



**Neighbourhood Management Programme
Board Meeting**

MINUTES
27 November 2007 – 10.00am - 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
Jean FISHER	Central Yarmouth Community Partnership
John HOLMES	Norfolk County Council
Tim HOWARD	Head of Regeneration and Environment - GYBC
Jamie MCGARRITY	South Yarmouth Community Partnership
Valerie PETTIT – Vice Chair	Councillor – GYBC
Carl DAWDRY	Norfolk County Council (Deputising for Nick Tupper)
Julie WOODS	Community Development Team Leader – Community Connections (Deputising for Paul Cheeseman)

Also present:

Rob GREGORY	Acting Neighbourhood Manager
Ruth THOMPSON	Administrator

Apologies

Paul CHEESEMAN	Voluntary Sector Partnership
Chris CHIDLOW	Central Yarmouth Community Partnership
Alex DE ALMEIDA	South Yarmouth Community Partnership
Terry EASTER	Councillor - GYBC
Dan MOBBS	NORCAS
Bob PECK	Councillor and Cabinet member - GYBC
Aurelio SPINOLA	South Yarmouth Community Partnership
Nick TUPPER	Norfolk County Council

1. **Welcomes** Chair – Michael Blank welcomed everybody to the 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 -Lowestoft Together – Pg 2**

Lowestoft Together to be invited to 12/12/07 one of the Xmas Opening events at the Neighbourhood Centre. This invite to be extended to Board members.

Action: Rob to correspond with Lowestoft Together. Ruth to send email to board members.

Item 5. Delivery Plans -Middlegate – Pg. 3
Visioning Exercise. – Tendering process

The Middlegate Focus Group have received 10 applications (of excellent standard) extending nationwide. At the recently held meeting, 3 of the applicants have been selected to give a presentation on Friday 30th November 07. This could be a flagship process for the Neighbourhood Management programme.

Action: Board to be updated on decision

Item 5. Delivery Plans- Safer Neighbourhood Team- Pg 3

John Holmes felt that the Safer Neighbourhood Team and Neighbourhood Management must be integrated and would like to see more involvement from the Safer Neighbourhood Team in the board.

Carol Congreve explained the new structure of policing; there will be more emphasis on inspectors- their numbers will increase. It was suggested that Danny Kett, Safer Neighbourhood team inspector for the Neighbourhood Management area be invited to attend board meetings as an Advisor.

Action: Rob to contact Danny Kett to arrange a meeting

Item 6.Expenditure/Budget 07/08 . Peer Mentoring – Pg 3.

Rob confirmed that a response had been received from Children Services and that delivery of these services had commenced.

However there was anticipated a slight under spend due to the academic year not matching the financial year.

John Holmes suggested that Jeff Leak from Children Services be invited to the board.

Action: Carol Congreve will be meeting with Jeff Leak and will discuss with him on the boards behalf.

Item 6. Expenditure/Budget . Procurement of services – Pg 3

At the recent meeting held the outcome was decided as follows:-

- Authorised spending of projects and day to day running Neighbourhood manager but monitored by chair/vice chair.
- IT equipment
Agreed that as Rob/Ruth are linked to Borough Council Their computers to continue and remain responsibility of GY Borough Council.
Other computers (Hot Desks) to be responsibility of the board.

Item 5. A.O.B. Cleaner and Greener. St. Georges Parkway – Pg 5

Holly, Jeanne and Mike Brackenbury facilitated a workshop, the 'People and the Park'
Congratulations were extended to Holly and Jeanne for an excellent facilitation.

Action: A paper will be presented to the Cleaner, Safer Greener Board meeting being held on 13/12/07.

5. Board Development Day

A decision was taken to leave this event until the new year. The dates that Eileen Adams (Neighbourhood Renewal Advisor) suggested were 6/2/07; 15/2/07; 18/02/07.

Action: Rob to follow up the proposed date of the 15/02/07 and will advise the board of the outcome.

6. Communications

Communication Sub-Group meeting held between Rob Gregory, Michael Blank, Valerie Pettit and Chris Chidlow to discuss the suggested marketing campaigns for the future. (Refer to additional paperwork distributed)

Action: Carol Congreve will follow up.

7. Finances

- **Recharges**

A meeting has been held with GYBC to ascertain the detail of recharges allocated to the programme. Keith Kittle is investigating and will report back the Neighbourhood Manager.

- **Carry Forward**

Confirm carry forward 06-07 of £164,000 has been granted

8. Funding Arrangements

Background:

As was reported at the last meeting (1st November), when Great Yarmouth received notification of Neighbourhood Element through the Safer, Stronger, Communities Fund in 2005, the anticipated four year budget was outlined as below.

<i>2006/07</i>	<i>2007/08</i>	<i>2008/09</i>	<i>2009/10</i>
£412,800	£516,000	£412,800	£258,000

A break clause was built into this projection to cater for the outcome of the Government's Comprehensive Spend Review in 2007 (published last month). This is why all current contracts and agreements last until 31st March 2008. Whilst the national picture appears to support Neighbourhood Management, it is clear that decision making around the future of Neighbourhood Element funded programmes has been devolved locally. In our case this is channelled through Norfolk's Local Area Agreement (LAA).

