

IN ACCORDANCE WITH THE STATUTORY REQUIREMENTS OF THE LOCAL GOVERNMENT ACT 1972 SCHEDULE 12 PARAGRAPH 26(2) [A] (ADMISSIONS TO MEETINGS) SECTION 1(4)

NOTICE IS GIVEN THAT A COMMUNITY, ECONOMY AND TOURISM COMMITTEE MEETING OF CULLOMPTON TOWN COUNCIL WILL BE HELD AT THE TOWN HALL, CULLOMPTON ON THURSDAY, 27 OCTOBER 2022 AT 7:00PM

MEMBERS OF THE PUBLIC HAVE THE RIGHT TO ATTEND UNLESS A SPECIFIC DECISION HAS BEEN TAKEN TO PROHIBIT THEM

## **PUBLIC SESSION**

For 15 minutes prior to the commencement of the meeting, members of the public are invited to question the Council on local issues etc. Questions will be answered by The Chair, The Chairs of the Standing Committees or Clerk. These persons will reserve the right to postpone making an answer until the following meeting in order to take advice or undertake research.

During this time, outstanding answers from previous meetings will be delivered.

# TO THE CHAIR AND COUNCILLORS CULLOMPTON TOWN COUNCIL

YOU ARE HEREBY SUMMONED TO ATTEND A COMMUNITY, ECONOMY AND TOURISM COMMITTEE MEETING 27 OCTOBER 2022

**Chair:** Councillor M Dale.

**Membership:** K Haslett, S Holvey, J Johns, G Guest.

# **AGENDA**

- 1. Apologies for absence
- 2. Declaration of financial interest or personal connection
- 3. Officers Reports

Receive:

A progress report on ongoing projects (Supporting Paper A).

4. Minutes

There are no Minutes to adopt.

5. Financial Matters

Note and recommend:

- a. Finance Report (Supporting Paper B).
- b. Budgets for the Financial Year 2023-24 for the Committee budget lines (Supporting Paper C).

# 6. Hanging Baskets

Resolve:

a. To purchase an additional 28 hanging baskets to take the total to 40 at a cost of £20-£30 each (total £560-840).

# 7. Emergency Plan

Discuss:

Provision and storage of equipment in relation to Cullompton Town Council's Emergency Plan (Supporting Paper D).

# 8. 3-Weekly Bin Collection

Note and Respond:

Respond to the email response from MDDC with regard to 3-weekly non-recyclable refuse collections in Cullompton (Supporting Paper E).

# 9. Youth Services

Debate and Resolve:

Cullompton Youth Community Development Proposal – [Draft] Partnership Agreement (Supporting Paper F).

# 10. Coronation Strategy

Discuss:

To discuss a strategy for the celebration of the Coronation of King Charles III.

# 11. S106 Working Group Update

Note:

An update from the s106 Working Group.

## 12. Bench Consultation

Debate and Resolve:

**Motion** that the community is consulted on the placement of benches within the Parish.

Francesca Pridding *PSLCC*Locum Town Clerk/RFO

Cullompton Town Council
Town Hall
1 High Street
Cullompton
EX15 1AB
01884 38249

town.clerk@cullomptontowncouncil.gov.uk

## COMMUNITY, ECONOMY AND TOURISM COMMITTEE

#### **OFFICER'S REPORT**

## **Christmas Lights**

The lights are in hand. There is no date, as yet, for installation and the quotation for the renewal of the infrastructure in High Street is being finalised. DCC will be installing a power supply into lighting column 7 (together with the removal for the unused hanging basket bracket) and Ingleby House has consented to having a junction box on the exterior of there premises.

When installation is complete, the Assistant Town Clerk, Outdoor Supervisor and members will be invited to see the installation in place and lit.

#### Santa's Grotto

Planning is underway. The Grotto is planned to be open from 1000 until 1400 on Saturday 26 November 2022; Councillor M Dale has a potential Santa sourced and the Assistant Town Clerk has requested that Councillor M Smith is a second although no definitive response has yet been received.

Councillor M Dale is liaising with Tesco for the supply of selection boxes to give as gifts and is awaiting a response from them regarding what they are able to donate and what will have to be purchased.

