

**Minute/Decision Summary to be confirmed**  
**Meeting- The Billingham Partnership**  
**Date – 3<sup>rd</sup> November 2008**

Members: Manager: Kevin Pitt Chair: Geoff Harrison Kevin Bowler (KAB), Roger Black (BS), Fred Gook (VS), Ken Ellis (VS), Bert Smailes (VS), Val Scollen (CS), Ged McGuire (VS), Barry Woodhouse (PUB), Jim Scollen (VS), Jane Dobson (PUB), Cath Coldbeck (VS)
Advisors/Observers: Nicola Hall, Louise McDonald, Haleem Ghafoor, Jean Edmonds, Graham Clingan, David Lynch (SBC)
Apologies: Zoe Rutter Andrew Hatton Chris Humpleby Liz Smith Gil Smith David Campbell Joe Maloney Hilary Aggio Elizabeth Benomran

CS =	Community Sector	YA =	Youth Assembly
PCT/PUB =	Primary Care Trust/Public Sector	RC =	Rural Community Sector
PS =	Private Sector	BS =	Business Sector
Stockton Police/PUB =	Stockton Police/Public Sector	PC =	Parish Council
SBC/PUB =	Stockton Borough Council/Public Sector		
VS =	Voluntary Sector		
JS+/PUB =	Job Centre Plus		
CPF =	Community Partnership Forum		

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<p><b>1.Introductions and Apologies for Absence</b></p> <p>Introductions and apologies were noted.</p>		Noted	No	No	No	Zoe Rutter SBC 01642 526025
<p><b>2. Approval of Minutes from Meeting 6 October 2008</b></p> <p>Minutes of the 6 October 2008 were agreed as a true and accurate record, subject to the following amendments:</p> <p>Page 3 – No date has been set for the opening of the Youth Café and it is anticipated that it won't be open until after the Christmas period and likely to be around February time.</p> <p>Page 6 – Chair had requested a vote of no confidence regarding the reorganisation of secondary schools in Billingham. It was clarified that the vote took place as follows: 4 members agreed, 1 disagreed and 9</p>		<p>Noted</p> <p>Noted</p> <p>Noted</p>	<p>No</p> <p>Update to be provided at the next meeting</p> <p>No</p>	<p>No</p> <p>No</p> <p>No</p>	<p>No</p> <p>No</p> <p>No</p>	<p>Zoe Rutter SBC 01642 526025</p>



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<p>Strategies for Tees Valley and Stockton Borough.</p> <p>GC explained that green infrastructure is a network of linked, multifunctional green space in and around the region's towns and cities. GC stated that the types of spaces and features include allotments, cemeteries and country parks.</p> <p>GC outlined the functions of green infrastructure, explaining that they could be used for recreation, conservation and educational purposes. GC stated that there are a wide range of benefits and outcomes including improved health, community cohesion and education and learning.</p> <p>GC informed members that the Tees Valley Green Infrastructure Strategy had been endorsed by the Tees Valley Local Authorities and is being led by Tees Valley Joint Strategy Unit (JSU). GC explained that the key aspect of the Strategy was the</p>						SBC

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<p>17 Green Infrastructure corridors that are of sub regional significance; this includes the River Tees, Billingham Beck and Salthome Nature Reserve. GC stated that One NorthEast are currently funding the preparation of a business case and £5 million Single Programme funding is expected from 2009/10 onwards.</p> <p>GC explained that the Tees Valley Green Infrastructure was a strategic document and there was a need to have a strategy specific for Stockton Borough. GC outlined the vision for the Stockton Green Infrastructure Strategy and the links to the Sustainable Community Strategy.</p> <p>GC informed members of the process and structure for developing the Green Infrastructure Strategy. GC explained that work was being undertaken to map existing green infrastructure and functions, issues would then be identified to be addressed as a local and strategic level. GC explained</p>						

