



**Neighbourhood Management Programme  
Board Meeting**

**MINUTES**  
**26 July 2007 - 10am -12.30pm,**  
**Christchurch, King Street,**  
**Great Yarmouth**

**Attendance**

**Board members**

Cora BATLEY	South Yarmouth Community Partnership
Michael BLANK - Chair	South Yarmouth Community Partnership
Lyn BLIZZARD	Gt Yarmouth & Waveney PCT
Carol CONGREVE	Norfolk Constabulary
Joy COSAITIS	South Yarmouth Community Partnership
Alex DE ALMEIDA	South Yarmouth Community Partnership
Terry EASTER	Councillor - GYBC
Tim HOWARD	Head of Regeneration and Environment - GYBC
Dan MOBBS	NORCAS

**Also present:**

Julie WOODS	Community Development Team Leader – Community Connections
Mark Llewellyn	Community Development Worker-Community Connections
Rob GREGORY	Acting Neighbourhood Manager
Ruth THOMPSON	Administrator

**Apologies**

Paul CHEESEMAN	Voluntary Sector Partnership
Chris CHIDLOW	Central Yarmouth Community Partnership
John HOLMES	Norfolk County Council
Sue JERMY	South Yarmouth Community Partnership
Bob PECK	Councillor and Cabinet member – GYBC
Valerie PETTIT – Vice Chair	Councillor – GYBC
Nick TUPPER	Norfolk County Council

- 1. Welcomes** Chair – Michael Blank welcomed everybody meeting.
- 2. Apologies** Refer to list.
- 3. Minutes of the last meeting** The minutes were agreed and approved as accurate.

4. **Matters arising**

**Item 4 DTP Work Station – Pg 1.**

A response had been received from South Yarmouth Way Forward, having viewed the printer it was confirmed that the item is 4/5 years old and not suitable to produce the Community Newspaper. An allocation has been made in the Communications Budget to purchase the necessary software and hard ware for the Newspaper.

**Item 4 Mental Health – Pg 2.**

Mental health – A meeting was held on 10/7/07. Linda Offord – head of Commissioning for Mental Health services for the PCT to establish the facts around current mental health provision. See attached minutes from the meeting.

It was suggested that we support the roll out of the mental health consultation across the neighbourhood. Lyn Blizzard also explained about the wider PCT consultation currently taking place and suggested that a presentation be given at the next board meeting.

**Action: PCT be invited to give a presentation at the August Board meeting.**

**Item 4 -Lowestoft Together – Pg 2**

Rob confirmed that he has contacted Bob Russell. Suggested dated to visit the Lowestoft Together Programme were Friday 17<sup>th</sup> August, or Friday 24<sup>th</sup> August,

**Action – Preferred date 17<sup>th</sup> August – Rob to organise.**

**Item 5 - Financial Plan - Pg 3**

Rob reported that it had been suggested that income generated through the programme could not be carried forward. Tim Howard suggested that we could explore ways in which a principle for accruing fund to ensure longer term sustainability could be established.

**Action: Agreed that a discussion take place between Tim Howard, Keith Kittle, Linda Berry and Rob Gregory to agree principle.**

**Item A.O.B. Small Community Grants -The Sunshine Crew – Pg 4**

Initial grant was approved for £815.00 but additional funding is required for an appropriate adult due to the Team Leaders being under 18.

Proposal for additional funding of £588.00 for overtime hours offered to CDW to supervise the activities by the group.

**Action: Approval by board for additional funding of £588.00 agreed.**

**Total grant allocation £1,403. 00**

Cora raised an issue regarding the recent Governments announcements of funding for resource centres for children.

**Action: Carol Congreve will follow up the report and feed back to board.**

## TCMF2

The festival was a huge success. The programme achieved good publicity as the main sponsor of the event.

### 5. Working Group Reports

- Raising Aspirations

Cora Batley reported back to the Board.

The group had explored a range of issues around employment and skills in the neighbourhood.

The delivery plan had been tightened to include some core projects.

#### Proposal in Principle

Trial a neighbourhood-based model of co-ordinated training/employment opportunities for local residents

#### *Project Aims:*

Develop a multi-agency approach to engaging local residents in training and employment opportunities at a neighbourhood level.

This will include:

- Appointing a lead organisation/individual to co-ordinate agencies and engage and support local residents.
- Localised “opportunity fairs” in various neighbourhood locations.
- The provision of 4 soft skill workshops across the neighbourhood, i.e confidence building, communication skills.
- Evaluation of the process and a strategic linkage into the Borough-wide employment plan.

Estimated costs: £13,000

The board agreed that a short bidding process should be implemented to appoint a lead. Approved delegated Authority to Chair/Vice Chair and Neighbourhood Manager to proceed. Detailed figures to be approved at next Board meeting.

#### Cleaner and Greener

Rob updated in John Holmes absence, The following topics were discussed at the last meeting;-

The need for better joined up working around street scene issues.

The group would like to initiate an established model that links education, service delivery and enforcement. However, it was proving difficult to get the right people around the table.

**Action: Rob to notify Tim Howard when the next meeting is being held and he will ask people to attend.**

Rob advised the board that the Grey2Green projects, Swirles Place

and Foxes Passage were both successfully awarded grants from the Cleaner, Safer, Greener programme to implement their environmental improvements. This is a success story, congratulations to the two groups and thanks to the Borough council, especially Tim Howard for their support.

### **Community Engagement**

Michael Blank confirmed that Mark Llewellyn had been appointed as the part-time Community Development Worker and welcomed him to the Comeunity programme.

### **Detached Youth Work**

Michael Blank fed back of the detached youth work bidding process. Two presentations were received from Community Connections and the YMCA.

