

WEST NORFOLK DISABILITY FORUM
ANNUAL GENERAL MEETING

Thursday 28 July 2011 at 2.30pm in the Committee Suite,
King's Court, Chapel Street, King's Lynn

AGENDA

1. Welcome by the Deputy Mayor of King's Lynn and West Norfolk
2. Election of Chairman – To elect a Chairman of the Forum for 2011/2012 (Borough Councillor).
3. Election of a Vice Chairman – To elect a Vice Chairman of the Forum for 2011/2012 (non Borough Councillor).
4. Apologies for Absence – To note any apologies for absence
5. Minutes – To confirm as a correct record, the minutes from the Annual General Meeting held on 15 July 2010, as attached at Appendix 1.
6. Matters Arising and not covered elsewhere on the Agenda
7. Norfolk Police Disability Forum – update on work carried out by the forum.
8. Constitution and Terms of Reference for the West Norfolk Disability Forum – To agree the amended Constitution and Terms of Reference of the West Norfolk Disability Forum as attached at appendix 2 (amendments highlighted).
9. Update on the work carried out by West Norfolk Befrienders.
10. West Norfolk Disability Forum Annual Report for 2010/2011 – To receive the Annual Report as attached at appendix 3.
11. Online Access Guide – To receive an update from Allison Bingham.
12. Issues of Concern and interest

13. Budget
14. Secretary's Correspondence
15. Schedule of future meetings – To agree the draft schedule of meetings for 2011/2012, as attached at appendix 4.
16. Any Other Business
17. Date of Next Meeting
18. Thanks and Close

BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

**ADVISORY COMMITTEE FOR PEOPLE WITH DISABILITIES –
ANNUAL GENERAL MEETING**

Notes of a Meeting of the Advisory Committee for People with Disabilities Annual General Meeting held on Thursday 15th July 2010 at 7.00pm in the Committee Suite, King's Court, Chapel Street, King's Lynn.

PRESENT:

Representing the Borough Council:

Councillors Ann Clery-Fox, David Harwood, Michael Langwade, John Legg, Garry Sandell, Stephanie Smeaton

Representing People with Disabilities:

Wendy Blades, Ruth Carroll, Jill Darling, Pat French, Genevieve Henshaw, Sylvia Pomeroy, Susan Smith, Trevor Smith

Present by invitation:

Mayor and Consort (Councillor Zippa Christopher & Councillor Baron Chenery of Horsbrugh), Jenny Parker (RNIB)

Apologies for absence were received from:

Councillor Janet Murphy, Tess Gilder, Kathy Warner

		ACTION
1.	<p><u>WELCOME</u></p> <p>The Mayor welcomed those present to the meeting and thanked them for her invitation.</p> <p>She explained that she felt that although the general public were sympathetic towards disability issues, they did not always realise how much of an affect it had on people with disabilities and their families.</p> <p>She recognised that living with a disability, or a disability in the family was a life altering situation.</p> <p>She thanked the Committee for all the work they had been doing.</p>	

2. PRESENTATION FROM RNIB ON THE REACT SYSTEM

Jenny Parker from the RNIB provided the Committee with a presentation on the RNIB React system which was soon to be installed in King's Lynn along the Pilgrimage Trail.

She clarified that the system consisted of a number of strategically-placed speaker units sited around the town. When a blind or partially sighted person carrying a 'trigger fob' is within range of an RNIB React speaker unit it activates to tell the person where they are and can be used to give further orientation information.

The Committee were provided with a demonstration of how the unit worked.

Jenny Parker explained that situating the units along the pilgrimage trail would allow everyone to explore the heritage of King's Lynn. Ten standard React units were to be purchased by the Borough Council (including one spare unit) and would be mounted on lampposts or the side of buildings. Messages were being recorded in multiple languages including: English, Portuguese, Russian and Lithuanian.

The units would be located at the following:

- Train station
- Lynn Museum
- Red Mount Chapel
- Greyfriars
- All Saints Church
- St Margaret's Church
- Town House Museum
- The Purfleet
- St Nicholas' Chapel

Following the presentation, questions were invited from the Committee, answers to which are summarised below.

Jenny Parker explained that the key fob had been ergonomically designed to be user friendly and tactile.