Councillor J Johns, Nick Savage and the Scouting organisation will be elving on the day and help will be required to set up and decorate the grotto in the hall. Some materials will be required but the are, largely, inexpensive.

It is not intended to run a booking system as it was considered very difficult and time consuming to administer last year.

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# **Cullompton Town Council Current Year**

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# Detailed Income & Expenditure by Budget Heading 21/10/2022

Month No: 6

# **Committee Report**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community, Economy & Tourism								
Community Wellbeing Miscellane								
Community Engagement	0	0	100	100		100	0.0%	
Christmas Lights	0	0	15,000	15,000		15,000	0.0%	
Christmas Event	0	0	4,000	4,000		4,000	0.0%	
Play Area Running Expenses	(2,356)	0	0	0	795	(795)	0.0%	
Community Wellbeing Committee	0	174	1,500	1,326		1,326	11.6%	
Community Events	0	3,067	6,000	2,933		2,933	51.1%	
Public Rights of Way EMR 350	0	0	0	0	350	(350)	0.0%	
Community Wellbeing Miscellane :- Indirect Expenditure	(2,356)	3,242	26,600	23,358	1,145	22,213	16.5%	0
Net Expenditure	2,356	(3,242)	(26,600)	(23,358)				
Town Centre								
Hanging Baskets	0	25	320	295			7.8%	
Street Market Income	0	35	500	465			7.0%	
St Andrews car park income	1,500	0	5,500	5,500			0.0%	
Town Centre :- Income	1,500	60	6,320	6,260			0.9%	0
CCTV	0	75	600	525		525	12.5%	
St Andrew's Car Park	(3,361)	0	0	0	960	(960)	0.0%	
Town Maintenance	(6,171)	24	0	(24)	707	(732)	0.0%	
Grass/Verge Cutting	582	0	0	0	3,494	(3,494)	0.0%	
Public Convenience Running Exp	(2,622)	0	0	0		0	0.0%	
Outdoor Market expenses	0	853	3,000	2,147	89	2,059	31.4%	
Tourism & Economic Development	0	0	1,000	1,000		1,000	0.0%	
Market (link to EMR 320)	0	70	0	(70)		(70)	0.0%	
Town Centre :- Indirect Expenditure	(11,572)	1,022	4,600	3,578	5,250	(1,672)	136.4%	0
Net Income over Expenditure	13,072	(962)	1,720	2,682				
Public Rights of Way								
Public Rights of Way	0	400	0	(400)			0.0%	
Public Rights of Way :- Income	0	400	0	(400)				0
Net Income	0	400	0	(400)				
<u>Youth Services</u>								
Youth Services	0	650	19,000	18,350		18,350	3.4%	
Youth Services :- Indirect Expenditure	0	650	19,000	18,350	0	18,350	3.4%	0
Net Expenditure	0	(650)	(19,000)	(18,350)				

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# **Cullompton Town Council Current Year**

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10:03

# Detailed Income & Expenditure by Budget Heading 21/10/2022

Month No: 6

# Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community, Economy & Tourism :- Income	1,500	460	6,320	5,860			7.3%	
Expenditure	(13,928)	4,914	50,200	45,286	6,395	38,891	22.5%	
Movement to/(from) Gen Reserve	15,428	(4,454)						
Grand Totals:- Income	1,500	460	6,320	5,860			7.3%	
Expenditure	(13,928)	4,914	50,200	45,286	6,395	38,891	22.5%	
Net Income over Expenditure	15,428	(4,454)	(43,880)	(39,426)				
Movement to/(from) Gen Reserve	15,428	(4,454)						

# COMMUNTY, ECONOMY AND TOURISM COMMITTEE

Christmas Lights	_		_	•	2023/24 Officer Rec
	£ 11,618.00	£ 20,000.00	£ 15,000.00		£ 17,000.00

Committee Recommendation:

Officer Recommendation: Quotation for c£13,000 for installation of High Street in 2023; increase to allow the dressing of the 6 trees at the front of the Hayridge car park with a small contingency.

