

WEST NORFOLK DISABILITY FORUM

Wednesday, 19th July, 2017 at 2.30 pm in the Committee Suite, King's Court, Chapel Street, King's Lynn

AGENDA

1. **APPOINTMENT OF CHAIRMAN**
2. **APPOINTMENT OF VICE CHAIRMAN**
3. **NOTIFICATION OF BOROUGH COUNCIL REPRESENTATIVES TO SERVE ON THE FORUM**
4. **APOLOGIES FOR ABSENCE**
To note any apologies for absence.
5. **MINUTES FROM THE PREVIOUS ANNUAL GENERAL MEETING** (Pages 2 - 7)
To confirm as a correct record the minutes from the previous Annual General meeting.
6. **MATTERS ARISING AND NOT COVERED ELSEWHERE ON THE AGENDA**
7. **SECRETARY'S CORRESPONDENCE**
8. **ANNUAL REPORT** (Page 8)
9. **WORK PROGRAMME**
To consider potential items for addition to the Work Programme.
10. **ANY OTHER BUSINESS**
11. **DATE OF THE NEXT MEETING**
Wednesday 20th October 2017 at 2.30pm, venue to be confirmed.

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

WEST NORFOLK DISABILITY FORUM

**Minutes of the Meeting of the above held on Wednesday, 20th July, 2016
at 2.30 pm in the Town Hall, Saturday Market Place, King's Lynn**

PRESENT:

Councillor Anthony Bubb	- Borough Councillor
Councillor Mrs Susan Fraser	- Borough Councillor
Councillor Baron Chenery of Horsbrugh	- Borough Councillor
Councillor Miss Samantha Sandell	- Borough Councillor
Councillor Sandra Squire	- Borough Councillor
Allison Bingham	- Borough Council
Laura Eke	- Borough Council
Kiley Holden	- Borough Council – Care and Repair
Genene Henshaw	- Guide Dogs
Helen Sismore	- Guide Dogs
Emily Carter	- Norfolk Police
Julie Manning	- Stroke Association
Jackie Norton-Jones	- Parkinsons
Karan McKerrow	- National Autistic Society West Norfolk
Thomas Sutcliffe	- National Autistic Society West Norfolk
Frances Singleterry	- West Norfolk Older Persons Forum
Kathy Warner	- Phobbies
June Leamon	- West Norfolk Patient Partnership
Polly Norman	- Disabled Person
David Norman	- RBL

1	<u>APPOINTMENT OF CHAIRMAN</u>	
	AGREED: Councillor T Bubb was appointed Chairman of the Forum for 2016-2017.	
2	<u>APPOINTMENT OF VICE CHAIRMAN</u>	

	AGREED: Mrs J Leamon was appointed Vice Chairman of the Forum for 2016-2017																							
3	<u>NOTIFICATION OF BOROUGH COUNCIL REPRESENTATIVES TO SERVE ON THE FORUM</u> The Borough Councillors listed below were appointed at Annual Council to the West Norfolk Disability Forum for 2016/2017: Councillor A Lawrence Councillor Miss S Sandell Councillor S Fraser Councillor A Tyler Councillor T Bubb Councillor M Horsbrugh Councillor S Squire																							
4	<u>APPOINTMENT OF TEN NON-COUNCIL REPRESENTATIVES TO SERVE ON THE FORUM</u> The following non-council representatives were appointed to serve on the Forum for the Municipal Year 2016/2017: <table><tr><td>Helen Sismore</td><td>Guide Dogs</td></tr><tr><td>Genene Henshaw</td><td>Guide Dogs</td></tr><tr><td>Julie Manning</td><td>Stroke Association</td></tr><tr><td>Jackie North-Jones</td><td>Parkinsons</td></tr><tr><td>Polly Norman</td><td>Disabled Person</td></tr><tr><td>David Norman</td><td>RBL</td></tr><tr><td>Karan McKerrow</td><td>NAS West Norfolk</td></tr><tr><td>Thomas Sutcliffe</td><td>National Autistic Society West Norfolk</td></tr><tr><td>Frances Singleterry</td><td>West Norfolk Older Persons Forum</td></tr><tr><td>Kathy Warner</td><td>Phobbies</td></tr><tr><td>June Leamon</td><td>West Norfolk Patient Partnership</td></tr></table>	Helen Sismore	Guide Dogs	Genene Henshaw	Guide Dogs	Julie Manning	Stroke Association	Jackie North-Jones	Parkinsons	Polly Norman	Disabled Person	David Norman	RBL	Karan McKerrow	NAS West Norfolk	Thomas Sutcliffe	National Autistic Society West Norfolk	Frances Singleterry	West Norfolk Older Persons Forum	Kathy Warner	Phobbies	June Leamon	West Norfolk Patient Partnership	
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Frances Singleterry	West Norfolk Older Persons Forum																							
Kathy Warner	Phobbies																							
June Leamon	West Norfolk Patient Partnership																							
5	<u>APOLOGIES FOR ABSENCE</u> An apology for absence was received from Lucy McDowie – Care and Repair (substitute – Kiley Holden).																							
6	<u>MINUTES FROM THE PREVIOUS MEETING</u> AGREED: The Minutes from the West Norfolk Disability Forum Annual General Meeting held on 22 July 2015 were agreed as a correct record.																							
7	<u>MATTERS ARISING AND NOT COVERED ELSEWHERE ON THE AGENDA</u>																							