When installing the product the Council would be provided with user notes and guidelines including information on the length of

	<p>messages that could be emitted from the speaker units. Jenny Parker explained that the messages needed to provide useful information, but if they were too long the user would lose interest.</p> <p>The Committee were informed that the Council would purchase a supply of key fobs directly from the RNIB, these would then be made available for use for a small deposit. The fobs were universal and would work anywhere else in the UK that had the React system in place.</p> <p>Jenny Parker explained that a computer could be used to log in to the speaker units to download statistics on their usage and to change settings such as the trigger range. This was useful because if statistics showed a unit was not being utilised it could be moved to a more useful location.</p> <p>The Committee were informed that they were the first Council in East Anglia to use the system and the first in the Country to use it for Heritage and Historical purposes.</p> <p>The Chair thanked Jenny Parker for her informative presentation.</p>	
<p>3.</p>	<p><u>MINUTES</u></p> <p>The Minutes from the Advisory Committee for People with Disabilities Annual General Meeting held on 9th July 2009 were agreed as a correct record and signed by the Chair.</p>	
<p>4.</p>	<p><u>REVIEW OF CONSTITUTION</u></p> <p>The Secretary reminded the Committee that it now reported to the West Norfolk Healthier Communities and Older Persons Partnership. The Partnership had agreed to this arrangement providing that the Committee were prepared to review their constitution to fit more in-line with other partnership bodies.</p> <p>The Secretary presented the Committee with a draft amended constitution as attached to the Agenda as appendix 2.</p> <p>She explained that the draft constitution would still need to be agreed by the West Norfolk Healthier Communities and Older People's Partnership before final adoption.</p>	

	<p>The Secretary explained that she would make the necessary arrangements for the amended draft constitution to be presented to the Partnership and would keep the Committee informed on progress.</p>	RP
<p>5.</p>	<p><u>ELECTION</u></p> <p>The Committee were informed that three members of the Committee who were people with disabilities or representatives of voluntary organisations concerned with people with disabilities had served their two year term on the Committee and their positions were up for election.</p> <p>RESOLVED: That the following be elected unopposed to the Advisory Committee for People with Disabilities to represent people with disabilities and voluntary organisations concerned with disabilities for the next two years:</p> <ul style="list-style-type: none"> • Pat French • Jill Darling • Kathy Warner <p>Kathy Warner was not present at the meeting so the Secretary agreed to check that she was willing to continue as a member of the Committee and would confirm at the next meeting.</p>	RP
<p>6.</p>	<p><u>ANNUAL REPORT 2009-2010</u></p> <p>The Secretary presented the Annual Report of the Advisory Committee for People with Disabilities for 2009-2010. A copy of the Annual Report was circulated with the Agenda for the meeting.</p> <p>The Chair thanked the Secretary for the report. He explained that he felt it had been another productive year for the Committee, but wanted to now focus on increasing attendance at the meetings. He asked all those present to promote the Committee where possible and encourage others to attend.</p> <p>The Committee discussed having a stand at the forthcoming Celebrate-ability event, where attendees could sign up to receive invitations to Committee Meetings.</p>	All

<p>7.</p>	<p><u>REPORT ON THE FIRST YEAR OF THE WEST NORFOLK ACCESS GUIDE</u></p> <p>Allison Bingham reminded the Committee that the Access Guide celebrated it's first birthday on 9th July 2010.</p> <p>In its first year it had attracted over 10,000 hits from searches on the website for accessible activities, venues and accommodation throughout West Norfolk.</p> <p>There were currently 784 attractions/businesses included in the guide.</p> <p>The website had been promoted on KLFM, and this had assisted to increase visits to the website.</p> <p>The website was also promoted on the Borough Council's website and in various newsletters throughout Norfolk.</p> <p>Allison Bingham explained that she was still awaiting articles and advertisements from Members of the Committee to populate the front page of the website.</p> <p>Further information regarding the access guide is attached as appendix 1.</p>	<p>All</p>
<p>8.</p>	<p><u>ANNUAL DISABILITIES FORUM – CELEBRATE-ABILITY</u></p> <p>Allison Bingham reminded the Committee that this event was to take place on 8th September 2010 from 1.00pm to 4.00pm at the Corn Exchange in King's Lynn.</p> <p>She explained that letters had been sent out inviting organisations to attend. So far the following organisations had responded:</p> <ul style="list-style-type: none"> • BEU • CSV Vocal • Park House • NNAB • Norfolk Police Disability Forum • Phobbies • West Norfolk Community Transport • West Norfolk Self Advocacy Project 	