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<p>that priorities for the enhancement and development of green infrastructure would be set and an action plan would be developed to identify the delivery partners, funding, targets and milestones, along with monitoring and review. CG stated that the process would be backed up with local consultation. CG explained that there are significant green corridors within the Borough and the Strategy would aim to enhance connectivity between the green corridors and improve significant green spaces.</p> <p>GC explained the project team and stated that existing data would be used, including the viewpoint surveys, Stockton on Tees Residents Survey and Open Space Audit.</p> <p>GC stated that community consultation would take place on green infrastructure mapping and identification of local issues and opportunities during November 2008 to February 2009.</p>						

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<p>A query was raised regarding the funding arrangements. GC clarified that the £5m funding was from One NorthEast and a robust business plan would need to be developed to deliver economic regeneration activities.</p> <p>A query was raised regarding how the consultation would be undertaken. GC explained that a mapping exercise would be undertaken and plans would be produced showing key sites at a ward level. GC further explained that the consultation would be done in phases and would take place with residents groups and Area Partnerships. GC clarified that feedback on the issues raised in the consultation would also take place.</p> <p>A query was raised if there would be planting of wildflowers to encourage the sustainability of the bee population. GC explained that within the green infrastructure corridors there would be</p>						

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<p>areas to create a natural wildlife habitat. GC explained that the priorities for the area would come out of the consultation.</p> <p>Comment was made that Billingham is well served with green spaces – Billingham Beck, Cowpen Woodland Park and it would be a shame if these natural areas were not maintained and destroyed.</p> <p>A query was raised around finding out if an area was a flood plane area. GC clarified that the Environment Agency should provide this information and also the Council’s Geographical Information Service (GIS) would have maps detailing areas at risk of flood if this information was in the public domain.</p> <p>A query was raised regarding funding being made available specifically for wooden play facilities and a proposal had been put forward for one in Billingham. GC explained that funding was available from the</p>						



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<p>Department of Children, Schools and Families (DCSF) to invest in play facilities through the Playbuilder programme. GC stated that proposals were currently being worked up for the play pathfinder bid, however no detailed proposal had been agreed. GC explained that consultation would take place with Ward Councillors and partners. GC clarified that expressions of interest would be considered once the funding had been secured.</p>						
<p><b>4. Network Management Plan Consultation – David Lynch</b></p> <p>David Lynch (<b>DL</b>) presented the draft Network Management Plan, explaining that a duty had been placed on local traffic authorities under the Traffic Management Act 2004. DL explained that whilst there is no statutory duty to develop a Network Management Plan, it sets out the processes the Council employs to meet the Council's duty.</p>		Noted	No	Yes	Yes	David Lynch SBC

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<p>DL explained that the duty required local authorities to secure the expeditious movement of traffic on local roads (A19 and A66) and also contribute to the sufficient use of congestion and disruption.</p> <p>DL explained that congestion was the delay in normal movement in peak traffic which adds time to a journey (A689 Wynyard) and disruption was the unexpected, such as accidents, severe weather and roadworks.</p> <p>DL stated that the Council can be held to account by the Department of Transport if they do not fulfil the duty to reduce congestion and disruption. DL stated that the Network Management Plan outlines how the Council will manage this, their policy and how they will improve the duty.</p> <p>DL explained that the Network Management Plan covered 5 key sections: introduction, context, operational and organisational structures, performance and</p>						

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<p>review.</p> <p>DL further explained that the under section 4 the Council would be assessed under 7 intervention criteria</p> <ol style="list-style-type: none"> <li>1. The needs of all road users, not just cars</li> <li>2. Coordination and planning</li> <li>3. Information provided to the public</li> <li>4. Incident management and contingency planning</li> <li>5. dealing with traffic growth – sustainable development planning</li> <li>6. Involvement of stakeholders</li> <li>7. parity between direct services and the statutory undertakers.</li> </ol> <p>DL stated that statutory undertakers are required to provide the Council 3 months notice of any work, however that requirement is not placed on the Council's direct services. DL explained that work was being undertaken to resolve this issue.</p>						