	None.	
8	<p><u>EVENTS UPDATE</u></p> <p>Allison Bingham provided an update as set out below.</p> <p><u>Opportunity Awards – June 2016</u></p> <p>The Opportunity Awards held in June 2016 had proved successful and an article had been published in Your Local Paper.</p> <p>The Forum expressed thanks to Allison Bingham for organising the event.</p> <p>Allison Bingham advised the Forum that discussions were being held with Portfolio Holders at the Borough Council regarding future Awards Events to determine whether the Opportunity Awards would be combined as part of a bigger corporate event, or whether it would continue to be held as a standalone event. The next Opportunity Awards Ceremony would be held in 2018.</p> <p><u>Celebrate Ability</u></p> <p>The Forum was invited to put forward ideas/how the event would be advertised to Allison Bingham.</p> <p><u>Paralympics - Disability Sports Day, 27 September 2016 – Lynnsport</u></p> <p>Allison Bingham provided information on the above event and discussions which had taken place with the Borough Council's Sports Development Officer.</p> <p>It was explained that free events would be offered and if sufficient interest was shown clubs could potentially be developed for specific sports.</p> <p>Those present were invited to consider whether the Forum wished to be involved with the event, for example, by assisting with advertising, volunteering on the day or contributing prizes.</p> <p>AGREED: Allison Bingham to discuss how the Forum could assist with the Borough Council's Sports Development Officer and email a response to the Forum direct.</p>	AB
9	<p><u>MOBILITY SCOOTER EVENT</u></p> <p>Allison Bingham reported than a response was awaited from the Police at Wymondham. It was noted that the Forum would pay for the venue and the Police would undertake the training.</p>	

	<p>Mrs Leamon enquired if participants could be awarded a badge to display on their vehicle following the training course, in order that members of the public could be made aware that mobility vehicle drivers had undertaken training.</p> <p>Allison Bingham advised that that last national campaign had been held in Holt in May 2016.</p> <p>The Chairman, Councillor Bubb suggested that the training event be published in Your Local Paper.</p>	
10	<p><u>RECRUITMENT DRIVE</u></p> <p>The Chairman, Councillor Bubb commented that the next scheduled meeting on 15 September 2016 at Park House would be used for the recruitment drive event and suggested that the Mayor, Your Local Paper and the Leader be invited to attend.</p> <p>The purpose of the event would be to hold a social gathering to attract new Members to join the West Norfolk Disability Forum.</p> <p>A printed invitation would be designed to circulate to guests.</p> <p>AGREED: The Forum was invited to forward a list of attendees to Allison Bingham/ Rebecca Parker by no later than 15 August 2016.</p>	Forum AB
11	<p><u>FEEDBACK FROM REPRESENTATIVES WHO ATTENDED THE KING'S LYNN AREA CONSULTATIVE COMMITTEE MEETING ON 12TH JULY 2016</u></p> <p>It was noted that no representatives from the West Norfolk Disability Forum attended the King's Lynn Area Consultative Committee meeting on 12 July 2016.</p>	
12	<p><u>ANNUAL REPORT</u></p> <p>Allison Bingham presented the report which was circulated with the Agenda.</p> <p>AGREED: The Forum's Annual Report was approved.</p>	
13	<p><u>SECRETARY'S CORRESPONDENCE</u></p> <p>To be reported at the next meeting of the Forum.</p>	RP
14	<p><u>WORK PROGRAMME</u></p>	

	users of the equipment contact Mark Mitchell direct. The concerns of the Forum would also be forwarded to the Lynnsport Manager.	AB
17	<p><u>DATE OF THE NEXT MEETING</u></p> <p>The Recruitment Drive event of the West Norfolk Disability Forum would take place on Thursday 15 September 2016 at 1.30 pm, Park House, Sandringham.</p> <p>An additional meeting would be scheduled for October 2016. Date to be advised.</p>	AB

The meeting closed at 3.55 pm

**WEST NORFOLK DISABILITY FORUM
ANNUAL REPORT 2017/2017**

Presented to the Annual General Meeting on 19th July 2017

1. Introduction

The West Norfolk Disability Forum reports to the Borough Council's Environment and Community Panel. The Panel can task the Forum with work and request update reports as required. An update was provided to the Panel by the Chairman of the West Norfolk Disability Forum in March 2017.

2. Meetings

In 2016/2017 three meetings of the West Norfolk Disability Forum were held on the following dates:

20th July 2016 – Annual General Meeting
25th January 2017
18th April 2017

In addition to the three meetings, the Chairman arranged an event in September 2016 at Park House Hotel, Sandringham. The aim of the event was to encourage more individuals and organisations to take part in the Forum.

3. Matters of Concern and key issues/discussions throughout the year.

Members of the Forum have raised concerns throughout the year relating to the King's Lynn Bus Station. Issues have been forwarded onto the relevant officers as appropriate.

During the year the Forum have received information on the following:

- Access to services for people with disabilities at the Queen Elizabeth Hospital
- West Norfolk Community Transport Project

The Forum were also consulted on DDA play equipment that a Parish Council had asked to be installed in a play area.

The Environment and Community Panel also referred a discussion item to the Panel on urban facilities, enhancements and street furniture.

Rebecca Parker
Democratic Services Officer
July 2017