	<p>Adverts for the event had been published on the Access Guide website, the Committee's web pages and would appear on the front page of the Borough Council's website in late August.</p> <p>Flyers for the event had been included in various mailings and would also be sent to:</p> <ul style="list-style-type: none"> • Vet surgeries • Gyms, sports centres and health centres • Pet stores • Supermarkets • GP surgeries <p>800 copies of the A5 poster had also been mailed out with the latest Tourism Industry in West Norfolk mailing.</p> <p>The Committee were encouraged to each take a supply of posters and display as appropriate.</p> <p>An article was also to be sent to Parish Magazine editors and a campaign would run on KLFM on 25 August.</p>	All
9.	<p><u>ISSUES OF CONCERN AND INTEREST TO PEOPLE WITH DISABILITIES</u></p> <p><u>(i) Stansted Airport</u></p> <p>Wendy Blades informed the Committee that she had recently been on holiday and wanted to mention how impressed she was with the assistance she was provided with at Stansted Airport. She explained that all the staff were very helpful and she asked that a letter be sent on behalf of the Committee to praise the staff.</p> <p>The Chair agreed and asked the Secretary to send a letter on the Committee's behalf.</p> <p><u>(ii) Blue Badge</u></p> <p>Wendy Blades informed the Committee that she was still concerned with the charges in place for blue badge holders and now that a new Government was in place, should the Committee try to lobby for the charges to be revoked.</p>	RP

The Chair explained that the decision to charge for blue badge parking was made locally and currently with the huge pressures on the budget it was unlikely that any decisions would be over turned on this issue.

Allison Bingham informed the Committee that she was aware of a Judicial Review which had happened in Lincoln on this issue which was thrown out as the charges were in place for everyone so was not discriminatory towards people with blue badges.

Councillor Clery-Fox explained that she still felt it was important that people with blue badges should be allowed more time as it often takes them longer to get their shopping and get back to the car. The Chair explained that this issue had been discussed previously and it was up to the discretion of the Parking Attendant if more time should be allowed.

(iii) Estate Agents opposite St James Pool

Wendy Blades explained that she was aware that cars were parking on the forecourt of the Estate Agents opposite St James Pool and were blocking access of the pavement, making it difficult for people in mobility scooters to pass.

The Secretary agreed to speak to Norfolk County Council Highways to see if they could assist with the issue.

RP

(iv) Pavement opposite St James Pool

Mr and Mrs Smith asked if anything had been done to repair the state of the pavements surrounding St James Pool.

The Secretary had previously raised this issue with Norfolk County Council who said they would inspect the footway and any work required would be programmed and completed as soon as budget and resources allowed.

(v) Drop off point to the rear of Boots King's Lynn

Ruth Carroll explained that work to repair the drop off point had still not been carried out. The Secretary explained that she had previously raised this issue with Norfolk County Council who had

	agreed to carry out work to reconstruct the dropped kerb as soon as budget and resources allowed.	
10.	<p><u>SCHEDULE OF MEETINGS 2010/2011</u></p> <p>The Schedule of Meetings for 2010/2011 were agreed as follows:</p> <p>Thursday 2nd September 2010 at 2.30pm – Meeting Rooms 1, 2 & 3</p> <p>Wednesday 10th November 2010 at 2.30pm – Committee Suite</p> <p>Tuesday 18th January 2011 at 2.30pm – Committee Suite</p> <p>Monday 21st March 2011 at 3.00pm – Committee Suite</p> <p>Wednesday 18th May 2011 at 2.30pm – Committee Suite</p> <p>Thursday 28th July 2010 at 2.30pm – Annual General Meeting – Committee Suite</p>	
11.	<p><u>ANY OTHER BUSINESS</u></p> <p>There was none</p>	
12.	<p><u>DATE OF NEXT MEETING</u></p> <p>The next meeting of the Advisory Committee for People with Disabilities will take place on Thursday 2nd September 2010 at 2.30pm in Meeting Rooms 1, 2 & 3, King's Court, Chapel Street, King's Lynn.</p>	
13.	<p><u>THANKS & CLOSE</u></p> <p>The Chair thanked everyone for coming and looked forward to another productive year. He encouraged the Committee to promote the work of the Committee where possible and encourage other people to attend.</p> <p>He thanked the Mayor and Consort for attending the meeting.</p>	All