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<p>DL explained that under section 5 the Council would be monitored on progress on performance indicators to monitor traffic on the network.</p> <p>DL explained that the Network Management Plan would be published in December.</p> <p>A query was raised regarding the lack of contingency with regards to cycle routes. Comment was made that cars park on cycle route on Reviaulx Avenue and that the cycle route from Billingham to Hartlepool is dangerous to use and is not connected. Further comment was made that work is being done to encourage more people to use cycle routes; however the current ones in Billingham are not maintained. DL explained that the Council is trying to link up the cycle routes to make them better connected and to provide more facilities at end points including storage. Comment was made that there is an</p>			<p>Jonathan Kibble, SBC officer for cycling to attend a future meeting of the Board to provide an update on cycle routes</p>			

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<p>appreciation that work will take place when funding becomes available. It was noted that the Billingham Partnership support the linking of the cycle routes and feedback is required on this issue.</p> <p>Comment was made that the cycle link between Billingham Campus and Longfellow needs to be taken further so young people attending Northfield School was use the route.</p> <p>A discussion took place regarding the effectiveness of bus lanes, particularly on Norton Road. DL clarified that bus lanes do not increase the journey time for cars and that the queues of traffic may seem longer however they do move quicker. Comment was made that the times when bus lanes are not operational should be advertised more.</p> <p>A discussion took place on the increase in traffic on the A689 roundabout when the</p>						

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new hospital is developed. DL explained that traffic consultants were looking at this issue closely.						
<p><b>5. Launch of Catalyst &amp; Development of the Council of Interest</b></p> <p>KP explained that a launch event for Catalyst was taking place on Tuesday 11 November 2008. KP explained that Catalyst are advertising for members of the non-executive board of directors.</p> <p>KP referred to the information that had been circulated in relation to Catalyst's Council of Interest. KP stated that if the Board decided to apply to Catalyst to be a director, the Board would then not be eligible to be represented at the Council of Interest. KP explained that Geoff Harrison (<b>GH</b>) is currently a director of Catalyst but in an independent capacity. KP explained that the Board of Directors would set the strategy for Catalyst and the Council of Interest would act as a critical friend to</p>		Noted	No	No	No	Kevin Pitt Manager, TBP

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<p>challenge the key decisions made by Catalyst. KP stated that if the Board wanted to be a member of the Council of Interest, it would be a challenge to represent the four different sectors of the Board – community, voluntary, business and public. KP stated that it would be more applicable if a representative from each of the sectors was put forward to sit on the Council of Interest, rather one person representing the Board as a whole. KP explained that the Council of Interest would be comprised of 30 members and would question the Catalyst Board of Directors every 6 months.</p> <p>KP explained that in the future Core Funding would be remitted to Catalyst, as a Board it is in their interest to be represented as they receive Core Funding. KP explained that Core Funding was due to be cut by 22% next year</p>						

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<p>A discussion took place on the different models put forward in the information that had been circulated. GH commented that only option 1 had previously been discussed at the Board of Directors.</p> <p>A discussion took place and members felt that members should be nominated onto the Council of Interest from their relevant sector and the Network should be the nominating body.</p>		<p>Members to be nominated onto Catalyst Council of Interest from their relevant sector. The relevant Network to be the nominating body</p>				
<p><b>6. Neighbourhood Renewal Fund (NRF) DVD</b></p> <p>Haleem Ghafoor (<b>HG</b>) gave an introduction to the NRF DVD explaining that from April 2001 to March 2008 Stockton Council had secured more than £23 million of NRF funding to improve health, education, jobs, housing, the local environment and reduce crime in the most deprived areas within the Borough.</p>		<p>Noted</p>	<p>No</p>	<p>No</p>	<p>No</p>	<p>Haleem Ghafoor SBC</p>



