



**Neighbourhood Management Programme
Board Meeting**

**26th June 2008 – 10.00am - 12.30pm,
Christchurch, King Street,
Great Yarmouth**

Attendance

Board members

Michael BLANK - Chair Comeunity Forum
Valerie PETTIT – Vice Chair Councillor – GYBC

Cora BATLEY Comeunity Forum
Paul BRICE Gt Yarmouth & Waveney PCT
Paul CHEESEMAN Voluntary Sector Partnership
Lorraine FINCH Comeunity Forum
Jean FISHER Comeunity Forum
John HOLMES Norfolk County Council
Nick TUPPER Norfolk County Council

Also present:

Rob GREGORY Neighbourhood Manager
Ruth THOMPSON Administrator – Minute taker

Apologies (received)

Carol CONGREVE Norfolk Constabulary
Joy COSAITIS Comeunity Forum
Terry EASTER Councillor – GYBC
Tim HOWARD Head of Regeneration and Environment - GYBC
Danny KETT Norfolk Constabulary
Jamie MCGARRITY Comeunity Forum
Bob PECK Councillor and Cabinet member - GYBC
Aurelio SPINOLA Comeunity Forum

Not in attendance

Dan MOBBS NORCAS, Drug and Alcohol Service

1. **Welcomes/Apologies** Michael Blank – Chair welcomed everyone to the meeting. Refer to list for apologies received.
 2. **Elections of Chair/Vice Chair** The following positions were elected unanimously by the board:-
Chair – Michael Blank
Vice Chair – Cllr.Valerie Pettit.
Agreed for the period of one year
 3. **Minutes of the last meeting** The minutes were agreed and approved as accurate.
 4. **Matters arising** Item 5. Update on Recruitment(Neighbourhood Officer post. Pg.2)
Interviews are to take place on Monday 30th.June 2008.

Paul Cheeseman raised the issue regarding representation by the Voluntary Sector and added that if Dan Mobbs was not able to attend any future board meetings another voluntary sector representative would be put forward.
Action: Paul Cheeseman to follow up with Dan Mobbs.
- Middlegate Fun Day
- Michael Blank updated the board on the Middlegate Fun Day recently held and confirmed that the event was well attended by residents. However need to improve/review before the next event, support was lacking from other service providers. Please refer to the Comeunity Wellbeing Working Group minutes on the web-site for a more detailed account. www.comeunity.info
- Revolution Skate Squad
- Rob updated the board on the recent event held on 7/06/08. Confirmed that over 100 people attended, as a result of the hard work of the Revolution Skate Squad.
5. **Comeunity Builder Grants** No applications for Comeunity Builders grants were received.

Appraisers

Rob informed the Board that A training session is to be held on 21/07/08 for residents who are currently appraisers or who wish to become appraisers.
 6. **GYBC – Re-Charges 07/08** Michael Blank advised the board that he had received a response from Sebastian Duncan, Head of Financial Services, Great Yarmouth Borough Council and read out the response. Board members felt that this was unsatisfactory in terms of giving a comprehensive account of expenditure.

Action: Arrange a meeting with Tim Howard, Head of Regeneration Services, Great Yarmouth Borough Council to review information a request a more detailed explanation of the budget and understand the mechanism process used to reach the figures obtain. RG to follow up.

7. Budget 08/09

Rob guided the board through the budget for 08/09. He confirmed that we should receive shortly the approval of carry-forward from GYBC financial services. Please refer to information below.

