

## **WEST NORFOLK DISABILITY FORUM**

**Wednesday 4 September 2013 at 2.30pm**  
**in the Committee Suite, King's Court,**  
**Chapel Street, King's Lynn, Norfolk**

### **AGENDA**

1. **APOLOGIES FOR ABSENCE**

2. **MINUTES**

To confirm as a correct record the minutes of the meeting held on 22<sup>nd</sup> May 2013 (attached at appendix 1).

3. **MATTERS ARISING AND NOT COVERED ELSEWHERE ON THE AGENDA**

4. **PRESENTATION – KING'S LYNN FOODBANK**

5. **WINTER WARMER SESSION**

To receive an update from Allison Bingham

6. **SECRETARY'S CORRESPONDENCE**

7. **WORK PROGRAMME**

To consider the Forum's work programme (attached at Appendix 2).

8. **ANY OTHER BUSINESS**

9. **DATE OF NEXT MEETING**

To note that the next meeting will be held on Wednesday 20 November 2013 at 2.30pm in the Committee Suite, King's Court, Chapel Street, King's Lynn.

BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

WEST NORFOLK DISABILITY FORUM

Notes of a Meeting of the West Norfolk Disability Forum held on Wednesday 22 May 2013 at 2.30pm in the Wembley Room, Lynnsport.

**PRESENT:**

**Representing the Borough Council:** Councillors Mrs S Smeaton (Chairman), T Bubb, M Chenery of Horsbrugh, M Langwade, A Lawrence, G Sandell

**Officers:** R Parker

**Representing Disabled People:** P French (Vice Chairman), J Ablitt, W Blades, G Henshaw, G Newell, H Sismore, T Tucker

**Apologies for absence were received from:** Councillors L Allen, C Bond, G Darling, T Gilder, K Warner.

**By Invitation:** M Mitchell

		<b>ACTION</b>
1.	<b><u>MINUTES</u></b>  The Minutes from the meeting held on 20 March 2013 were agreed as a correct record.	
2.	<b><u>MATTERS ARISING</u></b>  There were none.	
3.	<b><u>FEEDBACK FROM THE TOUR OF THE BODYWORKS STUDIO AND RESULTS FROM THE CUSTOMER SURVEY</u></b>  Mark Mitchell, Bodyworks Manager, was present at the meeting to receive feedback from the Forum on the new Bodyworks Studio at Lynnsport. The Forum had conducted a tour of the Studio prior to the meeting.  Mark Mitchell explained that the new studio had been designed to be as inclusive as possible and prior to redevelopment he had consulted with users of the facility. A feedback exercise had also been carried out following the refurbishment of the new studio and	