The meeting closed at 8.55pm

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West Norfolk Disability Forum

Deleted: Advisory Committee for People with Disabilities

Constitution and Aims and Terms of Reference

1. Introduction

1.1 The Forum was initially established by the Borough Council of King's Lynn and West Norfolk.

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2. Membership

2.1 The Forum will consist of:

Deleted: Committee

- Representatives of people with disabilities or people concerned with disabilities in the Borough.
- Individuals with disabilities.
- Seven Borough Councillors, appointed bi-annually by full Council (who can send substitutes to meetings if they are unable to attend).
- Statutory organisations such as: Borough Council; Norfolk County Council; Health Authorities; Disability Employment Services; Education Services; Any other relevant organisations.

2.2 The Chair of the Forum will be elected at the Annual General Meeting and will be elected to stand annually from the seven Borough Councillors. The Vice-Chair will be a representative of people with disabilities, or a person concerned with disabilities in the Borough and will be elected to stand annually.

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3. Operation

3.1 The Forum will receive administrative support from the Secretary who shall be an officer of the Borough Council and advice and support from the Council's NRAC Auditor.

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3.2.1 The Forum will provide reports and make recommendations if necessary to any of the relevant Borough Council Panel's and Committees.

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3.3 The Forum's Constitution and Aims and Terms of Reference shall only be changed with the formal agreement of the West Norfolk Disability Forum.

Deleted: the West Norfolk Partnership Healthier Communities and Older Persons Partnership.

Deleted: Committee's

3.4 The Forum can appoint working groups comprising of Councillors and other members which shall be authorised to meet between meetings of the Forum for the purpose of providing, the Forum, the Borough Council and its Committees with advice on matters.

Deleted: Advisory Committee for People with Disabilities and the West Norfolk Partnership's Healthier Communities and Older Persons Partnership

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4. Meetings

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Deleted: May 2010

4.1 Meetings of the Forum shall be held in public unless the Forum resolve otherwise.

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4.2 The Forum will hold not less than five meetings a year in addition to its annual general meeting in accommodation provided by the Borough Council.

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4.3 The Forum will hold its annual general meeting in July. The schedule of future meetings and the Forum's Annual report will be presented to the Annual General Meeting.

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4.4 Agendas for the meetings will be published on the Borough Council's website five clear days in advance of the meeting.

5. Objectives

5.1 To promote equality for disabled people.

Deleted: people with disabilities

5.2 To provide a meeting place at which disabled people and other representatives can meet with and discuss with representatives of other organisations matters of interest or concern.

Deleted: people with disabilities

5.3 To identify the needs and requirements of disabled people in the Borough and bring these to the notice of the Borough Council and other organisations.

Deleted: people with disabilities

5.4 To determine measures by which the Forum might address those needs.

Deleted: Partnership

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5.5 To communicate its views and findings to relevant bodies and agencies.

5.6 To raise disability awareness.

5.7 To seek improved access in the Borough.

5.8 To support and promote the West Norfolk Disability Forum's Opportunity Awards Scheme.

Deleted: Advisory Committee's

5.9 To support, promote and develop the Borough Council's online access guide.

Borough Council of
**King's Lynn &
West Norfolk**



**West Norfolk Disability Forum -
Annual Report for 2010/2011**

**Presented to the Annual General
Meeting of the West Norfolk
Disability Forum on 29 July 2011**

1. Introduction

The Forum have dealt with a wide range of issues throughout the last year.

The past year has seen further changes in the Forum's reporting arrangements. Previously the Forum reported to the West Norfolk Partnerships Healthier Communities and Older Persons Partnership. A recent review of the Partnerships resulted in the Healthier Communities and Older Persons Partnership disbanding. The Forum still link in with the Partnership but now have no set reporting arrangements and will report and recommend as necessary, to whichever body, organisation or committee as required, dependent on the issue involved.

This year has also seen a change of name for the group. Previously called the Advisory Committee for People with Disabilities, on 10th November 2010, the group agreed to rename itself as the West Norfolk Disability Forum.

The Forum held a Celebrate-ability event in late 2010, which proved popular. Dependant on budgets, it is hoped to host another event in 2012.

2. Meetings

During the year, five full meetings have been held. Working Groups of the Forum have met on an ad hoc basis.

