

MINUTES
Neighbourhood Management Board Meeting
26th April 2007 – 12-2.30pm,
Christchurch, King Street,
Great Yarmouth

1. Attendance

Board members

Michael BLANK	- V.Chair	South Yarmouth Community Partnership
Lyn BLIZZARD		Gt. Yarmouth and Waveney PCT
Chris CHIDLOW		Central Yarmouth Community Partnership
Carol CONGREVE	- Chair	Norfolk Constabulary
Terry EASTER		Councillor - GYBC
John HEMSWORTH		Great Yarmouth Borough Council
John HOLMES		Norfolk County Council
Sue JERMY		South Yarmouth Community Partnership
Valerie PETTIT		Councillor – GYBC

Also present:

Rob GREGORY	NM Officer
Ruth THOMPSON	NM Administrator
Lenny EYRE	Resident

2. Apologies

Eleanor ALEXANDER	South Yarmouth Community Partnership
Joy COSAITIS	South Yarmouth Community Partnership
Alex DE ALMEIDA	South Yarmouth Community Partnership
Terry DYER	Central Yarmouth Community Partnership
Paul GARROD	Councillor – GYBC
Mary GILBERT	YMCA
Dan MOBBS	NORCAS
Michael SKIPPER	South Yarmouth Community Partnership
Nick TUPPER	NCC Planning & Transportation
Julie WOODS	Board Advisor - Community Connections

Agenda Item

Welcomes

Chair welcomed everyone, also resident Lenny Eyre.

3. Minutes of the last meeting

Agreed and confirmed as correct.

4. Matters arising

DTP Workstation

Confirmed that printer is being held at St. James, but apparently not very fast or very effective.

Digital Camera – Query whether there was one, need to confirm the

following:-

- a) Who the equipment belongs to if South Yarmouth Way Forward to ascertain what they intend to do with it.
- b) A process put into place for when equipment is in use by various persons i.e. inventory of equipment held. Signing in/out system.

Action: Confirm who originator- RG to follow up

Mental health

Rob confirmed that he had spoken to Paul Cheeseman of the Voluntary Sector Partnership – various cuts i.e. MIND, RETHINK. Also Community Connection's Health Trainers are pulling together a mental health steering group. The issues are beyond a NM issue, various other stakeholders need to be involved.

Northgate Hospital – Ward 6&7 to be closed in September – need to process quickly.

Action: Sub-Group to be formed for Mental Health issues, NM Programme to act as host working with voluntary sector – RG to follow up –Lyn Blizzard agreed to signpost, facilitate the process.

Sub-Group for Centre and Launch

Lyn Blizzard, Michael Blank, Valerie Pettit, Sue Jermy, Rob Gregory, Jeanne Goncalves.

-) This group will make decisions (i.e. internal decoration) In the run up to the opening plan the launch event - dates for meeting will be circulated.

Action: Agreed

Visit to Cambridge- Street Cleaning

Although Cambridgeshire are held as a flagship for neighbourhood based street scene services, they have not actually implemented the process yet – only in the planning stage at the moment

Presentation produced in a booklet – this will be available in the office for members of the board

Visit to Lowestoft Neighbourhood Management

Bob Russell, Manager, Lowestoft Together very keen to set up visit. He also has contact with Kings Lynn and Norwich. They are looking to Great Yarmouth for 'good practice'. Discussion as to when visit should be made i.e.

- After the launch of the new centre.
- Arrange visit before launch to look at their delivery plan

Action: RG to contact Bob Russell to obtain information on their programme of work, circulate and compare.

SHARP

At previous board meeting a proposal had been received from SHARP to extend the Neighbourhood Management area to include the SHARP area.

Decision was taken by Board not to extend the area.

Action: RG to send email to William Wong, SHARP advising of the decision taken by the board. Agreed

Delivery Plan Sub-Group

Chris Chidlow advised that would be unable to make Tuesday's therefore would have to decline from being a member of the group. It was confirmed that these dates could be amended to take this into account.

National Neighbourhood Management Network

Confirmed that NNMN News is received bi-monthly. We also subscribe to Regeneration & Renewal, (monthly) both held on file in the office. The following information is available from these sources.

- Notification of conferences available,
- Web site, info@neighbourhoodmanagement.net
- Online resource information
- Reduction in costs to conferences by being a member.

Resource library to be set up at the centre for access by board member/community groups etc., booking out system to be set up on the same principle as a library.

Suggested that might be useful if board can be advised of any articles that could be of use, perhaps develop it for the future by way of a board member taking on responsibility.

Action: Continue to subscribe and a system to be set up for access - Agreed

5. **Staffing**

Confirmed that as Tony Carter will be leaving as Neighbourhood Manager at the end of May, but is presently off on grounds of ill health. Need to look at how we take the programme forward – it was proposed that for an interim period of 6/8 months Rob Gregory acts up as Neighbourhood Manager.

Action: agreed by the Board that Rob Gregory act up as manager with an appropriate financial remuneration; his job title to be changed accordingly from Neighbourhood Officer to Neighbourhood Manager. Also to look at the delivery plan and what support is needed to carry this out – Agreed.

