



LOCAL SERVICES COMMITTEE (LSC) MEETING MINUTES

DATE: TUESDAY 12 MAY 2026

LOCATION: HYBRID (IN PERSON & ONLINE)

CHAIR: KAT STANDING IN

1 OPENING

Meeting opened by Kat with a moment of silence

12 Concepts read by Aaron

12 Traditions read by Adam

2 ATTENDEES

Kat (Chair / Co-Panel Leader BHT), Sally (Balmain House Panel Leader), Louise (Treasurer), Ash, Barry K, Ruth, Tyler (BHT), Aaron (Ford Prison Leader), Ben (Presentations Lead / Lighthouse Co-Panel), Adam (Tech & Zoom Support), Stephen (Prisons Chair), Nikki (Shore House Panel Leader).

3 APOLOGIES

Jill

Peter (Lighthouse service)

4 PREVIOUS MINUTES

Not available/not formally recorded last month due to lack of Minute Secretary.

Note: These were sent to Chair on 19th April

5 POSITIONS VACANT

The following roles remain open:

Vice Chair (3 years clean time) – urgent (handover before October)

Vice Presentations Coordinator (2 years)

Vice Literature Secretary (1 year)

Vice Minute Secretary (1 year)

Vice Treasurer (urgent – handover before July)

Panel Leaders – HMP Lewes (2 positions)

Representatives – Royal Sussex County Hospital (2 positions)

Co-Panel Leaders – Recovery Project

Tea Person

EXPRESSIONS OF INTEREST

Ash – Vice Presentations Coordinator

Ruth – Vice Presentations

Tyler – Fifth week BHT commitment (approved)

6 TREASURER'S REPORT

Opening balance: £500.00

Requests for funds: £153.47

Closing balance: £346.53

7 KEY SERVICE REPORTS (CURRENT COMMITMENTS)

BALMAIN HOUSE

Meeting continues to run well.

Good engagement and participation from residents

HMP LEWES

Progress ongoing with prison drug strategy lead.

Invited to attend a Recovery Education Day – 12 June

Vetting process underway for committee members (may take up to a year).

Potential interim meetings possible with staff present

BHT RECOVERY PROJECT

Continues to deliver a strong service.

Well received by both staff and residents

LIGHTHOUSE

Meetings are well attended and highly engaged.

Residents actively participating, including sharing on recovery milestones.

Positive impact observed, including one resident completing 90 days and delivering a powerful share

SHORE HOUSE

Meeting ran smoothly but only one resident attended

MILLVIEW

Weekly meetings continue with 2–5 attendees.

Good mix of new and existing participants.

Residents engaging well and building connection.

Service supported and encouraged by staff

LITERATURE

All requests fulfilled, including:

40 key rings for Lighthouse

Pamphlets for Millview

Young persons' literature for Salvation Army

Additional materials distributed as requested

POSTERS

Poster distribution ongoing but slower due to volunteer availability.

Areas still requiring coverage:

Colgate, Aylsham, Bexhill, Battle, Newhaven, Seaford, Crawley

Members encouraged to announce volunteering opportunities in meetings

8 ADDITIONAL SERVICE AREAS (AOB REPORTS)

ROYAL SUSSEX COUNTY HOSPITAL

No progress despite repeated attempts.

Decision made to pause efforts and review in Autumn

HMP FORD

Handover discussions ongoing.

Plan to identify and prepare members for vetting process

CGL HASTINGS

Planning presentations for individuals nearing programme completion (approx 18-week cycle)

OTHER SERVICES (VARIOUS)

Ongoing discussions with:

Weekend recovery meeting opportunities

- Meadowfield mental health unit (early stages – complex access)
- Turning Tides (awaiting response, alternative contacts being explored)
- Chichester Centre (low-support unit interested; staff presentation planned)

PRISONS UPDATE

Significant challenges due to vetting and access restrictions.

On the subject of a Prison Officer being inside or sitting just outside the room, inmates have previously expressed a preference for having a PO in the room.

Opportunity to reintroduce meetings in Lewes via ongoing negotiations.

Literature already provided, with further distribution planned.

Agreement reached to prepare additional literature (approx £40 value) from existing stock

9 ADMINISTRATIVE UPDATES

MEETING VENUES

14 July: Online only

11 August: Alternative venue confirmed (Haywards Heath)

Updates sent to printer (Colourfast) – awaiting response

10 PROPOSALS & DECISIONS

MILEAGE RATE INCREASE

Proposal: Increase from 45p to 50p per mile

Outcome: Approved by majority vote

PRESENTATION ALLOCATION PROCEDURE

Proposal introduced to formalise fair allocation of presentation opportunities

Decision: Deferred to next meeting for further discussion and voting

11 ACTIONS

Kat – Notify Treasurer of mileage increase

Members attending Lewes visit – Liaise with Mark for literature

Ben / Team – Continue hospital and service engagement work

Aaron & Stephen – Coordinate HMP Ford handover and vetting

Lucy – Continue poster coordination and reporting
Louise – Begin Pride event coordination (with support)
Stephen – Draft safety statement proposal
Group – Promote poster volunteering in meetings

12 ANY OTHER BUSINESS

Pride event planning initiated (1 August)
Steve announced his resignation as Chair of Prisons, effective from next month
Ongoing need for speakers for service commitments
Discussion around safety considerations for mental health services

13 NEXT MEETING

Date: Tuesday 9 June 2026
Format: Hybrid (same venue + online)

14 CLOSING

Meeting closed with Serenity Prayer led by Ruth