•	•		•	2023/24 Officer Rec
£ 3,782.00	£ 4,000.00	£ 4,000.00		£ 4,000.00

Committee Recommendation:

Officer Recommendation: To provide grants to community groups

2021/22 Actual		2022/23 Est.		2022/23 Budget		-	2023/24 Officer Red	O
£ 99	00.0	£	-	£	-		£	-

Committee Recommendation:

Officer Recommendation:

2021/22 Actual	202 Est.	•	202 Bud	•	-	2023 Offic	/24 er Rec
£ -	£	3,500.00	£	6,000.00		£	6,000.00

Committee Recommendation:

Officer Recommendation: For grants tto community groups to facilitate community events including funding and administering road closures.

•	•	•	•	2023/24 Officer Rec
£ -	£ 1,000.00	£ 3,000.00		£ 2,000.00

Committee Recommendation:

Officer Recommendation: Although there is an EMR for gazebo replacement, there may be incidental expenses such as replacement of signage and flags.

-	•	•	_	2023/24 Officer Rec
£ 18,353.00	£ 650.00	£ 19,000.00		£ 20,000.00

Committee Recommendation:

Officer Recommendation: Until the way forward with Youth Services and how they are provided is found, such services should be budgeted for; if it is unspent, it can be reallocated or placed into EMR.

•	•	_	•	2023/24 Officer Rec
£ 10,254.00	£ -	£ 1,500.00		£ 1,500.00

Committee Recommendation:

Officer Recommendation: Large spend in 2021/22 due to Welcome Back Fund spend (notice board and pavement cleaning) offset by a £10,000 grant from central Government paid via MDDC.

•	•	•	•	2023/24 Officer Rec
£ -	£ -	£ 2,000.00		£ 2,000.00

Committee Recommendation:

Officer Recommendation: To purchase additional hanging baskets and to purchase plants for staff to plant.

	•	· ·	•	2023/24 Officer Rec
£ -	£ -	£ 500.00		£ 500.00

Committee Recommendation:

Officer Recommendation: To facilitate community engagement exercises including newsletter and annual report.

#### EMAIL CORRESPONDENCE FROM MDDC RELATING TO 3-WEEKLY WASTE COLLECTIONS

PROPOSAL – Review Meeting with Cullompton Town Centre re 3 weekly bin collections and potential options to help with transition to new scheme (and its implementation)

Following our Cabinet Update meeting on August 8 2022 where we committed to offer all Town Councils a meeting to assess how we enable effective implementation of 3 weekly bin collections in town centres, Cullompton Town Council met with both the Cabinet Member for MDDC Cllr Colin Slade and Street Scene Operatives on Thursday 8 September 2022. In this meeting concerns were expressed over:

- Lack of storage capacity in Cullompton Town Centre properties.
- Litter and black bags being left out on town centre roads regularly.
- The above and black bins causing health and safety issues in terms of resident access and pedestrians being able to walk down pavements safely due to their narrowness.

During the meeting options were put forward by the town councillors to help with the transition to three weekly bin collections on October 10 2022. These included a pilot of weekly recycling to help residents understand how to increase their recycling and decrease their residual waste as well as more ad hoc residual collections to ensure waste did not unnecessarily accumulate on narrow town centre pavements.

Following discussions, Street Scene can consider the following to assist with the move to 3 weekly bin collections in Cullompton town centre:

- A focused package of education and soft enforcement for the residents of Cullompton town centre to help ensure that they recycle as much material as possible (and that they have all of the necessary containers to be able to do this).
- Black bins to be collected early in the morning (before 7am) to help residents move their bin back to the place of storage and minimise the presence of potential hazards to residents walking along narrow pavements.
- Regular weekly patrols from District Officers in the Environment Enforcement team in Cullompton Town centre to both identify problem areas early as well as potential cases of fly tipping.
- Following receipt of reports from the above patrols ad hoc collections to be carried out to help
  ensure waste and litter left on the streets is both collected but also enforcement action is taken
  where appropriate.
- A paper to be taken to Cabinet in November 22 to outline options around future potential
  implementation of weekly recycling (including costs to the Council) and a prospective trial of
  how a scheme would work to help assess its potential impact on the Districts recycling rates and
  general suitability.

Matthew Page, Corporate Manager for People, Governance and Waste September 22

#### **EMERGENCY PLAN**

## **Background**

Cullompton, following the flooding in November 2012, rewrote its Emergency Plan. This plan details the response that will be made by Cullompton Town Council in the event of an emergency; in short, the only substantive action that the council can take is to open a very temporary rest centre for those who may have to evacuate from their dwelling in the event of a fire or flood incident and until alternative arrangements can be made by the Local Housing Authority, Devon County Council or the individual's insurance company and to provide detailed local knowledge to emergency responders.

