



**Neighbourhood Management Programme  
Board Meeting**

**27th. August 2009 – 12.30 - 2.30pm  
Christchurch, King Street,  
Great Yarmouth**

**Attendees**

**Board members**

Michael BLANK - Chair	Comeunity Forum/Resident
Valerie PETTIT – Vice Chair	Councillor – GYBC/Resident
Cora BATLEY	Comeunity Forum/Resident
Veronica CARVER	Comeunity Forum/Resident
Inspector Nick CHESHIRE	Norfolk Constabulary
Joy COSAITIS	Comeunity Forum/Resident
Naji Darwish	Great Yarmouth & Waveney NHS
Carl DAWDRY (Deputising for Nick Tupper)	Norfolk County Council
Lorraine FINCH	Comeunity Forum/Resident
Jean FISHER	Comeunity Forum/Resident
John HOLMES	Gt. Yarmouth Community Trust -Voluntary Sector
Des MCKEATING	GYROS
Bob PECK	Councillor – GYBC
Robert READ	Head of Policy & Improvement - GYBC
Gloria WEBB	Comeunity Forum/Resident

**Also present:**

Leon DE BEER	Neighbourhoods & Communities - Manager
Rob GREGORY	Neighbourhoods & Communities - Service Manager
Ruth THOMPSON	Administrator – Minute Taker
Nick CARVER	Comeunity Forum/Resident

**Apologies (received)**

Terry EASTER	Councillor – GYBC
Rex PARKINSON-HARE	Councillor – Norfolk County Council
Jane RATCLIFFE	Executive Director - GYBC
Nick TUPPER	Norfolk County Council

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 7. Community Builder Grants  
VIP User Group – Pg.2.**

The renewed application was agreed for change in budget and re-aligned items (loop sound)

**Item 8. Emerging issues. Pg. 2**

Michael Blank reminded board members that this item was not for board members own agenda, but for clarification only.  
Suggest that a welcome pack be created to make aware of the criteria.
5. **Working Group/Programme Update**

Leon gave an overview of the delivery plans and requested feedback from board members.

**1. COMEUNITY WELLBEING**

  - **Drop-ins and outreach** – new drop-in (Council Tax and Benefits Advice) started in beginning of August, run by Borough Council, every Monday morning 10:00-13:00
  - **Support for older residents** – Luncheon Club will be promoted as positive activity for older residents during Barracks Week of Action
  - **GY Library** – submitted WNF bid for garden project, which will have training element attached to it. Looking to involve local people and Middlegate Community Association in this. Appointed Rachel Houghton as new Community Development Worker. She will be working towards engaging local people into opportunities available in Library. She will be working closely with Comeunity in various capacities.
  - **Health Promotion Activities** - 3 events:
    - **Middlegate** –Sat 15<sup>th</sup> of August. MCA, together with young people from Estate running day of activity, promoting health and wellbeing to local people. Range of agencies involved, including Greyfriars Walk-in Clinic. Many linkages that could be forged with Clinic, including simple referral system, whereby local people in need of community-based support can be signposted to Neighbourhood Centre / Hut and vice versa.

## Greyfriars Clinic feedback:

**Action: Naji Darwish confirmed all health services are being reviewed and he will feed back information to the board. Any suggestions regarding informal referrals to be fed back to Naji Darwish, Gt. Yarmouth & Waveney NHS.**

- **Barracks (Southern South Yarmouth) Week of Action** – week of 21<sup>st</sup> of September, with Wednesday 23<sup>rd</sup> as Health and Wellbeing. Similar to Middlegate event, but based outside shops on Barracks Estate (opposite Greenacre School). Will also involve various agencies and outreach work on day.
- **East Coast Run** – continuous promotion to get local people to sign up (free vests / t-shirts for residents who sign up)
- **Credit Union** – continuous promotion of project and invite them to take part in all events. Suggested they use new Savings Gateway project (aimed at supporting people with building up savings) as marketing tool. Representation and feedback reports at future meetings are essential.
- **Shelter** – ceased drop-ins at Centre, as they are now obliged under National guidelines to be part of an all-encompassing / holistic service approach. Now based with CAB at Stonecutters Way.
- **CAB** –two updates:
  - Opening hours at Stonecutters Mon to Thu 09:00-12:00. They also run a session at Gorleston Library once a week. It was suggested that link be established with GY Library. Have recruited 12 new volunteers but it takes 9-12 months to train new volunteers.
  - New training initiative being planned; aimed at improving financial capabilities (to be run until 2011). Free training is available for frontline workers and general community. Delivery will take place in small groups, but can be tailored to suite people's needs. CAB to do presentation at next Comeunity Forum to promote this. This has also been promoted on the Comeunity website.
- **Next meeting Thu 15<sup>th</sup> of Oct @ 10am @ Middlegate Hut**

