Decision: Noted

- 3.7.2 2009/10 M&A Budget
JB explained the M&A profiled costs for 2009 / 2010 within an agreed budget of £560,399 with no spend reported to date.
Decision: Noted
- 3.7.3 Related Party Payments
A paper detailing individual Related Party Payments to date for the 2008 / 2009 financial year was reported no new additions from the last PDMP. Cumulative related party payments in the year to date amount to £4,954.07 actual expenditure since April 2008.
Decision: Noted
- 3.7.4 Delegated Authorities
A paper reporting 54 delegated authority decisions taken since the last PDMP meeting was presented to the panel. All decisions related to project spend. No action had been taken under delegated authority in respect of the management and admin budget.
Decision: Noted
- 3.7.5 Spend to date 2008/09
The 2008 / 2009 Financial Monitoring Paper was presented to the panel detailing the £9,508,235 expenditure to date and anticipated Quarter 4 claims total of £288,006. The CLG allocation of £9,049,000 and £747,241 anticipated total to be met by repaid grant and Local Solution was also outlined.
Decision: Noted
- 3.7.6 Delivery Plan Update
The 2009/10 Delivery Plan dated 1st May 2009 was presented to the panel members for information and comment.
Decision: Noted
- 3.7.7 CCTV – Richmond Walk
The proposal will deliver the installation of a dedicated fibre optic network from the end of the fibre network in Stonehouse to the Madden Road junction of the NDC area. This proposal will also install 1-3 fully functional CCTV cameras within Richmond Walk, providing all required materials and equipment along with the additional cable infrastructure required to facilitate the new cameras

Through NDC capital support of £149,058 – 173,510 to be spent by 31st March 2010, this project would achieve the following:

- Installation of a fibre optic network from the Stonehouse end of the NDC area to the Madden Road junction, reducing ongoing maintenance costs for the long term
- Installation of 1 – 3 CCTV cameras within Richmond Walk

Decision:

Board Members wished to defer the recommendation of this proposal pending further information regarding the continued maintenance costs of CCTV coverage across the whole area.

3.7.8 CAB In Devonport – Project Extension

Additional revenue funding of £20,327 is requested for this project to continue to the work of the Devonport Community Services Coordinator until December 2010 – this will include the production of a services directory, research on the utilisation of service provision and the continuation of higher support levels for local residents that require additional levels of support.

This would take the overall approval to £113,216 NDC revenue to run until 30th December 2010.

Decision: Approved

3.7.9 Schools Support Packages – Project Extension

Revenue funding is requested to replace the budgets brought forward from the 2009/10 approval for activities undertaken during the 2008/09 financial year.

Decision: Approved

The meeting ended 6.15pm

Dates of next meetings (revised)

Thursday 18th June 2009 - CANCELLED

Thursday 16th July 2009, 4.30pm – 7.00pm – Welcome Hall

Thursday 13th August 2009 – CANCELLED

Thursday 8th October 2009, 4.30pm – 7.00pm – Welcome Hall