Crucially, the council would not be required to provide substantive personnel, expertise (other than local knowledge) or equipment to facilitate direct action in relation to the incident itself as it has neither the equipment, expertise or personnel to do so; this is the job of the emergency responders be they the Police, Fire Service, Ambulance Service, Environment Agency or other governmental or non-governmental organisations in isolation or collaboration.

In all major emergency events, the council will be required to do nothing until requested to do so by the responding authorities at which time it will do nothing more than provide the facilities and/or local knowledge requested, for example, providing a base from which these organisations can operate or a very temporary evacuation centre at the Town Hall. A broadband connection is available and this can be used to provide communications in conjunction with the equipment provided to the Agencies operating from the Town Hall; all of the Emergency Services have their own, secure, communication systems and there will be no necessity to provide additional telephone lines. The council will also provide updates via its own website and Facebook news feed as well as providing sign posts to further information as necessary.

# **Equipment Provision**

In 2015, grant funding was obtained from Devon County Council to make some provision in the case of emergencies. The following equipment was purchased:

# **Outdoors:**

- 20' ISO Shipping Container; this contains emergency equipment as well as being used for general storage.
- 100 Filled sandbags<sup>1</sup>.

## For the Town Hall:

- 2 X-Frame beds.
- 1 Privacy screen.
- 9 Hi Visibility Jackets in various sizes.
- 15 Hi Visibility Vests in various sizes.
- 18 Foil Blankets.

These are no longer available for use having degraded over time. It is considered that, in line with Environment Agency and MDDC policy, sand bags should not be provided from public resources for the purposes of property protection for the following reasons:

- It is impractical to store sufficient sandbags to provide for all households that might need them. In the region of 16 sandbags are required to adequately defend each access point against flowing flood water for each premises to be protected and in excess of 100 properties were impacted in the 2012 flood event; more are required for patio and French doors. It is the same rationale behind the Fire Service not pumping out individual premises; if they provide pumping facilities to one household, they are bound to provide for all and it takes an asset away from another tasking and requires an unreasonable level of prioritisation on behalf of the Fire Service.
- MDDC will take actions to defend their own housing stock at risk of flooding, largely located at Knightswood, by installing temporary flood boards to access points. Private householders have had more than sufficient time to implement their own flood defence measures to protect their own asset.
- Correctly installed sandbags provide some protection for properties against moving water such as surface water run
  off. The majority of affected properties in 2012 were impacted by rising water (Knightswood, Chestnut Avenue,
  Meadow Lane, Rivermead, Brook Road) against which sandbags are of very limited use as they are not waterproof
  barriers.

Torches.

Latex gloves. It has been noted that latex free gloves should be purchased in future.

Various stationery and hygiene items.

# Likely Activation of the Emergency Plan

At the time of the last major emergency<sup>2</sup>, Town Council members and staff accompanied other authorities in order to advise on evacuation by visiting properties affected or likely to be so; it is envisaged that this will be the limit of staff and member involvement in any future major flooding event with the exception of the erection of the flood defence barrier at the junction of Chestnut Avenue and Duke Street. It has been constructed by the Environment Agency and it has been agreed that, where possible, Town Council staff will erect it on receipt of instruction to do so by the Environment Agency or on issue of a Flood Warning. In the event that prolonged heavy rain is forecast, Officers will liaise with the Environment Agency to establish a line of communication; should staff not be available to erect the flood barrier, residents have received instruction on how to do so themselves.

The barrier at Rivermead/Chestnut Avenue, including the removable portion across the junction of Chestnut Avenue and Duke Street, is designed to protect against 1 in 60 flooding; this is no longer defined as a 1 in 60-year event but a 1 in 60-occurrence of prolonged heavy rainfall as such instances may increase as a result of climate change<sup>3</sup>. Very infrequent heavy snowfall may also occur; the last instance was the winter of 2009/10 resulting in significant, countrywide, disruption due to heavy snowfall.