From 2008 no ring-fenced funds will enter the LAA, meaning the Neighbourhood Element funds will not be bypassed directly to Great Yarmouth. Instead funds will be pooled and allocated via the LAA to meet county, district and neighbourhood targets.

A two-year transitional period has been agreed by the LAA and all anticipated funding streams will be honoured during this period. Whilst SSCF (NE) is highlighted, the amount of money allocated will not be known until April 08.

Great Yarmouth's LSP Executive met on Friday 16th October and fully endorsed the desire to continue delivering Neighbourhood Management through LAA pooled-funds for 2008-10. This was noted by the LAA Officer in attendance. The LAA are hoping to offer some assurance to existing LAA funding recipients before Christmas.

Implications for the programme:

Inevitably there are some immediate implications for the programme.

- Great Yarmouth Borough Council will have to follow HR procedures around issuing notice of potential redundancy to staff employed directly to the Community programme. Community Connections will also have to consider the

same for their staff seconded to the programme. Failure to do so could pose financial risk to both organisations post March 31st 08.

- At this stage no assurance can be offered to grant-funded partners as to the continuation of posts and projects, beyond March 08. The Neighbourhood Manager will work closely with these partners to assess the impact of this and explore contingency arrangements.
- Current lease arrangements need to be reviewed for 143 King Street to ensure there remains flexibility in the conditions of the lease to respond to the outcomes of the LAA funding allocation.

Recommended Actions:

- A plan for contingency is put in place to ensure core-functions of the programme i.e. staffing, premises and key projects are funded next year. It is suggested that the Board consider committing a sum of the carry-forward from 06-07 to this means.
- Momentum for the programme continues. Working Groups meet in December and February to continue developing plans for future work, giving additional consideration to alternative funding sources.
- Neighbourhood Management becomes an embedded element in the Sustainable Communities Strategy. This will be the key reference for the allocation of LAA funds directed to Great Yarmouth in the future (A public consultation begins this month).
- **The board are asked to delegate power to the Chair (Michael Blank), Vice-Chair (Cllr Valerie Pettit) and GYBC representative (Tim Howard) to work with the Neighbourhood Manager over the coming weeks to plan for contingency and respond swiftly to any further developments within the LAA.**

Action: Approved by Board

9. Staffing

The board were reminded that Rob Gregory had been acting in the Neighbourhood Managers role for an agreed six month period. This was now past. Michael Blank proposed that Rob be appointed to the post of Neighbourhood Manager.

Action: Approved by the board.

10. Slippage Proposals

Community Safety

It was reported at the October Board meeting that there was likely to be an anticipated slippage in the Community Safety budget owing to the Peer Mentoring project, not spending its full allocation this year. The slippage is suggested to be approximately £2,000.

There is a proposal to use this slippage to help further the work around the night-time environment and community safety. After two successful Halloween and Guy Fawkes events at the Neighbourhood Centre, it is clear that there is real opportunity in engaging local residents in night-time activities to help challenge perceptions around community safety in the evening. There is also a real opportunity to build on work around community cohesion at such events. The Centre will be open on late-night shopping evenings in the run-up to Christmas. Jankie D Creative Workshops are running a variety of community-based workshops across the neighbourhood and are planning a lantern procession with young and older people through the Town Centre on the evening of 5th December. This will also provide a sign-posting opportunity to the Neighbourhood Centre, which will be open that evening.

- **The board were asked to consider the approval of the sum of £560 to support this event, and to consider the use of the remaining slippage from the Community Safety budget to similar night-time activities which promote wider community involvement in the night-time environment.**

Action: Approved by board

- **Cleaner and Greener**

Some slippage has also occurred in the Cleaner and Greener budget due to the low cost of the production of the Neighbourhood Charter and savings made in the resources needed for facilitating Grey 2 Green. This is likely to amount to £6,000. The Grey 2 Green programme has recently resulted in the capital improvement projects at Swirles Place and Fox's Passage. Both were awarded funding through the CSG monies. Unfortunately there were not sufficient funds to resurface the pathways of Fox's Passage and St James Walk. This was a pertinent issue raised by residents in the Bloomin Good Ideas events.

- **The board were asked to consider committing slippage from this budget plus any remaining slippage from the global budget to match-fund the cost of resurfacing these pathways.**

Norfolk County Council has also been approached to contribute to the scheme.

Action: Approved by board

11. **Comeunity Builder Grants**

None presented to the board

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

NNM Network Conference held on 15th November 2007
Michael Blank (Chair) and Lucinda Leonard (Voluntary Sector partnership) recently attended the conference and Michael Blank reported back to the board. – Refer to additional papers distributed.

Hall Talk – Staff newsletter.

Excellent feature on Comeunity Neighbourhood Management Programme.

Meeting closed at 11.30am

Next Board Meeting:

Date: **Thursday 31st January 2008 Christchurch, King Street**
Time: **12.30pm – 2.30pm Lunch provided from 12 noon.**