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<p>HG explained that a DVD had been produced to provide a snapshot of the NRF programme, with particular emphasis from the last round of funding. HG stated that the DVD features local people and service deliverers talking first hand about the impact NRF has had on their lives and neighbourhoods.</p> <p>Comment was made that the Team should be congratulated for what has been achieved through the NRF programme and for the DVD itself. It was suggested that a letter of thanks is wrote to the team on behalf of the board.</p> <p>A discussion took place on the unfair geographical nature of the NRF funding programme. KP explained that this issue would not be the case for the Communities Fund where it was recognised that 22% of the budget would be outsourced to areas outside the area of need. KP explained that the Communities Fund allocation would</p>			<p>A letter of thanks to be sent to the Team for the NRF programme and DVD</p>			

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follow the individual.						
<p><b>7. Matters Arising</b></p> <p>Louise McDonald (<b>LM</b>) provided an overview of her submitted report.</p> <p><b>a. Town Centre</b></p> <p>LM explained that the masterplan was still being developed. LM stated that the economic downturn was resulting in an increase in retailer negotiation time resulting in a master plan submission expectation of summer next year. LM stated that she had met with Ian Hurst regarding CCTV in the Town Centre and a recommendation would shortly be made to Stockland. LM advised she would feedback as more information became available. LM explained that she had also asked Ian to provide monthly reports on any areas of investment in the Town Centre. LM stated that significant investment had been spent on upgrading</p>		Noted	No	Yes	No	Louise McDonald SBC

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<p>the Lloyds TSB retail unit and that Stockland were paying for a new roof above Ladbrokes and the charity shop.</p> <p><b>b. Billingham House</b></p> <p>LM explained that she had met with Sager, the national agents of Bizzy B and that although they were proceeding with work, the removal of some deep, lagged pipes may result in a slight delay to programme completion. LM stated that an exact date had not been given but that she anticipated that it would add another 2 months to the end of December deadline. LM explained that following the meeting with the Council, Sager had met with the business located adjacent to the site regarding the impact of the demolition.</p> <p><b>c. Forum</b></p> <p>LM explained that the tenders for the refurbishment had been received and</p>						

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<p>assessed. LM stated that two tenders had been invited to clarification interviews on 4 November 2008 and following this an appointment would be made. LM explained that a statutory cooling off period would then take place.</p> <p>LM stated that the project team consisting of Stockton Council, Tees Active, the Councils consultants and the chosen contractor would take a partnering approach to deliver the refurbishment. A period of Early Contractual Involvement (ECI) would now take place to enable design, costing, risk assessment and ensure value for money.</p> <p>LM explained that a Cabinet approval had been brought forward to March 2009 and that subject to Council approval and Council ratification, planning applications would be made in the spring and work onsite in July 2009.</p>						

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<p>LM stated that a funding decision for the £500K Sport England bid is anticipated in the New Year.</p> <p>LM explained that a Communication &amp; Marketing Strategy will be developed and a Programme of Activities for the closure period is also being produced which will be communicated prior to the closure.</p> <p>LM stated that Heads of Terms had been agreed with the preferred theatre operator and the negotiations were progressing well.</p> <p>LM informed members that further information was available on the Council's website and asked members to inform her if they think any other information should be included on the website.</p> <p>A query was raised regarding local labour. LM explained that a requirement for Targeted Recruitment would be incorporated into this project and ideas for</p>						

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<p>maximising opportunities for Small – Medium Businesses would be sought.</p> <p>A query was raised regarding what would happen to the Tees Active staff currently employed at the Forum. LM explained that they would be relocated to other Tees Active venues to cover sickness and holidays etc. and also used to cover events where feasible. LM also explained that no other staff would be recruited to Tees Active during the refurbishment period but that staffing issues were ultimately a private and confidential matter for Tees Active to manage.</p> <p><b>d. John Whitehead Park</b></p> <p>LM explained that during November/ December the contract will be awarded to enable the renovation of the café to commence in January 2009. LM stated that Direct Services has been awarded the tender to run the café.</p>						