Other emergencies may not be forecast and far less frequent than flooding or snowfall in the town<sup>4</sup>. In order for the Town Council to be involved in any capacity, any of these would have to occur in the immediate vicinity of Cullompton and then only if assistance is requested by the emergency response services. In all cases, a rest centre is unlikely to be required unless some means of transporting those who may require it from the incident site to the Town Hall can be found and implemented and it is likely that the response services will have priorities other than transporting motorway users away from the scene.

Report Author: The Assistant Town Clerk.

Report Date: 08/08/2022

Flooding of low-lying areas of Cullompton in November 2012.

in 2012, the damage was caused by two instances of significant rainfall three days apart with the first occurrence unable to drain before the second arrived.

Such instances may include serious road traffic collisions *at* Junction 28 of the M5 motorway, serious incidents on the railway line and incidents involving aviation assets.

## Cullompton Youth Community Development Proposal - [Draft] Partnership Agreement between:

George Munn, Chair of Trustees, John Tallack Centre
Sue Robinson, Chair of Town Team, Cullompton Town Council
James Buczkowski, Mayor, Cullompton
Matt Dale, Chair of Committee & Welfare, Cullompton Town Council
Daisy Robinson, Chair of Culm Valley Youth Forum & Social Prescribing Lead, Culm Valley PCN
Tamsin Phelvin, Mid Devon Community Engagement Lead, Active Devon
TBC, Chief Officer, Involve Mid Devon
TBC, Partnerships Manager, Space Devon

#### **Background & Rationale**

The John Tallack Centre (JTC) charity aims to provide a community centre and to facilitate education, activities and wellbeing of the community in particular young people. The trustees are responsible for maintenance of the building and currently have a number of organisations who contract to use the space. The building has just been refurbished and offers a number of rooms and facilities as well as outside space. The trustees wish to support the use of JTC for the provision of sustainable youth clubs and activities/opportunities for young people in the Cullompton area.

Cullompton Town Council Youth Services Working Group (YSWG) are working to deliver the Cullompton Youth Strategy (2019-2024) (here). Since the withdrawal of DCC/DYS funding for youth services in Cullompton, the council has committed an annual fund to contract a twice weekly youth club at JTC. Past providers have experienced challenges in delivery in the context of ongoing recruitment issues and the unique geography of the centre. No youth clubs have been delivered since December 2021.

**Cullompton Town Team** support community wellbeing and have recently applied for funding to support work / employment / training opportunities for young people.

**Involve Mid Devon** hosts a number of community builders / volunteer coordinators in partnership with local health & social care organisations to deliver health & wellbeing activities for Culm Valley. **Culm Valley Primary Care Network (PCN)** are a group of 5 GP practices, 2 of which are based in Cullompton, are entering the second year of funding an 11-18 social prescribing service which offers young people up to 6 sessions of 1-1 support to support engagement in peer support & wellbeing activities.

**Space Devon** are experienced providers of youth services and hold a DCC contract for Youth Centres and local outreach work. Space & VOYC work with partners to develop sustainable local provider solutions for youth services. Space and Young Devon, co-host the PCN Youth Link Worker service. **Active Devon** work with partners to support community development in particular encouraging activity and movement to support health & wellbeing. They support local partnerships and organisations to apply for funding for example the Together fund which aims to reduce health inequity through provision of movement-based activities to disadvantaged groups including those with LTCs including Mental Health, lower socioeconomic groups, and carers.

**Culm Valley Youth Forum (CVYF),** created in 2019, is an informal partnership of local authority, VCSE, education & health, who aim to bring people together around a shared vision to champion the voice of young people and to facilitate innovative local projects to improve local CYP wellbeing.

# **Our Shared Priorities**

- 1. All parties wish to work together on a collaborative asset-based community development approach to health and wellbeing for Cullompton (and surrounding areas) with a focus on young people's health and wellbeing.
- 2. All parties wish to support the sustainable delivery of youth clubs, activities and opportunities for the Culm Valley Social Prescribers to refer young people into.

- 3. All parties are willing to contribute seed funding to pilot a new model over three years, to attract investment from donors who wish to support young people and families in the town.
- 4. All parties are committed to working openly and honestly together, taking a curious and creative approach to the development of a sustainable local offer for young people.