Community Connections presented a bid that was under budget and deliverable immediately. There were however, notable strengths of the YMCA bid and it was suggested that we adopt a partnership approach to this project. Community Connections have been appointed as the lead and the YMCA will provide some additional expertise to the project.

Dan Mobbs requested that we establish a funding protocol for commissioning pieces of work.

**Action: This model was approved by the Board. A funding protocol to also be explored.**

Michael Blank fed back that there was some urgency to move forward with the pilot edition of the Community Newspaper. A small steering group of residents supported by Holly and Jeanne had been established to get the pilot edition out.

Michael Blank also reported that some discussions had taken place regarding the demographic make-up of the neighbourhood. It was agreed that we would ask Priory Research Services to map existing data available.

Carol added that the Safer Neighbourhood Team use the MOSAIC data base package.

**Action: Carol will convert into word document and forward to Rob.**

### **Community Safety**

In the absence of Chris Chidlow, Rob reported back.

#### **Proposal in Principle**

Support the skilling up of local practitioners and community parents to deliver parenting training in the neighbourhood.

*Project Aims:*

Will include:

- Provide Webster Stratton training for 10 local practitioners and community parents.
- Those trained up to deliver parenting programmes in the neighbourhood, targeting “hard to reach” groups who have not previously engaged in such programmes.
- Co-ordination by the lead organisation for the Senior Parenting Practitioner role to provide appropriate linkage.
- Rigorous monitoring and evaluation.

Estimated cost: £12,000

**Action:** Board approved this project subject to financial detail at next Board meeting. It was agreed that the lead for the Senior Parenting Practitioner post be the most appropriate lead for this project.

The group are attempting to re-establish the group looking at the need for a Drop-in Centre for vulnerable people. Carol suggested that we could also explore the potential for some joint work with the CDRP to establish some alcohol outreach work.

Rob reported that the group are also looking at drug issues and will be doing some more work around this.

Alan Carr – Head of Tourism had attended the meeting to look at the diversification of the night-time economy. It was proposed that we utilise the community newspaper and other communication channels to promote evening events to local residents. We should also consider making Comeunity Builder Grants available to groups who want to contribute to the night-time economy.

### **Middlegate Working Group (Proposal of)**

Initial meeting with key stakeholders has been set for the 5<sup>th</sup> September. This will kick start the visioning process for Middlegate.

## **6. Financial Plan**

Adjustments made to the finances from the last board meeting are:-  
Cleaner and Greener - Board allocated £3,000. 00 (30<sup>th</sup> June)  
Community Engagement – Board allocated £9,000. 00 (30<sup>th</sup> June)  
Allocated budget (excluding today’s allocations) - £489, 200 (30<sup>th</sup> June)

Total income:- £585,000.00 for this year.

Remaining to allocate for this year - £94,000. 00 (excluding today’s proposals)

Projects currently being developed through working groups are likely to absorb this budget. We also need to consider some cost for evaluation.

## **7. Communications Strategy**

The Communications sub-group had met and fed back the following issues raised

- The pre-launch strategy had been reviewed.

- Adshel Bus stops worked well
- Need to have more control over press releases.
- The cost of setting up the web-site have been reviewed. A local man Nigel Williamson has volunteered to help us develop the web-site and train the team in updating it. This would move forward as a matter of urgency.

### Resources

The group explored the cost of ongoing marketing and suggested the following.

- Monthly updates in the press and radio
- Website updated, at least monthly
- Regular high profile marketing campaigns – e.g. one for Credit Union in September is scheduled for.

The Board were presented with two options to support this.

#### **Option 1**

Priory Marketing fee for this work up until March 2008 is £4,250.

This includes:-

- Monthly updates to the website
- Monthly press releases
- Co-ordination of three marketing campaigns between now and March

#### **Option 2**

Existing Comeunity team. To manager the marketing strategy internally, (Holly – CDW has an MA in marketing) The cost for this would include 6 hours of overtime for Holly per month over a period of 8 months = £672.00

The Communications group recommend this option.

- Decide what we want.
- Can we deliver within the team
- About capacity building within the community
- Holly work with Community around marketing to deliver and go to forward to next stage.

#### **Action: The Board approved Option 2**

#### 8. **Comeunity Builder Grants**

No grants were presented to the board this month  
Lyn Blizzard asked what the criteria is for the grants.

#### **Action: Information pack to be forwarded to Lyn Blizzard.**

#### 10. **A.O.B**

##### NNREC (Norfolk and Norwich Racial Equality Council)

Within the working group we are committed to Community Cohesion, therefore NNREC were invited to visit the Neighbourhood Centre. Due to historical issues they had concerns regarding wider work going around the borough. Rob had met with Anne Martin of NNREC to establish contact. NNREC raised concerns that they have largely

been disregarded with recent development in the Borough and were critical of the developments of the Delivery Plans. The Board were asked to consider the role of NNREC in the programme.

The Board agreed that it was committed to community cohesion and promoting equality and would be keen to recruit marginalised groups onto the Board. NNREC would be welcome to observe meetings and act as Advisors. It was suggested that they might like to be involved in the Community Engagement Working Group to work in partnership on particular projects identified.

**Action: Rob to respond to NNREC**

Lyn Blizzard Issues raised around the promotion of sexual health and how we can support this via the delivery plan. Lyn Blizzard suggested that it could be part of the Raising Aspiration plan. It was agreed that this should be considered by the Raising Aspirations Working Group.

**Action: This proposal to be put to the Raising Aspirations working group. Next meeting 7<sup>th</sup> September 2007**

**Approved by board**

**Meeting closed at 2.30 PM**

**Next Board Meeting:**

Date: **Thursday 30<sup>th</sup> August 2007, Christchurch, King Street**

Time: **12.30pm-2.30pm (Buffet lunch provided from 12pm)**