## **2. COMEUNITY TOGETHER**

- **Forum** - last Forum very well attended and Police item very well received. Jeff Leak thanked Holly and Leon for well managed meeting, said it was good opportunity to clear up misunderstandings regarding York Road Drill Hall proposals. They had since learnt that My Place bid had not been successful. User Group Consultation meeting Wed the 5<sup>th</sup> of August still going ahead to look at new ways forward and changes to consultation process.
- **CDW work** –suggested that work be done to present options to Board (see agenda item)
- **Youth Work** - targets agreed for Raychel's work. She will be shifting focus to more youth work on Middlegate Estate (using Hut as base, and working with young people currently involved in organising Health Roadshow). Also support for Barracks Week of Action's Youth and Community Day (Thu 24<sup>th</sup> of September) and new projects in the area.
- **Participatory Budgeting** - Val Cadmore presented 3 papers: Guidance to Implementing PB, Community Cohesion Participatory Funding ideas and PG Group draft terms of reference. South Yarmouth has £10 000 to spend on PB pilot project. However, timescale is very tight and process needs to be started immediately. Together WG to be Steering Group for project, and project will be reviewed at next meeting. Residents have been invited to help shape the priorities and criteria for project.
- **Comeunity Builder Grants** - original goal for grants was to support local community groups to develop activities; never intended for sport clubs / National Charities. Workshop organised to address various issues related to grants that have been raised over past few months (monitoring, appraisal). Feedback will be presented to Together WG and Board.
- **Melting Pot Cabaret** – various issues raised with regards to these events (venues, activities, promotion etc). Funding for this (underspent from 08-09) finishes end of Sept 09.
- **Teenage Facilities update** – skatepark launch very successful. Between 200 / 300 people from all ages attended. Facility well used and helps young people becoming integrated with peers. New ideas for skatepark include bins, lights and seating. Middlegate MUGA – due to be complete by mid to end September.
- **VIP Group** to hold open day @ Christchurch on 4<sup>th</sup> of September from 10:00-15:00 (Comeunity Builder Grant)
- **Next meeting Tue 1 Sept @ 10am @ GY Library**

### **3. COMEUNITY OPPORTUNITIES**

- **Target Opportunities:**
  - Resident Steering Group set up to guide TO project. Provided example of how member of Steering Group was passed from agency to agency (first point of access was GP), and eventually found community-based support they needed a month after first referral. Opportunity to work with Greyfriars Walk-in Clinic to build processes through which referrals can be done to relevant community-based workers more effectively. Steering Group to do presentation at next meeting and potential WNF providers to attend with aim of adopting resident-led model for roll-out of WNF activity.
  - New Opportunities GY website [www.opportunities-gy.org.uk](http://www.opportunities-gy.org.uk).
  - Stonham Homestay team (floating support) now being supported through TO project, linking them to various local providers, such as Priory, First Move, DIAL and MIND. Supported several clients to access range of different opportunities, such as volunteering, training and assistance with additional support needs.
  - Working closely with Business in the Community for several months. Several TO clients supported to access scheme who are often employed as a result, and TO's providing job coaching, training and volunteering opportunities for those not offered immediate employment.
- **Volunteer Centre / Voluntary Services** - support for and promoting work of Volunteer Centre. Signposting people to VC via Neighbourhood Centre and vice versa. Since implementing new monitoring system at reception, aimed at capturing signposting of volunteers, 10 people have been signposted to VC via Neighbourhood Centre. Was reported that Great Yarmouth showed lowest level of uptake in terms for volunteering opportunities; possibly down to poor recording / people not considering their activity to be volunteering. Because of this, any monitoring of volunteering opportunities is valuable.
- **Coordination of WNF activity for NM area** – WNF providers will be announced in September 09, and official launch October 09. Funding needs to be spent within 18 months of this (March 2011). Working Group

would like to maintain overview of projects that get commissioned for NM area to ensure services that are delivered are done in coordinated way. Suggested that all agencies who are going to be delivering projects link into Comeunity Opportunities Working Group and Middlegate Steering Group, where appropriate. A map of WNF funded activity will be drawn up to inform the Working Group, and linkages will be identified and forged where possible. JS+ to also attend meetings. It was also reported that a drop in benefit claimants for Nelson Ward had been observed by JC+, which might be due to work of TO's.