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<p>LM stated that the construction of the play area fencing was ongoing. LM explained that due to fluctuating trainee numbers in the prison, fabrications had been slow over the last 8 weeks and it was now expected that the Probation Service would install the fencing in the New Year.</p> <p>LM stated that tenders have been received from artists in delivering a programme of workshops. LM explained that 5 candidates had been shortlisted and the preferred candidate would be appointed on 10 November 2008. LM stated that funding secured via the 'Playing Out' programme would be used to deliver this scheme.</p> <p>Kevin Bowler (KB) explained that Impetus had declined the request to use the remaining £14K for a central feature and as such TBP were entitled to a return of their 10% third party funding. KB to forward to details to KP.</p>						

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<p>LM explained that the contract for the renovation of the gates and new access points had been awarded to Brambledon Landscapes. LM stated that Steelcraft would be working as the subcontractor to fabricate the new gates and it was expected that works would be completed by mid December 2008. LM explained that the proposed opening and closing times are: summer (6am to 9.30pm) and winter (6am to 6pm).</p>						
<p><b>8. Thematic Groups Update</b></p> <p>No updates were provided.</p>		Noted	No	No	No	Kevin Pitt Manager, TBP
<p><b>9. Information Updates</b></p> <p><b>a. Community sector (i) SRCGA</b></p> <p>Work on the Multi Use Games Area (MUGA) would be starting soon.</p>		Noted	No	No	No	Kevin Pitt Manager, TBP



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<p>North Billingham Residents Association had submitted an expression on interest to the Spaces for Play fund for a MUGA adjacent to High Grange. The results of this expression of interest would be fed back to the next Board meeting. It was noted that this fits the Board's strategy to have MUGA within all areas of Billingham.</p> <p><b>b. Voluntary sector</b></p> <p>A leaflet has been produced by the Drugs Reduction Unit and all members should have received a copy. If any member has not received a copy to contact KP.</p> <p><b>c. Business sector</b></p> <p>There has been a spate of problems within Old Billingham around after hours drinking and 2 serious incidents had taken place recently. Comment was made that cameras should be operational within the area and it was requested that the Board support the</p>						

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<p>recommendation of a camera system. A discussion took place regarding licensing hours in North Billingham. It was noted that work needs to be done in partnership with the taxi companies to ensure that there are adequate taxi's in North Billingham when the clubs close to ensure that there are not large groups of people waiting around. It was agreed that this issue would be referred to the Safer Billingham Partnership.</p> <p><b>d. Public sector (i) SBC</b></p> <p>A meeting of the Stockton on Tees Public Transport Forum has been scheduled for Saturday 15 November 2008 in the Winter Room, Swallow Hotel, Stockton, 10am to 12 noon.</p> <p>Cllr Barry Woodhouse (<b>BW</b>) clarified that he had originally supported a proposal for the gates at John Whitehead park to be closed and for the disabled bays to be</p>						

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located at the bottom end of the park near to the sensory gardens. However he now supports the proposal for the disabled bays to be located near to the bowling club and children's play area.						
<p><b>10. Chair's report</b></p> <p>GH reported that he had attended Stockton Renaissance meeting on 7 October 2008 and items discussed were Compact Refresh 2008/09, Joint Strategic Needs Assessment (public health), Core Strategy Local Development Framework (Development Plan Document), Communities Fund, Community Empowerment Network/ Black Minority &amp; Ethnic Network Questionnaire.</p> <p>GH stated that he had attended a meeting of the Low Grange Community Hall Management Committee on 14 October 2008.</p> <p>GH stated that he had attended a</p>		Noted	No	No	No	Geoff Harrison Chair

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<p>Insurance for Community Halls training session on 15 October 2008.</p> <p>GH explained that he had attended a meeting with Stockton Council's Housing Department on 20 October 2008 regarding the future of Low Grange Community Hall.</p> <p>GH stated that he had attended the Northern Area Transport Strategy Steering Group meeting on 28 October 2008. GH reported that the confirmed projects for 2008/09 were:</p> <ul style="list-style-type: none"> <li>• Rievelaux Avenue/ Warkworth Road Signals (£10,000)</li> <li>• Elton Road Traffic Calming (£5,000)</li> <li>• Low Grange Avenue Traffic Calming (£5,000)</li> <li>• Marsh House Avenue Campus School (£5,000)</li> </ul> <p>GH stated that he had attended a meeting of the Billingham Network on 29 October 2008.</p>						

