

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

**1st November 2007
Welcome Hall, 4.30pm**

Present:	Marc Gardiner	MG	Resident Board Member, Chair
	David Brown	DB	Resident Board Member, Vice Chair
	Mary Trickey	MT	Resident Board Member
	Jon Best	JT	Resident Board Member
	Roger Wills	RWi	Resident Board Member
	Sandy Borthwick	SB	Resident Board Member
	Marge Richardson	MR	Resident Board Member
	Mike Wills	MW	Resident Board Member
	Will Blagdon	WB	Board Member (Business Rep)
	Dr Rev David Nixon	DN	Board Member (Faith & Quality of Life Rep)
	Cllr Ted Fry	TF	Board Member (PCC Rep)
	Cllr Chris Mavin	CM	Board Member (PCC Rep)
	Viv Gillespie	VG	Board Member (Education Rep)
	John Richards	JR	Board Member (Health Rep)
	Chris Eastwood	CE	Board Member (Community Safety Rep)
	Clive Turner	CT	Advisory Board Member (PCC)
	Colleen Cann	CC	Advisory Board Member (GOSW)
Attendees:	Peter McNamara	PMc	DRC Partnership Executive Director
	Teresa Lakeman	TL	DRC Partnership Head of Programmes
	Chris Byers	DCB	DRC Partnership Head of Development
	Sue Fagin	SF	DRC Partnership (minute taker)
	Lisa Evans	LE	PCC Finance

1.0 Introductions and Apologies

ACTION

Apologies received from Anne Freeman, Gary McKinnon, Chris Salmon, Cllr Joan Watkins, Ann Leaves, Kathryn Pennington, Lorraine Allen, Sandra Wilson, Rene Wallace

2.0 Chair's Items

2007 Resident Board Election

2.1 Recognition and thanks for MR.

The Chair offered MR best wishes for the future and thanks for the long-term commitment during her time with the Board. MR replied in kind, offering best wishes to all involved with DRC Partnership.

2.2 The Chair welcomed Mike Wills, newly elected Board member and welcomed back Dave Brown, Mary Trickey and Jon Best, all who were re-elected.

2.3 Devonport Youth Forum

Connor Williams is unable to represent the Youth Forum on the Board due to recent additional work and college commitments.

It was proposed a support worker attend on behalf of the Youth Forum, on a temporary basis, pending another representative being nominated. Agreed.

2.4 Plymouth Abercrombie Awards Ceremony 2007

DRC Partnership have been invited to attend the 2007 Abercrombie Awards Ceremony on Tuesday 13 November 2007 at the Roland Levinsky Building, University of Plymouth.

Interested Board members to contact Sue Fagin.

2.5 Enriching Children with the Arts

Four schools (Mount Wise, Marlborough Street, Morice Town and Parkside) are once again performing at the Devonport Play House, with this years show to commemorate the abolition of slavery:

15th November 2007, 1.15 – 2.30 pm

16th November 2007, 6.30 – 7.30pm

Interested Board members to contact Pippa Gregory
MT noted last years performance was excellent.

2.6 Plymouth Arts Centre are showing a 20 minute film, part of which is set around the Devonport Wall.

29th November 2007, 7 – 10pm
Ker Street Social Club (upstairs)

Interested Board members to contact Marc Gardiner

2.7 Marlborough Street Christmas Lights

All Board members are invited to this years Christmas lights switch on:

7th December, 5 – 7pm
Marlborough Street shop

2.8 Constructing the Future for Devonport

The Chair invited the Board to a celebration of the Devonport Labour in Construction Project, which assists Devonport residents seeking training and employment in the industry.

WB will be speaking on achievements to date, recognising people who have participated in the project and to those who have supported it:

Wednesday 5th December, 4pm
Lounge Bar, Royal Fleet Club.

3.0 Previous Minutes

3.1 All items agreed as an accurate record.

3.2 Matters Arising

There were no matters arising.

4.0 Appraisal & Approval Committee – 23rd October 2007

4.1 Following a presentation at the Mid Board Meeting on 9th October 2007, Board Members supported the review of the Appraisals & Approvals Committee Function and the proposal to establish a single Project Decision Making Panel to meet 6 weekly with quarterly input on Finance and Monitoring/Evaluation.

The new Project Decision Panel will replace the following Board Sub Committees: Appraisals and Approvals Committee, Monitoring and Evaluation Committee, Finance and Audit Committee and General Purposes Committee. These changes will be reflected in the Governance Handbook at its next review.

Decision: Agreed

4.1.1 ICT Support for Devonport Businesses

The purpose of this proposal is to provide a team of ICT advisors to work with Devonport Businesses in order to maximise their business potential through the use of ICT infrastructure and E-commerce. This would ensure that Devonport businesses will be able to keep pace with their competitors, grow their markets, become more prosperous and employ more people.