<p>further changes had been made as necessary.</p> <p>Genene Henshaw informed those present that she had recently made enquiries into becoming a member of the facility at Lynnsport, but explained that she had been told by a member of staff that she would not be allowed to bring her guide dog into the facility. Mark Mitchell apologised to Genene Henshaw regarding the incorrect information which she had been told and he explained that Lynnsport did have a guide dog policy. He explained that there were no prohibiting factors to prevent Genene Henshaw using the facility with her guide dog. He explained that each new member was provided with a one to one consultation and induction and through this process a needs analysis could be produced and measures would be implemented to ensure that Genene Henshaw could use the facility with the aid of her guide dog.</p> <p>Mark Mitchell offered Genene Henshaw the opportunity to make an appointment to go to the Bodyworks Studio and try out the equipment with her guide dog.</p> <p>In response to a question from Councillor M Chenery of Horsbrugh, Mark Mitchell explained that Lynnsport did have a Guide Dog Policy in place, which was in the process of being updated. He explained that there was no 'off limit' areas for guide dogs and each case would be considered on its own merits with changes made as appropriate to suit each individual using the facility.</p> <p>Helen Sismore from the Guide Dogs for the Blind Association was pleased that Lynnsport was an inclusive facility and had a policy in place for guide dogs. She explained that her Association offered sighted guide training for staff as well as offering information and advice on legislation and the law relating to guide dogs.</p> <p>Helen Sismore and Mark Mitchell agreed to liaise regarding possible future training sessions for staff.</p> <p>Councillor Bubb explained that his son attended the disabled swimming session at St James Pool on a Saturday and was concerned at the lack of attendance at this session. He felt that work needed to be done to promote the session and increase attendance. Mark Mitchell agreed to pass on Councillor Bubb's concerns to the relevant Operations Manager at St James Pool.</p> <p>Councillor Lawrence suggested that the Forum make the Portfolio</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p>HS/MM</p> <p>MM</p> <p>All</p>
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	<p>Holder for Assets, Councillor David Pope, aware of any concerns they may have relating to the leisure facilities, he could then ensure that they were passed on and dealt with by the appropriate officer.</p> <p>The Chairman, on behalf of the Forum, thanked Mark Mitchell for the tour of the Bodyworks Studio and for attending the meeting.</p>	
4.	<p><b><u>MOBILITY AND SCOOTER SAFETY AWARENESS EVENT</u></b></p> <p>Teresa Tucker from Norfolk Constabulary was present at the meeting to provide the Forum with information on the Mobility and Scooter Safety Awareness Event which would be held on Monday 1<sup>st</sup> July 2013 from 10.00am to 1.00pm in the Corn Exchange in King's Lynn.</p> <p>The event was open to everyone and would promote safe use of mobility scooters.</p>	
5.	<p><b><u>OPPORTUNITY AWARDS</u></b></p> <p>The Secretary informed those present that the closing date for nominations for the 2013 award was 7<sup>th</sup> June 2013. Unfortunately so far only one nomination had been received.</p> <p>She informed the Forum that if insufficient nominations were received the awards ceremony would be deferred until next year and any nominations made for this year would be carried over.</p> <p>The Secretary agreed to inform the Forum of the situation with the awards following the close of nominations.</p>	RP
6.	<p><b><u>SECRETARY'S CORRESPONDENCE</u></b></p> <p><u>(i) Police and Crime Commissioner Focus Groups</u></p> <p>The Secretary informed the Forum that she had received an email from the office of the Police and Crime Commissioner for Norfolk explaining that they were intending on holding focus groups with disability groups and asked if this is something that the West Norfolk Disability Forum would be interested in.</p> <p>The Forum agreed that they would be interested in participating in the focus groups and the Secretary agreed to respond to the email.</p>	RP

	<p><u>(ii) Access to medical facilities</u></p> <p>The Secretary reminded those present that at the previous meeting concerns had been raised regarding access to medical treatment and facilities. She explained that she had contacted the hospital and local surgery to find out what facilities they had in place and was awaiting a response.</p> <p>Councillor M Chenery of Horsbrugh informed those present that the Health and Overview Scrutiny Committee could deal with this issue if it was felt that insufficient facilities were in place. Councillor Lawrence suggested that concerns could be forwarded to the Clinical Care Commission if required.</p> <p><u>(iii) Role of the Group</u></p> <p>The Secretary reminded those present that at the previous meeting, they had considered ways to promote the role of the West Norfolk Disability Forum. The Secretary explained that an article had now been published in the Borough Council's staff newsletter and an article had been sent to Parish Magazine editors to promote the group.</p>	All
7.	<p><b><u>WORK PROGRAMME</u></b></p> <p>The Forum considered their work programme as attached to the agenda.</p> <p>Councillor Bubb explained that he was aware that a Norfolk Disabled Parents Group was in existence and asked if they could be invited to a future meeting of the Forum to provide information on their role. The Secretary agreed to investigate.</p> <p>It was suggested that someone be invited to a future meeting of the Forum to provide information on the different types of tactile paving. The Secretary agreed to investigate.</p>	RP  RP
8.	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p><u>(i) Hospital Transport</u></p> <p>The group discussed problems faced with the lack of availability and cost of hospital transport. Councillor M Chenery of Horsbrugh explained that the West Norfolk Clinical Commissioning Group met regularly and offered a public question time at each meeting. He</p>	

