



**Neighbourhood Management Programme
Board Meeting**

**25th. June 2009 – 12.30pm – 2.30pm
Christchurch, King Street,
Great Yarmouth**

Attendees

Board members

Michael BLANK - Chair	Comeunity Forum/Resident
Cllr. Valerie PETTIT – Vice Chair	Councillor – GYBC/Resident
Veronica CARVER	Comeunity Forum/Resident
Paul CHEESEMAN	Voluntary Sector Partnership
Nick CHESHIRE (Inspector)	Norfolk Constabulary
Joy COSAITIS	Comeunity Forum/Resident
Lorraine FINCH	Comeunity Forum/Resident
John HOLMES	Gt. Yarmouth Community Trust -Voluntary Sector
Des MCKEATING	GYROS
Cllr. Bob PECK	Councillor – GYBC
Jane RATCLIFFE	Executive Director - GYBC
Robert READ	Head of Policy & Improvement - GYBC
Nick TUPPER	Norfolk County Council
Gloria WEBB	Comeunity Forum/Resident

Also present:

Rob GREGORY	Neighbourhood Manager
Ruth THOMPSON	Administrator – Minute Taker
Nick CARVER	Comeunity Forum/Resident
Leon de BEER	Neighbourhood Officer
Nigel WILLIAMSON	Web Designer

Apologies (received)

Cora BATLEY	Comeunity Forum/Resident
Michael COLLINS	Community Connections
Lisa CROOK	Community Housing - GYBC
Naji DARWISH	Great Yarmouth & Waveney NHS
Cllr. Terry EASTER	Councillor – GYBC
Jean FISHER	Comeunity Forum/Resident
Jamie MCGARRITY	Comeunity Forum/Resident

1. **Welcomes** Michael Blank – Chair welcomed everyone to meeting. Introductions were made around the table.
2. **Apologies** Refer to list for apologies received.
3. **Minutes of the last meeting** The minutes were agreed and approved as accurate.
4. **Matters arising**

Item 5. Working Group Reports – Comeunity Safety – Car Enthusiasts. Pg.2

Rob advised the board that a meeting was to be held today at 2pm, Carlton Hotel to discuss with partners the next steps/options around South Beach Parade

Item 8. Team Implications, Pg. 4

It was confirmed that a discussion is to take place with Great Yarmouth Borough Council HR manager tomorrow around the recruitment process.

Item 10. A.O.B, Town Centre Partnership, Pg. 5

Board member queried the time of the event. Rob confirmed that presently no further details were available.
5. **Delivery Plans/Working Groups update**

Leon presented the Working Group reports to the board members to enable the delivery plans to be finalised. Please refer to distributed paperwork.

Comeunity Together Working Group

Feedback: None

Comeunity Safety Working Group

Feedback: Query raised regarding motorbikes, it was suggested that this to be discussed with the Safer Neighbourhood Team

Norfolk Constabulary confirmed that there had been a dramatic decrease in arson incidents.

Comeunity Opportunities Working Group.

Feedback: None

Comeunity Pride Working Group

Grey2Green Project
An additional £4,000 had been received from Norfolk Constabulary.

A successful planting day was achieved at Victoria Place, which was subsequently reported in the EDP

Comeunity Wellbeing Working Group

East Coast Run

A target has been set for 20 local residents participating, I Heart GY vests will be provided.

Feedback: Valerie updated the members on the current success of the St. James Café.

Leon asked the board if they were happy to accept the delivery plans as the final draft and place them on the web-site

Action: Board approved this process.

Barracks Focus Group (19th May 09)

Skate Park

Nick Carver gave an update on the Skate Park advising the board of the opening launch date - 25th.July between 12pm-5pm at St.Nicholas Recreation Ground.

Feedback: None

6. Budget 09/10

Rob gave an overview of the finances. Rob confirmed that the 1st.Quarter spend will be available at the next board meeting. Please refer to information below.

Comeunity

SSCF Budget 2009/10

	budget
EMPLOYEES	
Staff costs	103,000
Staff advertisements	0
Staff welfare	0
Staff training	2,000
Insurances	250
PREMISES	
Rent, rates and refurbishment costs	10,000
Utilities	3,150
Premises repairs and maintenance	5,000

Cleaning	4,500
Premises insurances	2,200
TRANSPORT	
Car allowance	150
SUPPLIES AND SERVICES	
Equipment	0
New technology	0
Equipment rental	0
Printing and stationery	1,000
Services	
Community Connections Workers	35,000
Partnership Costs	1,000
Communication Strategy	6,000
Postages	1,000
Telephones	5,000
Board development and training	3,000
Subscriptions	300
Middlegate Focus Group	10,000
Evaluation	5,000
Comeunity Builder Grants	5,000
Action Plan Comeunity Safety	6,750
Action Plan Comeunity Opportunities	
Action Plan Comeunity Pride	20,000
Action Plan Comeunity Together	20,000
Action Plan Comeunity Wellbeing	
SUPPORT SERVICES	
Departmental recharges	17,700
CAPITAL CHARGES	
Charges for use of assets	0
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	267,000
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INCOME	
SSCF (NE)	258,000
Hot Desking income	9,000
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TOTAL INCOME	267,000
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NET (INCOME) TO SUMMARY	0
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7. Comeunity Builder Grants

None presented to the board. One application is currently being followed up.

Discussion took place around the current appraisal process of the grants

Agreed that this system needs to be updated and it was suggested that a mini workshop is organised for the appraisal process to be demonstrated.

Action: Leon de Beer to progress.

Fast Track system

Rob asked if the board were happy for a simple application form to be created for 'My Back Yard' schemes

Proposal put forward that 'My Back Yard' pilot scheme for the amount of up to £200 to be fast tracked for St. Georges Road.

Action: Board agreed that 'My Back Yard' be fast tracked. Leon to follow up on template.

8. The Neighbourhood Centre and Working Groups 2 years on - Discussion and Way Forward

Board attendees were divided into 2 groups to put forward their ideas and suggestions on the way forward for the Neighbourhood Centre and the Working Groups by indicating successes and areas to improve on.

Action: Leon to collate information and action where applicable.

9. Any Other Business Sharp 2 Project

Valerie advised that the Sharp 2 board are not going to have anymore representatives, and pointed out that the Neighbourhood Manager is included on this board. Rob suggested that this position could be replaced by a Neighbourhood Management representative, which could include a resident.

Paul Cheeseman

Due to Paul taking on a new role as Employment & Skills Co-ordinator for Great Yarmouth Borough Council he will no longer be representing the Voluntary Sector on the board. Michael Blank, chair of Neighbourhood Management board, extended his thanks to Paul for his valuable contribution during his time as a board member.

The new Voluntary Sector representative will be John Holmes representing Great Yarmouth Community Trust.

Publicity Campaign – End of August

Leon asked board members for any suggestions for the campaign. After a discussion it was agreed that the theme should be 'Community Cohesion'

Meeting closed at 1.30pm

Next Board Meeting:

Date: **Thursday, 30th July 2009**

Time: **10.00am – 12.00pm (Lunch NOT Provided)**