## The challenge

- 1. Prior models for Cullompton youth provision were 'youth club delivery' services contracted to external providers from outside the local area. There was limited scope for providers to work outside contracted delivery targets and respond flexibly to local needs or the local Youth Strategy. The numbers supported /attending youth clubs was historically low which represented poor value for money for local funders. Providers terminating contracts early led to inconsistent provision for local young people, who experienced disruption in access to support and peer group activities and a degree of loss of trust in these services over time.
- 2. All parties are aware of a rise in antisocial behaviour in Cullompton town & area, in the eight months since the most recent youth club contract ended. The PCN Youth Link Workers who work closely with young people have highlighted the lack of local opportunities both in traditional youth clubs run by youth workers but also a lack of other group activities to support peer relationships, wellbeing, and healthy lifestyles. Cullompton's geography means that travel is a barrier to many of the statutory youth provision & services available in Exeter and Tiverton. Many young people also experience financial barriers to participation in clubs or wellbeing activities.
- 3. Community development functions and roles work in Cullompton, funded & hosted by a variety of VCSE sector partners, but often tied to 18+ provision. There are a number of funds available to set up activities or clubs for young people (Together Fund from Active Devon, Culm Valley PCN Community Development Fund, funds from local PCC), but all these depend on a role with dedicated time for 11-18 yrs community development in post, to set up, run and facilitate local activities. To date we have been unable to capitalise on any of these funds and without these roles in place this is unlikely to change.

# The opportunity

- 1. All parties are committed to working together over three years to ensure a locally based, locally run, sustainable and collaborative approach to youth provision and local engagement which draws on learning from previous models.
- 2. Our proposed model is to recruit and support two youth & community development workers, based in Cullompton, hosted and employed by Involve who would act as lead fund holder for the project. They would have full use of the JTC and all the facilities with no additional running costs. They would access dedicated supervision by Space or another suitably qualified provider to ensure safe and sustainable practice.
- 3. The youth & community development workers would network with and be supported by the CVYF quarterly partnership meeting, the PCN Youth Link Workers, and the local community development workers and volunteer coordinators, to understand local CYP need. They would work with local organisations (such as the leisure centre) and with the public / volunteers, link in to existing community assets and apply for funding as needed to deliver additional activities for young people in the town. The initial focus would be on 11-18 years, with scope to link with local community development offers and widen the offer to Year 6 transitions, primary age & families, and intergenerational projects.
- 4. Arms-length support for the 3 year project would be provided by Space and VOYC Devon.
- 5. All parties recognise this proposal represents a move away from traditional contracting models which have not delivered consistent provision or value, towards an approach that understands and responds flexibly to local need and can both deliver and further develop the shared vision of all partners including young people in the area.

## **COSTS, FUNDING AVAILABLE AND SHORTFALL**

We have been advised by a local youth services provider that it will cost in the region of £34,000 / year to deliver 2 weekly youth clubs and 10 hrs of community development & engagement activities, based on a proposed delivery model of 20 hrs /week of a senior youth worker, and 10 hrs / week of a junior worker. The total cost may reduce if the community development function of the role costs less than anticipated. The total amount may increase by up to £3,000 once the workers' travel, IT and supervision costs are finalised.

# Over three years, we anticipate the cost would be in the region of £102-105k:

**Funding Available** (all subject to final agreement by all parties)

	Seed Funding 22/23	Recurrent (3 yrs)?	Total (over 3 yrs)
Cullompton Town Council*	£19,000	TBC	£57,000
Space Community	£5,000	TBC	£15,000
Development Fund**			
John Tallack Centre	£5,000 (plus free use of JTC)	Yes	£15,000
TOTAL	£29,000		£87,000
Current Shortfall	£5,000 (up to £8,000)		£15,000 (up to £18,000)

<sup>\*</sup>CTC 2022/23 fund confirmed, recurrent 3 yr commitment tbc pending full council approval Nov 2022
\*\*Space CDF for 2022/23 provisionally offered – this is still tbc & any recurrent 3 yr commitment tbc

This partnership wishes to apply to **Devon Communities Foundation** for 3 years funding to support this project and leverage the funds available to bring maximum impact to local young people.

## 3<sup>rd</sup> October 2022

Daisy Robinson, GP Partner, College Surgery Partnership & Chair Culm Valley Youth Forum