3. Matters of Concern and Key Issues/discussions from throughout the year

The Forum have dealt with a wide range of issues this year, some of which are detailed below:

(i) West Norfolk Access Guide

The West Norfolk Access Guide is now celebrating its second anniversary since its launch in 2009.

Allison Bingham has provided the Forum with statistics and information about the progress of the guide during its existence. The Forum's Visiting Working group have assisted in visiting businesses and attractions to assess their facilities before their inclusion in the guide.

(ii) Consultations/Presentations/Updates

Throughout the year the Forum have received presentations on the following:

- Presentation from Norfolk County Council Prevention Services (10.11.10)
- Presentation and information on the disabled facilities available at Lynnsport (18.01.11)
- Presentation from Care and Repair on the Warm-front initiative (18.01.11)

- West Norfolk Voluntary and Community Action provided the Forum with a DVD on Hate Crime (21.03.11)

(iii) Visit to the Vancouver Quarter

The Forum raised the issue of obstructions on the highways and invited the Vancouver Quarter Manager to one of their meetings so that they could discuss their concerns. The Vancouver Quarter Manager invited the forum to visit the area and note down their concerns in the form of the report.

A report, following the visit, has been provided to the Vancouver Quarter Manager and it is hoped that he will be able to attend a future meeting of the forum to discuss any issues.

(iv) RNIB React

The RNIB React system was officially launched in October 2010.

The System has been installed along the King's Lynn Pilgrimage Trail and involves boxes along the trail which are linked to key fobs. The fobs, which are available for a small deposit from specified Tourist attractions, will trigger the installed boxes and provide the user with details of where they were along the pilgrimage trail. The system is designed for blind and partially sighted people, but the system can also be used to provide information in other languages.

(v) Winter Weather Campaign

Throughout the year the Forum have been looking at how to promote ways of encouraging people to be more aware of vulnerable people in periods of bad weather.

The Forum have investigated and received information on the different services and information available to vulnerable people.

The Forum are going to investigate this issue further in the Autumn.

(vi) Amendments to Constitution

When the Forum started reporting into the West Norfolk Partnership Healthier Communities and Older Persons Forum, they were requested to amend the Constitution and Terms of Reference to make the group more inclusive. The West Norfolk Disability Forum agreed to proposed changes to the Constitution, which involved having no set membership of external members, instead making the group accessible to anyone who was disabled or had an interest in disabilities. The Borough Council still appoints a set amount of Councillor representatives onto the Forum.

Further minor amendments to the Constitution and Terms of Reference will be agreed at the Annual General meeting to reflect the change in name of the Forum.

(vii) General Issues

- Various highways issues, including dropped kerbs, pavements, crossings etc.
- Various Car Parking issues and the Blue Badge scheme
- 'A' Boards and obstructions in the pedestrian area of the town centre
- Problems with food rubbish being dropped in the Town Centre and guide dogs eating food off the floor. The Chairman of the Forum had a letter published in the Lynn News on this issue.

4. Working Groups

The Forum presently has established four working groups which meet on an ad hoc basis:

- Visiting Working Group – to visit attractions and assess their facilities prior to inclusion on the West Norfolk Access Guide
- Planning Applications Working Group – to discuss the implications of public access planning applications
- Opportunity Awards Working Group – to make arrangements for the awards
- Celebrate-Ability Working Group – to make arrangements for the Annual Disabilities Forum

5. Celebrate-Ability – 2010

Celebrate-Ability took place in September 2010 in the Corn Exchange in King's Lynn.

Over 24 different organisations attended the event, including a stand to promote the work of the West Norfolk Disability Forum.

Those who attended and were involved with the event had all provided positive feedback.

6. Next Year

Over the next year the Forum will continue to progress issues, such as their winter weather campaign. They will also investigate the possibility of hosting another opportunity awards ceremony and celebrate-ability event, dependent on available budgets.

The Forum will also request investigation of issues through the secretary on an ad hoc basis.

Rebecca Parker
Secretary to the West Norfolk Disability Forum
July 2011

APPENDIX 4

Draft Schedule of Meetings – 2011/2012

Wednesday 21 September 2011 – 2.30pm

Thursday 17 November 2011 – 2.30pm

Tuesday 10 January 2012 – 2.30pm

Wednesday 7 March 2012 – 2.30pm

Tuesday 22 May 2012 – 2.30pm

Thursday 19 July 2012 – 2.30pm – Annual General Meetings

Venues to be confirmed.