A programme of seminars and workshops will be available free of charge to all Devonport business people that will be delivered within local venues. These workshops will include such topics as trading on-line, safety and security, and remote working.

following discussion, it was recommended:

The item be referred to the Project Decision Making Panel for further discussion.

Decision: Agreed

4.1.2 Community Newsletter

The purpose of this proposal is to provide a continuation to allow for the production of the monthly DRC Partnership newsletter which is distributed to every household within the local community and decanted residents, as well as the wider community of Plymouth to ensure they are kept informed about all programme developments, deliveries and community group outputs in the key delivery phase of the programme.

This project is purely to cover the costs of layout, printing & delivery of the newsletter

Through additional NDC revenue support of £213,046, taking the total approved since September 2001 to £401,429 NDC revenue, to run until March 2011, this project will achieve the following in a yearly period:

- 12 issues produced per year
- 36,000 issues printed per year for distribution to the Devonport and wider community
- 128 articles per year received from community organisations
- 128 articles per year received from partner organisations
- 380 articles per year received from all sources
- 8 articles per year containing information on religious and faith activities
- 4 articles per year following progress and promoting the success of local individuals

Recommendation:

That the Board approve the proposal in the full sum of £213,046 NDC Revenue bringing the total approval to £401,429 NDC Revenue.

For: 15 Against: 0 Abstentions: 0

Decision: Agreed

4.1.3 Devonport Lodge – Lower Park Lodge Restoration

RW, Cllr Fry and Cllr Mavin declared an interest and abstained from voting

The purpose of this proposal is to restore the Lower Park Lodge, on Fore Street, to provide accommodation for a Park Warden to improve security and address key issues about access to the park identified by the community. Lower Park Lodge is a Listed Building at Risk and is a building of significant character identified by the

Devonport Characterisation Study. It has been empty and neglected for 30 years and has suffered dilapidation and vandalism. **ACTION**

The work will involve re-pointing, re-roofing, rewiring and renewal and repair of windows. It will also include demolishing the out of character rear extension and replacing it with one in keeping with the main building. The former conservatory facing Fore Street will be replaced with one built of hardwood. Once completed, the Lodge will provide residential accommodation for a member of the PCC Parks Staff. This will be one of the full time team based at Devonport Park, although it may not be the Park Keeper. The Lodge will be let on a long lease to the City Council by Devonport Community Leisure Limited.

The Project also acts as phase 1 of the wider restoration of Devonport Park associated with the stage 2 of the PCC bid to the Heritage Lottery Fund (HLF). The successful stage 1 of the HLF bid resulted in a Pass to stage 2 under which HLF and BIG lottery fund will contribute £3.294M to the restoration of the wider park.

Through additional NDC revenue support of £20,000 and capital support of £230,500, taking the total approved since September 2001 to £26,217 NDC revenue and £284,822, to run until June 2009, this project will achieve the following:

- 3 quotations for the restoration work secured
- 1 Park Consultation Event
- 1 local person employed on the site
- Ownership of Devonport Lodge transferred to Devonport Community Leisure Ltd

following discussion it was recommended:

- £20,000 NDC Revenue be agreed to enable Devonport Community Leisure Ltd to meet costs associated with the property transfer
- £230,500 NDC Capital be referred to the Project Decision Making Panel for further discussion

For: 11 Against: 1 Abstentions: 3

Decision: Agreed

5.40 Rwi left the meeting

4.1.4 Security Grants for Business Premises

WB declared an interest and abstained from voting

The purpose of this proposal is to provide a continuation of the Retail Security Grants project – a small grant scheme that offers grant assistance to local businesses for identified security measures to their premises. The grants provide funding for enhanced security as considered necessary by an independent Security Consultant advisor. Examples of such security provided through the scheme include the installation of CCTV and/or alarms, security lighting, better locks, fencing, toughened glass, amongst others.

This project was previously known as Security Grants for Retail Premises. This scheme has been extended to a wider range of premises following a recommendation in the recent independent evaluation of the project. Now known as Security Grants for Business Premises, the criteria for this project has been extended to include voluntary sector and community organisations to apply for security grant assistance.

Through additional NDC revenue support of £5,635 and capital support of £288,000, taking the total approved since May 2002 to £38,674 NDC revenue and £520,488 NDC capital, to run until March 2011, this project will achieve the following:

- 45 security surveys carried out by Independent Security Advisor
- 40 premises benefiting from enhanced security work
- 40 post-installation security checks carried out by Independent Security Advisor
- 3 surveys of beneficiaries carried out
- Quarterly newsletter article to promote the scheme
- Quarterly newsletter 'good news' article

Recommendation:

That the Board approve the proposal in the full sum of £288,000 NDC Capital and £5,635 NDC Revenue bringing the total NDC contribution to £520,488 NDC Capital and £38,674 NDC Revenue (pending GOSW approval).

