

Shropshire Capital and Assets Pathfinder

Area Opportunity Workshop 1: 13th January 2012

Location: Community Hall 1, The Lantern, Meadow Farm Drive, Sundorne, Shrewsbury, SY1 4NG

Time: 10.00am – 1.15pm

Chair: Tim Smith - Group Manager Facilities Management, Shropshire Council.

Attendees

Tim Smith (TS), Jon Hart (JH), Ian Pugh (IP), Andrew Kelcey (AK), Andy Husband (AH), David Bell (DB), David Fairclough, Daryl Seivewright (DS), Steph Jackson (SJ), Helen Ball (HB), Edward Davies (ED), Peggy Mullock (PM), Kairen Francis (KF), George Candler (GC), Andrew Stirling (AS), Mrs C Harvey (CH)

Apologies

Paul Sutton, Ian Gardiner, Jim Winnal, Anne Wilson, Martin Forbes

Minutes:

Welcome

TS: Opens the meeting. Formally welcomes Town Councils to the group

TS: Outlines that the Council will continue to co-ordinate the group. Thanks all parties for information that has been sent through.

Confirmed action points from the last meeting.

- 1) Forward asset information to allow a public sector map to be produced

Location data has been mapped onto GIS – will be presented later in the meeting.

- 2) All partners to forward an opportunity statement

There are some still outstanding. Partners are aware of the importance of the statement as this helps identify opportunities across the County

- 3) Forward a contact name for someone who works in property information

Contact names have been forwarded as appropriate.

No objections to the minutes recorded from previous meeting.

TS: Runs through the Outline Business Case that has been sent to the LGA. All partners have received a copy of this. Stresses the important of setting a baseline regarding cost and carbon metrics so we can measure any future projects. Highlights we are very data rich and mentions Mosaic mapping. Runs through the four priority

areas that Shropshire CAP will focus on. There are no objections to this or recommendations for further focus.

Confirms that the LGA are pleased with this however we need to back this up with further detail.

AH & ED & TS & HB: Discussion around creating a single venue where people know where to go to access services. Are we matching our services to the most appropriate asset? Is the asset in the correct location? As a partnership we can now approach others who may have assets in a more preferred location to see if there is any potential for a joint venture. This is now the forum where we can begin that conversation.

We also need to understand the demand for services and where this originates from. We may need to educate and inform residents if there is to be a change of venue to ensure we get a worthwhile footfall at each location.

TS: Terms of Reference (TOR). JH has drafted an initial TOR. TS will look over this and will forward to partners before the next meeting. Any feedback and alterations can then be made in order to be signed off at the next meeting.

ALL: Discussion on what to call and how to brand ourselves. This is important as this board need to be recognised at a strategic level. Vote is cast and from now on we are the **Shropshire Estate Partnership (SEP)**

TS: Runs through PID document as prepared by Martin Forbes. Branding needs to be changed on this as per previous point. Once completed IEWM will be able to release funding (£50,000) to help us deliver the project. Due to the current economic climate and cuts we (Shropshire Council) are unable to allocate as many resources as we would like to the project. Therefore we need a dedicated person whose sole remit is Shropshire CAP. Some of the funding may be put towards this.

IP: Ran through the assets that have been mapped on GIS. Ran through the location data and the attributes that we have currently inputted. Brought up the RAG status classification for Whitchurch. It is possible to get partner access to be able to access this information.

GC: Are the blue light services in discussions with each other (outside of this group) regarding possible sharing of assets?

AK: In some locations yes but as a rule the three services (fire, police and ambulance) all have different requirements regarding location. The Police need to have a central presence whereas for fire the problems come with retained crews as moving station requires recruiting new members.

SJ: Describes Mosaic layer on GIS around Whitchurch and describes some of the groups and their attributes. This information can be used to help determine the location of some of the services. However other customer insight analysis is needed as doesn't explain why people congregate at certain points in town.

Another way to map this is to plot dots on a map to indicate where an individual lives that has used a specific service. This will make clear who visits these places. Does each organisation hold this footfall/location data? Can each organisation monitor their service requests?

Break

DB: Keys points for the VCS are that space is made available in the service hubs for volunteering organisations. The VCS do not own any assets and they represent many different size organisations that operate over many different geographical scales. They are trying to establish a Community Interest Company. To allow voluntary organisations to combine and pool assets to aid negotiations when it comes to lease contracts.

AS: Highlights an example of this from Bedford and the London Boroughs.

ALL: Discuss asset use and possible future use in Oswestry. Shropshire Council has far too many contact points in Oswestry. GC makes the point Oswestry has the busiest access points in Shropshire but the worst facilities available. Future development in the south east of Oswestry may affect future location of services for all partners.

TS: From the above discussion we need to categorise our needs further. Hampshire produced a matrix with allowed touch points to be established to decide where best to work on projects. A problem we have identified from discussions is harmonizing individual organisations business plans and their times scales for implementation across the group. Therefore it is proposed that the opportunity statements set out clearly the short, medium and long term plans for each market town. It is proposed we focus on the market towns of the clerks who have provided information so far.

Date of Next meeting: 27th February 1.00pm – 5.00pm.

Action Points:

- 1) Tim Smith – Propose a Terms of Reference for the Board.**
- 2) Jon Hart – Email proposed TOR to partners and receive feedback.**
- 3) Tim Smith & Jon Hart – complete PID document to release finance from IEWM.**
- 4) Jon Hart – Email PID document through to partners for acceptance.**
- 5) Ian Pugh – To speak to IT at Shropshire Council to allow Partner access to the GIS**
- 6) Steph Jackson – Possible locations for Service Hubs**
- 7) Daryl Sievwright – email GP details for inclusion in map**
- 8) Kairen Francis – send through details of lease agreements for JCP assets to Jon Hart**
- 9) ALL – Each organisation to provide customer insight information. Where and what services are people requesting in each market town (as listed below) and where are they from (service users post codes)?**
- 10) ALL – present a 12 month, 2-5 year and 5-10 year plan of service and asset provision in 8 markets towns across Shropshire. These are:**

- a) **Shrewsbury**
- b) **Oswestry**
- c) **Bridgnorth**
- d) **Market Drayton**
- e) **Whitchurch**
- f) **Craven Arms**
- g) **Church Stretton**
- h) **Ludlow**

This is to be included in the organisations opportunity statement or amend the organisations existing opportunity statement to reflect this information.

- 11) ALL - Forward operational cost and carbon/energy ratings measures for each asset in the units that your organisation holds them.**