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<p><b>11..Managers Report</b></p> <p>KP explained that he had been working on the development of the Hooked on Fishing project. KP explained that he had been working with Stockton Council and the Environment Agency to further develop the project. KP explained that the project was as part of a wider Billingham Environmental Links project aimed at connecting the Saltholme Nature Reserve, Cowpen Bewley Park, Clarences Community Farm and Charlton's pond.</p> <p>KP stated that the project would link to employment, education and lifestyle issues. KP stated that the project would also provide the opportunity for education around a variety of natural habitats including birds (Saltholme), Wildlife (Cowpen), farm animals (Clarences) and aquatics (Charltons) .</p>		Noted	No	No	No	Kevin Pitt Manager, TBP

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<p>KP explained that the Billingham Partnership Communities Fund allocation would ensure that Dave Munt (<b>DM</b>) would be transferred to the Billingham Partnership as a member of staff. KP explained that Stockton Riverside College would be the accountable body and DM's contract would be subject to funding.</p> <p>KP stated that the project would provide engagement, education, employment and healthy lifestyle advice. KP stated that the project would look to target 100 people from hard to reach background.</p> <p>KP stated that this project would also link into the wider Communities Fund allocation, where funding is used to follow the clients needs. KP explained that Expressions of Interest are currently being submitted to the Communities Fund, in which 3 – 5 key providers will be commissioned to deliver the wider Communities Fund allocation. KP stated</p>						

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<p>that this would allow people who access the Billingham project to also be signposted onto further opportunities through the wider Communities Fund allocation.</p> <p>The Board supported that DM would be transferred to the Billingham Partnership Board as a member of staff. BW declared a personal interest under this item.</p> <p>The Board stated that they would support the expression of interest that would be submitted to the wider Communities Fund allocation from NewtownNorton Community Resource Centre.</p>	<p>BW</p>	<p>The Board supported that DM would be transferred to the Billingham Partnership Board as a member of staff. BW declared a personal interest under this item.</p> <p>The Board supported the expression of interest that would be submitted to the wider Communities Fund</p>				

**Minute/Decision Summary to be confirmed**  
**Meeting- The Billingham Partnership**  
**Date – 3<sup>rd</sup> November 2008**

ITEM/ISSUE	DOI	COMMENTS/DECISION	ACTION	Does it need Council approval/ endorsement?	Are any other boards affected?	CONTACT
		allocation from NewtownNorton Community Resource Centre. .				
<p><b>12. Any Other Business</b></p> <p>It was agreed that those who present an item at future Billingham Partnership meetings, with specific reference to LM, to be put higher up the agenda.</p> <p>It was agreed that a joint Christmas function would be arranged with Billingham Partnership and Billingham South Residents Associations.</p> <p><b>Closed Training Session – Members Only</b></p> <p>This item was postponed until 1 December 2008</p>		<p>Presenters to the Billingham Partnership to be included higher up the agenda.</p> <p>A joint Christmas function to be arranged</p> <p>Item postponed</p>	<p>Zoe Rutter to amend future agenda's of the Billingham Partnership.</p> <p>KP/ ZR to arrange a joint Christmas function</p> <p>ZR to include item on December</p>	<p>No</p> <p>No</p>	<p>No</p>	<p>Zoe Rutter SBC 01642 526025</p>



**Minute/Decision Summary to be confirmed  
Meeting- The Billingham Partnership  
Date – 3<sup>rd</sup> November 2008**

ITEM/ISSUE	DOI	COMMENTS/DECISION	ACTION	Does it need Council approval/ endorsement?	Are any other boards affected?	CONTACT
			agenda			
<b>13. Date Of Next Meeting</b>  Monday 1 December 2008 at the New Life Resource Centre, Low Grange Avenue, Billingham.		Noted	No	No	No	Zoe Rutter SBC 01642 526025