For: 13 Against: 0 Abstentions: 1

Decision: Agreed

4.1.5 **Empty Property Grants – Living Over The Shops**

The purpose of this proposal is to provide a continuation of the Living Over the Shops project. This is a partnership between Plymouth City Council's Empty Homes Team, DRC Partnership, Sarsen Housing Association and private property owners. This specific extension is proposed to create a total of 20 high quality, energy efficient homes in what is currently unused space over retail outlets by providing grants to private landlords that own empty accommodation over retail outlets in Devonport to bring those properties back into residential use.

Properties would then be leased to Sarsen Housing Association for five years to be let as social housing – rental stream subsidised by the Housing Corporation to ensure affordability. An established lettings plan operates for this scheme that ensures homes are let to people on the Common Housing Register that have a connection to Devonport.

Through additional NDC capital support of £179,800, taking the total approved since February 2005 to £1,000 NDC revenue and £421,000 at 35% of the total project costs, to run until March 2010, this project will achieve the following:

- 20 high quality, energy efficient homes created over retail premises in Devonport

Recommendation:

That the Board approve the proposal in the full sum of £179,800 NDC Capital to bring the total NDC contribution to £421,000 NDC Capital and £1,000 NDC Revenue (pending GOSW approval).

For: 13 Against: 0 Abstentions: 1

Decision: Agreed

6.00 RWi returned

4.2 **For Information Only**

4.2.1 **Planning Study and Masterplan for Richmond Walk**

Decision: Approved in the full sum of £25,000 NDC Capital

4.2.2 **Devonport Market Hall Feasibility Study**

Decision: Approved in the full sum of £25,000 NDC Capital

4.2.3 Devonport - The People's Park – Road Safety Improvements

Decision: Board Members supported the project in principle and approved funding in the sum of £21,000 NDC Capital to facilitate the design and tendering process.

4.2.4 Community Capital Assets Project Proposals

1. Headway Plymouth Capital Assets

Decision: Approved in the full sum of £23,714

2. Twelve's Company Community Assets

Decision: Approved in the full sum of £25,000 NDC Capital.

3. Family Information Service Capital Assets

Decision: Approved in the full sum of £19,895 NDC Capital. This is conditional upon the project providing more detailed data regarding the PL1 4** area for 12 months and that, if needed, DRC Partnership staff work with the proposing organisation to achieve this.

4. Quay Project Capital Assets

Decision: Rejected. Board members were of the view that a minibus was not an asset they could support and that its use might stigmatise its service users rather than support and encourage local usage.

5. Marine Skills Centre Capital Assets

Decision: Approved in the full sum of £25,000 NDC Capital.

4.2.5 Proposed Extension of the Community Capital Assets Programme

Decision: Approved Applications to be invited from list
Horizon, Hamoaze House, Brickfields Community Sports Hall, Marlborough Primary School, Mount Wise Primary School, St Josephs Primary School and Parkside Community Technology College

4.2.6 **Urban Village Bus Passes - Information item**

Decision: Noted

5.0 **Diversity Update**

- 5.1 TL presented the previously circulated paper. The wide ranging activity undertaken to date is summarised within the themed Diversity and Equality Improvement Plans (DEIP), an example of which (Employment Theme) was provided with the September 2007 Board paper

Each improvement plan summarises on a theme by theme basis vulnerable groups, identified needs and interventions both currently underway and planned for next year.

- 5.2 A further example of a DEIP (Crime and Community Safety Theme) is attached at Appendix A for information.
- 5.3 Appendix B sets out a series of 'pen pictures' drawn from the theme areas of Health, Work, Crime and Education. These take individual cases (anonymised) and highlight the direct impact on the lives of the people involved. The 'pen pictures' provide a wide range of case studies and demonstrate the crosscutting nature of much of the work funded through the Partnership.
- 5.4 Appendix C, by way of example within the Employment Theme (as at February '07), places these case studies into context.

A further update will be presented to the Board at the end of Quarter 1, 2008/9.

Positive feedback received from yesterday's "Worldwide Wednesday" - a performance by Parkside and Mount Wise students, at Devonport Playhouse, celebrating different cultures from around the world, with the combined Primary Schools participation in the recent Respect Parade also commended.

5.5 **Recommendation:**

- a) this report be noted
- b) a further update report be presented, at the end of Quarter 1, 2008/9

For: 15 Against: 0 Abstentions: 0

Decision: Agreed

6.0 Health Matters in Devonport (Health update)

6.1 TL presented the Health Matters booklet that has been distributed to every household in the NDC area, this replaces the usual Health Theme update this month.

6.2 Health update noted and commended with Board members endorsing a suggestion that each individual Theme produce a similar summary document.

7.0 Board Meeting Dates, 2008

7.1 Noted

The meeting closed at 18.20

Date of next meeting

Thursday 13th December 2007 – CANCELLED

Thursday 24th January 2008

4.30pm – 7pm

Main Hall, Welcome Hall, Fore Street