- **New workers in the area were introduced:**
  - **John McDonald** – Education Coordinator (Priory); promoting a wide range of Autumn Workshops. Suggested they join Middlegate and Barracks Health and Wellbeing activities. Priory submitted WNF bid to run a range of course and workshops (including Literacy and Numeracy, English etc). Suggested they link with Library for running “Healthy Eating on a Budget” course, as Library has kitchen facilities available.
  - **Oliver Cruickshank** - 'Target Engagement' is joint project between Voluntary Norfolk and NCC Adult Education. Focuses on providing learning and activities in community locations across Great Yarmouth, responding to needs and requirements of learners, and engaging with new learners.
  - **Rachel Houghton** –CDW for Library, working towards making it a community place (making it accessible, promoting learning opportunities and providing advice and support where needed). Suggested that Rachel link into Comeunity programme where appropriate to ensure everyone is working together and supporting one another.
- **Next meeting Wednesday 14<sup>th</sup> of October @ 10am @ GY Library**

#### **4. COMEUNITY PRIDE**

- **Grey 2 Green**
  - **Patterson Close** - ongoing planning and negotiation is taking place to finalise what this scheme will look like. Debate between whether GY Community Housing or GYBC Environmental Services should sign consent with Norfolk County Council for this project (it is

situated on Highway Land). Site visit taking place early September to make final decisions about scheme.

- **Camden Passage** - will commence over next few months when weather is more suitable for planting. A space for potential bin store has been identified to address ongoing bin issues in area.
- **Artillery Square** - project is making good progress. Meeting was held with residents and Norfolk County Council to compare former's Grey 2 Green plans with latter's parking scheme. Compromise was reached and both schemes are set to continue. Residents happy to see additional parking but also happy to maintain Grey 2 Green plans, even though these might need to be scaled down.
- **Facilities / amenities** - funding issues related to this project has prevented it from moving forward. A bench has been identified for installation, but due to costs involved it has not been installed. Residents were encouraged to look at ways of fundraising for this.
- **My Back Yard** - two groups busy with MBY schemes – Greensquare (Fox's Passage) and St George's Road. Both projects are almost ready to be launched.
- **NEMO** – current work includes King Street (large-scale project that is not just quick-fix approach but strategic one which looks at bin provision and related trends), Deneside, Middlegate, options for bin sheds, and various visual audits. Trinity Place / Charles Street project will see wall and bench (which attracts Anti-Social Behaviour) removed, along with trimming tree to improve visibility. Project has been broadened to also include Charles Street as add-on project (clean-up of area, repairing damaged fencing and installing alley gates). Suggestions for work over next few months include land off Nelson Road Central (private land) and Roman Place (enforcement seen as key to dealing with the ongoing issues in the area). Highway issues (bins, litter and obstructions in rows) to be discussed with new County Councillor. Since Terry started in Sept 08, he has completed 223 environmental projects (of various sizes) in area. Problematic properties on Nelson Road South been confirmed as part of SHARP2 (due to commence in September).
- **Litter Bin Repositioning** - pilot for project is being completed with 2 new bins being installed on South Quay. Best option turned out to be installation of new bins as opposed to repositioned ones (new bins plus cost built in for 5 years' collection £30 cheaper per bin

than original cost estimation). Group identified next area to be looked at as York / Lancaster Road area. Bin locations will also be looked at for St George's Chapel / King Street regeneration area and suggestions be put forward.

- **Bin collections in St George's Park** – Terry to look at St George's Park
- **Road sweeping** on Blackfriars Estate / wider area to be looked at by Terry
- **Next meeting Wednesday 28<sup>th</sup> of October @ 10am @ GY Library**

### **Feedback:**

#### **Bottle Bank**

The position of this has been changed and is now on the grassed area at back of St.James church hall. Also incorporates a newspaper disposal bin.

### **5. ADDITIONAL PROGRAMME UPDATES:**

- **Southern South Yarmouth** (Barracks and surrounding areas) week of action 21– 25 September 09
  - Monday – Environmental Education Day
  - Tuesday – Housing and Advice
  - Wednesday – Health and Wellbeing
  - Thursday – Youth and Community
  - Friday – Environmental Education Day # 2
  - Community Cohesion theme to run throughout
- **Frontline Workers** meeting to be held to explore workers' targets, identify crossover, improve partnership working and coordination of work, offer peer support and possibly create "virtual team" for South Yarmouth area (as a result of Opportunities WG discussions)

#### **Comeunity Safety**

A point was raised by a board member regarding safety of the public when fishing.

Leon confirmed that this issue had been discussed at a previous Comeunity Safety Working Group.

Nick Cheshire suggested that services link together to raise awareness.

**Action: Review at next Comeunity Safety Working Group meeting (17<sup>th</sup>.September 2009)**

6. **Finance Update**

Michael Blank advised the board that there were no changes to finance expenditure from July board meeting. An update will be brought to the September board meeting.

