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| ESSP new without graphic | **Meeting Notes****Wednesday 16 October 2019** **Southover House, Lewes, BN7 1AB** |

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| **IN ATTENDANCE** |

**ESSP Members present:**

Jo Harper Eastbourne Borough Council / Lewes District Council

Cllr Sue Prochak Rother District Council

Isabel Garden Wealden District Council

Cllr Bob Standley Wealden District Council

Steve Manwaring HVA

Cllr Keith Glazier Vice-Chair / East Sussex County Council

Dawn Whittaker Chair / East Sussex Fire and Rescue Service

Becky Shaw East Sussex County Council

**Also in attendance (official observers):**

Kyle Simpson Wealden District Council

Lewis Williams East Sussex County Council

Andy Arnold East Sussex County Council

**Apologies for absence**:

Cllr Bill Bentley East Sussex County Council

Keith Stevens ES Association of local councils

Michael Turner Environment Agency

Mark Matthews East Sussex Fire and Rescue Service

Cllr Alan Shuttleworth Eastbourne Borough Council

Cllr Doug Oliver Rother District Council

Cllr Kim Forward Hastings Borough Council

Cllr David Tutt Eastbourne Borough Council

Cllr Zoe Nicholson Lewes District Council

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| **NOTES** |

1. **Welcome, introductions and Apologies**

Dawn Whittaker welcomed ESSP members, delegates, guests and speakers to the meeting and apologies were given. Dawn mentioned that it was National Restart a Heart day and asked members to do all they could to promote the day via their staff and social media etc.

**ACTION:**

**Lewis to tweet about National Restart a Heart day from the ESSP twitter account.**

1. **Urgent items of business**

There were no urgent items of business.

**3) Minutes of the meeting on 20 March 2019, the report of the East Sussex Assembly on 10 July 2019, and matter arising not on the agenda**

The minutes of the meeting on 20 March 2019 were agreed as an accurate record.

The report of the East Sussex Assembly on 10 July 2019 was agreed as an accurate record. Steve Manwaring confirmed the recommendations from the Assembly should go to the Partnership Plus (PP) meeting. It was noted that PP updates had been added to the ESSP website, and that PP had been working on reaching more organisations and groups.

**ACTION:**

**Lewis to send members the link to the PP update on the ESSP website.**

**4) Updated ESSP Constitution and Terms of Reference for the East Sussex Assembly, Business Meetings and Steering Group**

Dawn confirmed that the new Constitution aimed to reflect the new focus agreed at the Assembly and asked for any comments from members. Dawn suggested establishing a working group to do a task and finish project to finalise the new structure. Steve, Becky and a representative from Wealden District Council would form part of the group membership, if any further members wanted to join the group they were invited to contact Lewis Williams. All agreed it was important for the group to reflect the different organisations and groups who are part of the ESSP.

It was also agreed that the all the Districts and Boroughs should have two members of the ESSP. Lewis Williams agreed to amend the Constitution so Wealden had two members.

**ACTIONS:**

1. **Lewis to amend the Constitution so Wealden District Council have two members of the ESSP.**
2. **Lewis to work with Dawn on establishing a working group.**

**5) Topic of the East Sussex Assembly 2020**

In discussion it was agreed to move the 2020 Assembly to the autumn and to focus the event on Climate Change with a focus on sharing best practice between organisations. Andy Arnold confirmed the environmental partnership for East Sussex would welcome a joint event and that it could map out the countywide challenges and risks. It was agreed to try and include young people, and an invitation will be forwarded to the Youth Cabinet.

It was also agreed that the growth in the percentage of the population over 65 in East Sussex was significant and should feed into all our work, including the assembly planning.

As a result of feedback from the 2019 Assembly, it was agreed to explore changing the format to use the recent Speakup event as a template to increase the opportunities for discussion at the event. It had been themed, around a cinema theme, had an open format style, and that the feedback had been very positive. 3VA had organised the event and could be consulted about it.

**ACTION:**

1. **Lewis to talk to Steve Manwaring and 3VA about the format of the recent Speakup event.**
2. **Lewis to forward an invitation to the 2020 East Sussex Assembly to the Youth Cabinet once the date is confirmed.**

**6 Environment Strategy update**

Andy provided an update on the history of the Environment Strategy, he pointed out that the Strategy was now a number of years old and not fit for purpose due to the evidence and policies in the area having changed. Andy said a new Environment Board had been created as a subgroup to Team East Sussex, the Board included businesses, water companies, universities etc. with Michael Turner from the Environment Agency as chair. The Board had produced a new draft strategy and Andy summarised its contents. Andy asked what members wanted to see in the new Environment Strategy?

In discussion it was agreed that consideration needed to be given to how district and borough council’s plans aligned to the draft strategy. Andy said the Board wanted to get actions agreed in 2020, and needed to see how organisations could contribute to CO2 reduction targets. Thought was also needed about democratic oversight as climate change was such a major issue and also Youth Cabinet involvement. It was agreed a joined up response was key and that the importance of responding to the climate emergency needed to feed through organisations, so it was raised up their list of priorities.

Isabel said that Wealden District Council had consultants working on a baseline net zero carbon definition, and would share these outturns with the partnership when available.

**ACTIONS:**

1. **Isabel Garden to share baseline net zero carbon data with the partnership when it’s available.**
2. **Andy Arnold to feed the messages from the meeting back to the Environment Board**

 **7 Any other business**

Dawn asked the partnership to note her appointment as Chair and the new structure agreed at the Business Meeting following the Assembly in July. The partnership agreed.

Cllr Glazier drew attention to the Transport for the South East (TfSE) draft Transport Strategy which had been published on the TfSE website.

Becky informed members that the county was as ready as possible for Brexit, but further information would be provided when available.

**8) Dates of future meetings**

Monday 10th February 2020 – Civic Community Hall, Hailsham

Proposed future dates, still to be confirmed:

April 2020 – Steering Group (date and venue TBC)

July 2020 – Business Meeting (date and venue TBC)

November 2020 – East Sussex Assembly International Lawn Tennis Centre, Eastbourne (date TBC)

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|  **SUMMARY OF AGREED ACTIONS –**  |
| **Item** | **Action** |
| **1** | **Lewis Williams to tweet about National Restart a Heart day from the ESSP twitter account.** |
| **3** | **Lewis to send members the link to the PP update on the ESSP website.** |
| **4** | 1. **Lewis to amend the Constitution so Wealden District Council have two members on the ESSP.**
2. **Lewis to work with Dawn on establishing a working group.**
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| **5** | 1. **Lewis to talk to Steve Manwaring and 3VA about the format of the recent Speakup event.**
2. **Lewis to forward an invitation to the 2020 East Sussex Assembly to the Youth Cabinet once the date is confirmed.**
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| **6** | **i) Isabel Garden to share baseline net zero carbon data with the partnership when it’s available.****ii) Andy Arnold to feed the messages from the meeting back to the Environment Board.** |

A copy of all the presentations from the meeting can be found on the ESSP website ([http://www.essp.org.uk/Meeting-papers-and-reports](http://www.essp.org.uk/Meeting-papers-and-reports/ESSP/2016)).