## 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 **Borough Councillor** 

Horsbrugh

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

West Norfolk Older Persons Forum Frances Singleterry

Kathy Warner Phobbies

June Leamon West Norfolk Patient Partnership

Polly Norman Disabled Person

David Norman RBL

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

	<b>AGREED:</b> Mrs J Leamon was appointed Vice Chairman of the Forum for 2016-2017	
3	NOTIFICATION OF BOROUGH COUNCIL REPRESENTATIVES TO SERVE ON THE FORUM	
	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	APPOINTMENT OF TEN NON-COUNCIL REPRESENTATIVES TO SERVE ON THE FORUM	
	The following non-council representatives were appointed to serve on the Forum for the Municipal Year 2016/2017:	
	Helen Sismore Genene Henshaw Julie Manning Jackie North-Jones Polly Norman David Norman Karan McKerrow Thomas Sutcliffe Frances Singleterry Kathy Warner June Leamon Guide Dogs Guide Dogs Guide Dogs Guide Dogs France Sudde Dogs France Single Parkinsons Parkinsons Parkinsons Parkinsons Parkinsons Parkinsons Parkinsons NAS West Norfolk Person West Norfolk West Norfolk Patient Partnership	
5	APOLOGIES FOR ABSENCE	
	An apology for absence was received from Lucy McDowie – Care and Repair (substitute – Kiley Holden).	
6	MINUTES FROM THE PREVIOUS MEETING	
	<b>AGREED:</b> The Minutes from the West Norfolk Disability Forum Annual General Meeting held on 22 July 2015 were agreed as a correct record.	
7	MATTERS ARISING AND NOT COVERED ELSEWHERE ON THE AGENDA	

	None.	
8	EVENTS UPDATE	
	Allison Bingham provided an update as set out below.	
	Opportunity Awards – June 2016	
	The Opportunity Awards held in June 2016 had proved successful and an article had been published in Your Local Paper.	
	The Forum expressed thanks to Allison Bingham for organising the event.	
	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.	
	Celebrate Ability	
	The Forum was invited to put forward ideas/how the event would be advertised to Allison Bingham.	
	Paralympics - Disability Sports Day, 27 September 2016 – Lynnsport	
	Allison Bingham provided information on the above event and discussions which had taken place with the Borough Council's Sports Development Officer.	
	It was explained that free events would be offered and if sufficient interest was shown clubs could potentially be developed for specific sports.	
	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.	
	<b>AGREED:</b> 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.	AB
9	MOBILITY SCOOTER EVENT	
	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.	

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	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.	
	Allison Bingham advised that that last national campaign had been held in Holt in May 2016.	
	The Chairman, Councillor Bubb suggested that the training event be published in Your Local Paper.	
10	RECRUITMENT DRIVE	
	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.	
	The purpose of the event would be to hold a social gathering to attract new Members to join the West Norfolk Disability Forum.	
	A printed invitation would be designed to circulate to guests.	
	<b>AGREED:</b> The Forum was invited to forward a list of attendees to Allison Bingham/ Rebecca Parker by no later than 15 August 2016.	Forum AB
11	FEEDBACK FROM REPRESENTATIVES WHO ATTENDED THE KING'S LYNN AREA CONSULTATIVE COMMITTEE MEETING ON 12TH JULY 2016	
	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.	
12	ANNUAL REPORT	
	Allison Bingham presented the report which was circulated with the Agenda.	
	AGREED: The Forum's Annual Report was approved.	
13	SECRETARY'S CORRESPONDENCE	
	To be reported at the next meeting of the Forum.	RP
14	WORK PROGRAMME	

	A Work Programme would be circulated with the Agenda for the next meeting of the Forum.	
	Members of the Forum were invited to put forward items for inclusion on the Work Programme for 2016/2017.	Forum
	Allison Bingham advised of the following items to be scheduled in the Forum's Work Programme:	
	<ul> <li>Town Wide App – Allison Bingham provided background information on the development of the App and suggested that the three or four volunteers from the Forum trial the App. Allison Bingham to check if headphones were available.</li> <li>Skateboard Shed at Lynnsport – Allison Bingham suggested officers be invited to attend a future meeting (October) to provide an overview of the facilities available.</li> <li>Autism Accreditation Project.</li> </ul>	AB AB
15	SCHEDULE OF FUTURE MEETINGS	
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	<b>AGREED:</b> The schedule of future meetings was agreed as set out in the Agenda. The Chairman, Councillor Bubb requested than an additional meeting be scheduled in October 2016.	RP
16	ANY OTHER BUSINESS	
	Bus Station Toilets  In response to questions and comments, Allison Bingham advised that a Tour of the Bus Station would be scheduled into the Work Programme following the completion of the car park repairs.	
	<b>AGREED:</b> Allison Bingham confirmed that any previous comments had been forwarded to the Borough Council's Depot and undertook to contact relevant officers to check on progress.	AB
	A Boards	
	Polly Norman made reference to the number of A Boards in the town centre, particularly outside Café Mocha in New Conduit Street and circulated photographs.	
	<b>AGREED:</b> Allison Bingham undertook to discuss the issues raised with the relevant Borough Council officers.	AB
	Toning Tables, Lynnsport	
	In response to comments made regarding the position and condition of the toning tables, Allison Bingham suggested that the individual	

	users of the equipment contact Mark Mitchell direct. The concerns of the Forum would also be forwarded to the Lynnsport Manager.	AB
17	DATE OF THE NEXT MEETING	
	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.	
	An additional meeting would be scheduled for October 2016. Date to be advised.	AB

The meeting closed at 3.55 pm