**COMEUNITY  
SSCF BUDGET 2009/10**

	<b>Budget</b>	<b>Expenditure April - June 09</b>
<b>EMPLOYEES</b>		
Staff costs	100,000	22,500
Staff advertisements	0	
Staff welfare	0	
Staff training	2,000	167
Insurances	250	60
<b>PREMISES</b>		
Rent, rates and refurbishment costs	10,000	5,933
Utilities	3,150	621
Premises repairs and maintenance	5,000	917
Cleaning	4,500	677
Premises insurances	2,200	
<b>TRANSPORT</b>		
Car allowance	150	13
<b>SUPPLIES AND SERVICES</b>		
Equipment	0	199
New technology	0	
Equipment rental	0	
Communications	3,000	982
Printing and stationery	1,000	13
Services		
Community Connections Workers	35,000	8,260
Partnership Costs	1,000	
Communication Strategy	6,000	1,752
Postages	1,000	
Telephones	5,000	
Board development and training	3,000	531
Subscriptions	300	
Middlegate Focus Group Evaluation	10,000	
	5,000	
Comeunity Builder Grants	5,000	
Action Plan Comeunity		
Safety	6,750	

Action Plan Comeunity Opportunities		
Action Plan Comeunity Pride	25,000	2,429
Action Plan Comeunity Together	20,000	
Action Plan Comeunity Wellbeing		
<b>SUPPORT SERVICES</b>		
Departmental recharges	17,700	
<b>CAPITAL CHARGES</b>		
Charges for use of assets	0	
	<b>272,000</b>	<b>45,054</b>
<b>INCOME</b>		
SSCF (NE)	258,000	258,000
SSCF (NE) Carry Forward 08/09	5,000	5,000
Hot Desking income	9,000	4,000
	<b>272,000</b>	<b>267,000</b>

7. **Comeunity Builder Grants**

Monitoring for Grants

Valerie Pettit advised that 2 group sessions had been held and the following criteria was agreed:-

- a. To have the group collect the grant cheque at a session between the CDW and themselves
- b. Agree on project, how and when to be completed
- c. Discuss any training and development opportunities
- d. Periodically visit project in month 3 and month 9
- e. Verbal update, review the progress.
- f. Visit to be carried out by appraisers and CDW
- g. Attend Comeunity Forum meetings
- h. Interim and final reports to continue to be presented.

Michael Blank asked if the same process of the appraisers reviewing information prior to approval would continue.

**Action: Board agreed to the updated monitoring and it was confirmed that the reviewing process would continue.**

8. **Emerging Issues**

Neighbourhood Management Team of the Year.

Michael Blank confirmed that he had nominated the Neighbourhood Management Team for this award.

Guardian Public Servant of the Year Award

Robert Read confirmed he and Michael had nominated Rob Gregory for this award but as yet has not received any information back regarding this.

Neighbourhood Policing Priorities

Priorities for the Neighbourhood Management area have been set for the next 3 months

- a. Anti-Social Behaviour – York Road
- b. Dorset Close – Play area
- c. Barracks Action Week

9. **A.O.B**

Holly Notcutt – Community Development Worker

As Holly is due to leave her role as Community Development Worker to take on the position of Neighbourhood manager for Southtown & Cobholm area Michael Blank passed on his thanks on behalf of the board.

He mentioned many of the projects that Holly had worked on i.e. Grey2Green, Revolution Skate Squad; Middlegate Group; Haven Group. Michael gave a special mention to the way Holly had guided the Comeunity Forum meetings.

Holly thanked everyone for her time with Neighbourhood Management and added all the knowledge that she had gained from her current role she would take forward to her new role.

Voluntary Norfolk

A new steering group has been set up in connection with the Working Neighbourhood Fund. A total of 4 meetings per year are held and they are looking for a representative from the board to attend.

**Action: Veronica Carver agreed to be the board representative.**

10. **Community  
Development Work**

Michael Blank explained the previous process for Community Development work. Michael asked the board to review the different options put forward.

A discussion took place regarding the options put forward. Necessary to look at the gap incurred by Holly leaving. Inspector Nick Cheshire suggested the possibility of a PCSO Attachment to Comeunity as capacity building and partnership initiative.

3 options were put forward to the board :

1. Option 3 to be followed up.
2. 3 months notice be given to Community Connections
3. Any suggestions to be put forward to Rob.

**Action: Board Agreed that all three actions be followed up.**

**Meeting closed at 1.30pm**

**Next Board Meeting:**

Date: **Thursday, 24<sup>th</sup>.September 2009 Christchurch, King Street**

Time: **10.00pm-12.30pm**