John Hemsworth suggested that Rob talk to Jo Butcher in the Regeneration Team to look at what support they may be able to offer.

Chris Chidlow asked if a letter could be sent to Tony thanking him for all the hard work that he had put into the programme.

Action: Carol to write a letter of thanks to Tony – Agreed

6. **Finances**

Chair went through finance for 2006/07.

Will have a budget of approximately £200,000 to support the delivery of the programme

Confirmed that there was an under spend of £180,000 which has gone through with other under spends across the county, currently being

reviewed by the county's Strategic Partnership.
For future we need to treat the end of financial year as 31/12 so that we have a full spend by the end of March. It was noted that approximately £20,000 would need to be spent a month. Need to be creative, ensure that it goes to the right projects. Allocation this year is approximately £516,000.

Action: Monies allocated for this financial year to be confirmed and board advised.

7. Delivery Plan

Michael talked through the proposed model.

- Individual thematic working groups to meet and then return to the Board with their plans.
- Financial control will remain with board.
- Need to turn priority action plans into SMART targets, so the aim of the groups is to look at them and decide how we turn these into a plan.
- Need input/skills from the Neighbourhood Management team as they have experience, also include other agencies.
- Key members from the statutory bodies need to be approached.
- Involvement of the resident members of the board is important.

Action: Resident board members to advise which areas they are interested in - Contact Rob at NM office - Agreed.

Action: All four sub-groups to have either met or organised a meeting by the next board meeting (31/05/07)– Agreed.

8. Middlegate Micro Management

Carol explained the background to this work.

Carol confirmed that plan is only a draft proposal document, only being looked at in principle has not been circulated until brought to board for confirmation. The options proposed were:-

1. Neighbourhood Management can take a real active role and manage this process or
2. Play an active role in influencing the work that is happening on the Middlegate Estate through being a key member of the sub-group.

After a lengthy discussion the process was agreed.

**Action: Middlegate Sub-Group heading amended to Middlegate Focus Group and amendments to wordings in columns. - Agreed
Propose that NM be involved, by having input to Focus Group and Holly continue to play an active role on behalf of the residents. - Agreed**

9. Grey2Green

Rob went through the Grey2Green proposal.

- A pilot scheme was launched in January, funded by the NRF project and conducted by Community Connections.
- 'Blooming Good Ideas' was the result of this, three different locations, Foxes Passage/Swirles Place, Peggoty Road were selected different consultation methods were trialed, i.e. surveys, doorstep questionnaires.
- Through these events residents were consulted and working along side GYB Services different issues were addressed, i.e.

fly tipping, clearance of drains.

- Longer term issues also exist, the design of the area, how it is being used.
- Need a community plan put in place to meet the community needs.
- Ongoing maintenance for the scheme – Community Connections have offered training in Asset Management.
- Need to allocate a budget for this process.
- Recruit and train local people in research skills so work can continue in the future.
- Need some expertise in various areas i.e designing. We will need to buy in this support, but in the most cost effective way.

Action: Propose that we move the scheme forward and accept the proposed budget - Agreed

10. Reports

Neighbourhood Management Community Work Team Progress Report

Premises

Rob confirmed that we now have the keys for the premises and that work is progressing.

Communication Strategy

Campaign will start to build up to make sure that the public are aware of the Community programme. Web-site holding page (homepage) will be built by the launch. Marketing materials should all be in place in the next 2 weeks.

Jeanne (CLIP) Holly (CDW) Reports

Holly explained that the reports were a general view of what had been completed in the last six months.

Several Board members commented on how impressed they were with the layout of the reports.

Rob congratulated and thanked Jeanne and Holly for all their hard work in increasing community engagement and reaching out to a variety of groups.

11. Friends of St. Georges

Carol gave a Summary of the previous application for a Community grant.

- Holly offered to go through application, make amendments and support the group to resubmit.
- Friends of St. Georges did not wish to resubmit the application.
- They asked about the appeals process.

Action: Propose that their application go through the appeals process, follow appeals process used by Community Connections and other Partnerships.

12. **A.O.B.**

Valerie Pettit passed on some useful information regarding drug issues. Advising the board that a new development for treatment (drug free) for heroin addiction, a piece of equipment similar to a tens machine – electric impulses (placed behind the ear). There is a web site which will supply further information.

www.drmeg.net

another web site which might be of use (gives background)

www.thethirdstep.co.uk and click on drug free treatment for addictions

Action: Information from web sites be passed onto Community Safety Working Group.

Market Roads Community Group

Chris Chidlow advised the board that the group had their first official public meeting last Friday at the Priory Centre, with the help of Holly, Jeanne and others. It was a good outcome, quite successful and people tending to be optimistic.

Michael Blank asked that Rob would be addressed as Neighbourhood manager from now on. This was confirmed.

Next Board Meeting:

Date: **Thursday 31st May 2007, Christchurch**

Time: **10am - 12.30pm** (Lunch NOT provided)