

MINUTES
Neighbourhood Management Board Meeting
18th January 2007 - 12am - 2.30pm,
Christchurch, King Street,
Great Yarmouth

1. Attendance

Board members

Carol CONGREVE	- Chair	Norfolk Constabulary
Michael BLANK	- V.Chair	South Yarmouth Community Partnership
Roy BEILEY		Great Yarmouth Borough Council
Chris CHIDLOW		Central Community Partnership
Alex DE ALMEDIA		South Yarmouth Community.Partnership
Paul GARROD		Councillor - GYBC
John HEMSWORTH		Great Yarmouth Borough Council
John HOLMES		Norfolk County Council
Rachel JACKSON		Central Community Partnership
Dan MOBBS		NORCAS
Valerie PETTIT		Councillor – GYBC
Michael SKIPPER		South Yarmouth Community Partnership
Nick TUPPER		NCC Planning & Transportation

Also present:

Tony CARTER	NM Manager
Paul CHEESMAN	GY Voluntary Sector Partnership
Trevor COCKBURN	NCC Children's Services
Rachel ELKIN	
Rob GREGORY	NM Officer
Phil NATHAN	NWES
Holly NOTCUTT	Community Connections
Martha ORBACH	GY Voluntary Sector Partnership
Ruth THOMPSON	NM Administrator
Julie WOODS	Community Connections

2. Apologies

Mark BARROW	Gt. Yarmouth PCT
Lyn BLIZZARD	South Yarmouth Community Partnership
Joy COSAITIS	Central Community Partnership
Terry DYER	Councillor - GYBC
Terry EASTER	South Yarmouth Community Partnership
Sue JERMY	

Agenda Item

3. **Minutes of the last meeting** Michael Skipper's name had not been included on attendees list.
Minutes agreed.
4. **Matters arising**
- PCT – need confirmation of new representative.
 - Mary Gilbert from YMCA will be the new representative for Gt. Yarmouth Voluntary Sector Partnership replacing Martha Orbach. Mary is based at St. James Health & Resource Centre.
Action Information to be added to NM Distribution list. RT
 - Follow up from previous suggestion at the last board meeting to recruit a young person representative – MB confirmed again that it would be a good idea to try and encourage a young person to join the South Yarmouth Community Partnership.
5. **Neighbourhood Managers Progress Report**
- Premises**
TC reported that the owner's solicitors are working on the lease and a few details only remained to be finalised. If all goes ahead as expected there is time to get the adaptation work done and to open the centre in mid-April, just after Easter. A potential blockage could possibly be the timing at which the owner gets roof repairs carried out - only one contractor can be on site with responsibility for Health & safety. John Hemsworth has requested a risk assessment for the Council before the lease is signed. **Action:** TC
- Middlegate**
A process of neighbourhood management is emerging, part of that is engaging with the housing service to develop a 'Micro Management' system and enhanced community development input to improve resident engagement. TC was concerned that with Holly Notcutt's (CDW) involvement it will take a lot of her time away from work in other parts of the NM area, so provision for an additional half time worker has been put into next year's budget.
- Housing Department is looking at increased tenant participation resources and further discussions required about integration of TP & CDW input. No commitment from Housing as yet.
Action: Agreed in principle and a paper to be brought forward to next meeting. TC
- MB asked for confirmation if tenancy issues would be included as these are important as well? Middlegate Residents Association is was said to be in a weak position and MB felt that perhaps it would be better to disband because the present approach seemed to concentrate only on improving the environment. TC said he would approach the Housing Dept about other tenancy issues. CC agreed that there are serious challenges ahead and there is a need to bring issues together.

Cobbs Place

TC outlined the current position and explained that it was a difficult situation for the NM Team.

J Holmes explained the history of the area/situation.

- Constant complaints regarding play area over a few years.
- Council made decision to remove play equipment because it was old and to remove old shrubs / hedges.
- Borough Council did not do anything about reinstating open space because it might cause more disruption i.e. playing football & anti-social behaviour.
- Planning approval was given for bungalows last August but it turned out that a Housing Association was not in a position to build them.
- Planning brief is still for a development of bungalows for over 55's and local councillors agreed that no other developments would get approval.

Chris C Advised that the planning permission for bungalows had not been agreed by residents and that the Market Roads Community Group never had a fair hearing. The Council did not have an overall majority from residents. He was very concerned that there is nowhere for children to go and added that the group were not opposed totally to housing.

J Hemsworth confirmed that there is planning approval for bungalows and the land will go up for auction on 15th Feb.

JW added that at the GYP meeting, Ros MacManus had asked Trish Aydin to bring this up, she has spoken to Mark Burns and he will be attending GYP to address the issue.