	<p>suggested that concerns such as this could be raised by individuals at the meetings.</p> <p><u>(ii) Correspondence from the Forum</u></p> <p>Councillor A Lawrence referred to the issues raised at the meeting regarding Hospital Transport and access to medical facilities etc. and explained that he felt that correspondence would have more merit if they came from individuals rather than a standard letter send by the Secretary on behalf of the forum. He explained that if the same issue was raised by a number of different individuals it was likely to be given more consideration. Councillor Lawrence suggested that concerns and complaints could be sent to the Local Member of Parliament or the West Norfolk Clinical Commissioning Group if they related to healthcare.</p>	<p>All</p> <p>All</p>
<p><b>9.</b></p>	<p><b><u>DATE OF NEXT MEETING</u></b></p> <p>The next meeting of the West Norfolk Disability Forum would be the Annual General Meeting and would be held on 1<sup>st</sup> July 2013 at 2.30pm in the Corn Exchange, King's Lynn.</p>	

**The meeting closed at 3.50pm**

West Norfolk Disability Forum – Work Programme – 2013

Date of Meeting	Items
23 January 2013	<ul style="list-style-type: none"> <li>- Visit to King’s Lynn Railway Station</li> <li>- Terms of Reference</li> <li>- Feedback from Railway Station Visit</li> <li>- Opportunity Awards Arrangements</li> <li>- Support for elderly people in the winter</li> <li>- Warm and Well in Norfolk and Borough Council support schemes – T Howell</li> <li>- Reporting Arrangements – Regeneration, Environment and Community Panel</li> </ul>
20 March 2013	<ul style="list-style-type: none"> <li>- Arrangements for the Opportunity Awards on 1<sup>st</sup> July 2013 – Allison Bingham</li> <li>- Arrangements for the Winter Warmer Session – Allison Bingham</li> <li>- Progress on King’s Lynn Railway Station report – Allison Bingham</li> <li>- Presentation from Home Instead South Lincolnshire, who cover King’s Lynn and surrounds. Have spoken with <a href="mailto:tom.mcewan@homeinstead.co.uk">tom.mcewan@homeinstead.co.uk</a>.</li> </ul>
22 May 2013 (Lynnsport)	<ul style="list-style-type: none"> <li>- Tour of facilities at Lynnsport (if meeting is held at Lynnsport – to be confirmed)</li> <li>- Arrangements for the Opportunity Awards on 1<sup>st</sup> July 2013</li> <li>- Tour of the Bodyworks Studio</li> <li>- Feedback from the Bodyworks Survey – Mark Mitchell</li> </ul>
1 July 2013 – Annual General Meeting. Opportunity Awards in the evening. Venue – Corn Exchange	<ul style="list-style-type: none"> <li>- Election of Chairman and Vice Chairman</li> <li>- Annual Report</li> <li>- Schedule of future meetings</li> <li>- Genee Henshaw to speak on life with a guide dog – confirmed</li> <li>- Helen Sismore – Guidedogs – last presented to Forum on 29<sup>th</sup> November – to be confirmed</li> </ul>
4 <sup>th</sup> September 2013	<ul style="list-style-type: none"> <li>- Presentation on Blue Badge online application process – Karen O Hara – Norfolk County Council</li> <li>- Winter Warmer Session Update – Allison Bingham</li> </ul>
20 <sup>th</sup> November 2013	<ul style="list-style-type: none"> <li>- Feedback from the Winter Warmer Session on 20 September in Downham Market</li> </ul>
5 <sup>th</sup> February 2014	<ul style="list-style-type: none"> <li>- Celebrate Ability Arrangements – for summer 2014</li> </ul>
23 <sup>rd</sup> April 2014	<ul style="list-style-type: none"> <li>-</li> </ul>
2 <sup>nd</sup> July 2014 (Annual	<ul style="list-style-type: none"> <li>- Election of Chairman and Vice Chairman</li> </ul>

General Meeting)	- Annual Report - Schedule of future meetings
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Future possible presentations:

- West Norfolk Community Transport Project – presentation re Dial-a-bus and Shopmobility. Email: [enquiries@wnct.co.uk](mailto:enquiries@wnct.co.uk)
- West Norfolk Deaf Association
- Presentation on Respite Care available in West Norfolk – identified 20<sup>th</sup> March 2013
- Norfolk Disabled Parents Group – invite rep to future meeting – 22<sup>nd</sup> May
- Tactile Pavements – 22<sup>nd</sup> May 2013