08/09 Budget

Expenditure:

Employees

Adverts (1500)	1,000
Expenses (1504/1614)	300
Staff (original budgets)	91,580
Training (1540/1544)	3,500
	96,380

Premises

Clean/Domest (2700/2706/2708)	5,000
Energy (2550/2552)	1,500
Insurance (2750)	2,200
Business Rates (2610)	3,000
Rents (2602/2603)	10,000
Reps & Mtce (2800)	500
Water/Sewerage (2620/2622)	500
	22,700

Supplies & Services

Communications (42--)	6,000
Eqpt/Furn/Materials (410-)	2,089
Expenses (4302/4520/4530/4552)	1,000
Grants/Subs - nat. network (44010400)	350
Comeunity Builder Grants	10,000
Comeunity Safety	69,836
Comeunity Opportunities	40,700
Comeunity Pride	38,300
Comeunity Together	37,202
Comeunity Wellbeing	700
Middlegate Estate Action Plan	20,000
	226,177

Printing/Stat - (4150/4155)	2,500
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Prof services - Evaluation	0
Prof services - CLIP Worker	19,522

Prof services - Comm Dev worker	24,999
Prof services - Mgmt fee	9,960
Prof services - Running costs	7,500
Prof services - Communication strategy	
	61,981
Infrastructure	
Community Partnership	3,000
Board Development and Infrastructure	2,500
Communication Strategy	15,000
	20,500
Support Services	
Departmental recharges (7999)	12,300
Budgeted Expenditure (incorp. Virements)	442,538
Unallocated	8,262
Income: Funding streams	
LAA Allocation	412,800
5% 08/09 Carry Forward	29,000
Other - hot desking income	9,000
Budgeted Income (incorp. Virements)	450,800
Net Budget	

8. Delivery Plans

Rob gave an overview of updates to delivery plans.

Comeunity Safety Working Group

Melting Pot Cabaret Nights

Main issues raised at the meeting :-

- Agreed that these need to be more targeted to involve local residents.
- Increase numbers of venues.

Comeunity Pride

Fly-Tipping/dog fouling

Positive headway with Criminal Justice department regarding reviewing a community scheme for offenders of fly-tipping and dog fouling, i.e. responsible person to clean up area.

Re-cycling

- Propose that trial a clear bag recycling system for areas that do not have access to wheelie bins. Cost for this would be £3,000.
- Nick Tupper confirmed that a weekly meeting is held between NCC and GYB Services and he will have the opportunity to direct the officer regarding any street scene issues.
- St James bottle bank - permission has been granted by the church and this is on order. Position of the bank will be at the front of the building where CCTV cover is available.
- Lorraine Finch questioned why no glass re-cycling is included in the general re-cycling collection. Nick Tupper confirmed that this is a county decision.

Comeunity Wellbeing

No financial implications to date.

The chair suggested that should anyone have any future issues they wish to raise they attend the respective working groups.

To view any of the working group minutes please go to the website www.comeunity.info

Action: Board approved in principal the proposal of the clear bag system to the cost of £3,000.

9. **Forward Strategy**

Rob gave an overview of the sub-group's recent work.

Recommendation:

- **The Board consider developing neighbourhood management as an integral neighbourhood delivery mechanism within the LSP. This model would ensure effective buy-in from partners, a level of autonomy from the local authority and a robust infrastructure for community engagement. The Local Government Review will provide an opportunity for neighbourhood management to become an integral delivery mechanism for a new local authority from April 2010.**

The Board were asked to consider the above recommendation.

Next Steps:

- The Neighbourhood Manager will give a presentation to the LSP Board on July 7th to raise the profile of neighbourhood management.
- The Neighbourhood Manager will work with partners to help shape a refreshed model of the LSP, which will incorporate locality working and neighbourhood governance and ensure the future of the existing programme.

Action: Board agreed that the LSP route is the correct way forward.

10. **N C C's Corporate Assessment – Nick Tupper**

Nick Tupper presented this item to the board, giving an overview of the work carried out as part of NCC's Corporate Assessment. He added that the Neighbourhood Management had been well received by the Assessors and Chief Executive of Norfolk County Council.

11. **A.O.B.**

Time of Board meetings

Discussion regarding amendments to time of future board meetings.

Action: Email to be forwarded to all board members to ask for their consensus regarding preferred time. Agreed to reduce the numbers for lunch to 12. Ruth to follow up.

Meeting closed at 11.35pm

Next Board Meeting:

Date: **Thursday 31st.July 2008** Christchurch, King Street

Time: **12.30pm– 2.30pm**

LUNCH IS PROVIDED FROM 12 NOON