RB said that the council was under pressure to provide affordable housing. However if it goes for auction there would not be a position for negotiation but if it is not sold for now, he believed everyone would then still have avenues to go down.

Chris C stated that they would be open to compromise if given the chance.

J Hemsworth advised that although TC works for Borough Council he does represent Neighbourhood Management and tries to put residents' issues forward. He added that Tony has raised the issue within the Council. JH also stated that if the land did not get sold, then residents could get involved in deciding the future of the site.

6. Perceptions Survey

RG introduced this item by saying that this is now being used as the starting point for 'Grey Spaces'. A total of 35 residents said that they would like to get involved further, and people are being listened to and responded to. The report was noted.

7. Action Plan

TC explained that the Consultants had been given too short a time scale to carry out all the work we had asked for but had delivered a good piece of work nevertheless.

RG outlined the first phase of the Grey to Green project which is in partnership with Community Connections and the Youth Service to involve young people.

J Hemsworth commented on the need to fit in with mainstream budgets / services and J Holmes had concerns regarding designers' costs for Phase 2 if this fits within budget.

RG agreed that there is a need to be very focused with the urban planning process and DM stated that there is guidance for this elsewhere.

CC Added that need to avoid a financial drift and that a decision needed to be made asked if a vote be taken at current meeting or wait until next meeting so could be timetabled in.

NT confirmed that his department could be approached for advice regarding roads, footpaths & lighting and DM Suggested that a separate document is produced in layman's terms.

Action No overall decision made on budgets – deferred to next meeting. £10,000 up to March 07 **Agreed**.

Further work is needed by Micah Gold to revise and firm up the action plan and then for it to go out for consultation as soon as possible.

Agreed

8. Communications Strategy

Rachel Elkin advised that the marketing brief had been devised at the Marketing Challenge session and then sent to two agencies. A further pitch was available to residents of NM board.

Re outlined the range of options within her draft marketing report and showed how the costs had been estimated. The desired mix of marketing methods would be needed to be agreed with the Board.

The Chair (CC) thanked Rachel for the presentation and said that RG would set up a separate meeting and arrange a date for this. The Chair then asked if there were any questions.

J Hemsworth – asked how does this fit in with the timescale for the neighbourhood centre? TC said this would need to be discussed in the subgroup but felt that as the lease is due to be signed by end of January that will be feasible to launch the centre and the marketing of the NM programme together in April.

VP had concerns about visibility of adverts on buses due to the conditions of the buses i.e. dirty, not cleaned. She also felt that delivery of flyers by way of the free paper might not be viable over a short period i.e. 3 weeks because the paper was not always consistent and suggested that it would possibly be better over a 6 week period. RE felt that this could be flexible.

MB asked which type of audience the web site would target and had concerns about residents not being able to access the internet. CC suggested that a computer be placed in the centre for that purpose.

RB raised need for translation of information into other languages. RE suggested that the initial pages are translated into key languages.

PN confirmed that it was a huge cost for translations which included a massive marketing budget. Suggested joining up with other agencies to make it more manageable.

J Hemsforth said that the short time scale meant we do need to go forward. TC added that Neighbourhood management must be accessible to the community and suggested the newspaper would link up with other agencies.

Action Agreed to hold Sub-Group meeting on Wednesday 07/02/07 at 2pm venue to be confirmed. All NM Board members to be informed.

MB queried the status of advisers to the Board at meetings. DM said this should be discussed by the Board. At this point PN and RJ left the meeting.

Action: Agreed this to be added to next Board meeting agenda and that the meeting should be for Board members only.

9. **Community Grants**

JW explained that various groups could apply for community grants and this could fit in very well with their needs. J Holmes suggested that a decision on the level of budget for community grants should be brought to next meeting.

Action Agreed to be added to next board meeting agenda

10. **Project Proposals**

(a) **Credit Union**

TC reported on a meeting in December at which it was the general agreement that Rainbow Savers Anglia would be able to set up a Credit Union in Gt Yarmouth. In particular, funding is already available in order to provide credit on same day as a member joins. Simon Baker, CAB manager, has stated that this was very useful when people in need came to the CAB for financial advice. TC said that development would focus on the Nm area and asked for initial approval of year 1 & 2 costs.

J Holmes – Stated that he felt it could be quite useful for a desk to be placed at new neighbourhood centre where public could have access to the facility, also same principle at other outlets such as the Priors Centre. TC confirmed that desk space would be provided and added that a similar set-up in Lowestoft was very successful.

J Holmes also said that credit unions are successful overall.

CC proposed that funding be given for years 1 & 2 for now. **Agreed.**

The Chair closed the meeting

Next Board Meeting: Date: 23rd February 2007 10am – 12.30pm
Venue: Christchurch, King Street, Gt. Yarmouth