



**Neighbourhood Management Programme  
Board Meeting**

**27<sup>th</sup> November 2008 – 12.30pm – 2.30pm  
Christchurch, King Street,  
Great Yarmouth**

**Attendance**

**Board members**

Michael BLANK - Chair	Comeunity Forum
Valerie PETTIT – Vice Chair	Councillor – GYBC
Cora BATLEY	Comeunity Forum
Carol CONGREVE	Norfolk Constabulary
Lorraine FINCH	Comeunity Forum
John HOLMES	Norfolk County Council
Helen JOHNSON	Voluntary Sector Partnership (Deputising for Paul Cheeseman )
Brian PARTRIDGE	Acting Head of Policy & Improvement - GYBC
Bob PECK	Councillor – GYBC
Nick TUPPER	Norfolk County Council
Gloria WEBB	Comeunity Forum

**Also present:**

Leon DE BEER	Neighbourhood Officer
Ruth THOMPSON	Administrator – Minute Taker
Nick CHESHIRE	Norfolk Constabulary
Michael COLLINS	Community Connections
Lisa CROOK	Observer
Nigel WILLIAMSON	Web Designer

**Apologies (received)**

Lyn BLIZZARD	Health Improvement Principal
Paul CHEESEMAN	Voluntary Sector Partnership
Joy COSAITIS	Comeunity Forum
Terry EASTER	Councillor – GYBC
Jean FISHER	Comeunity Forum
Rob GREGORY	Neighbourhood Manager
Jamie MCGARRITY	Comeunity Forum
Dan MOBBS	NORCAS – Drug & Alcohol Team
Aurelio SPINOLA	Comeunity Forum

1. **Welcomes** Michael Blank – Chair welcomed everyone to the meeting. Introductions were made around the room.

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 11 Lowestoft Together – Pg 8**

The board visit to Lowestoft on 3/11/08 was cancelled.  
**Skate Park**

Michael advised that £140,000 of funding had been secured. £10, 000 to reach the target.

Nick Cheshire confirmed that the Norfolk Constabulary has put in for £5,000, which is waiting to be ratified by the Chief Constable.

**Yourmouth – Community Newspaper**

Helen updated the board and confirmed that the Christmas edition has been secured through the sponsorship of Comeunity. Alternative sponsorship for February 2009 edition is being sought, and in addition funding from April 2009.

**St. Georges Chapel**

Michael confirmed that he will raise concerns with regard to exterior design, with Peter Wilson, Chair person, at meeting being held on 28<sup>th</sup> November, 08.

Carol suggested that if a 'stepping system' was put in place this could be an invitation for skateboarders to use and the architects needed to be aware of this.

Michael Blank confirmed that he would put forward Nick Cheshire's name to the committee, as the responsible person for them to liaise with.

5. **Working Group Reports**

**Comeunity Together**

Michael Blank reported back to the board members:-

**Youth Engagement Work:** Work is progressing with the

Skate Park project. Some further detached youth work is being delivered on Middlegate.

Outthere Festival: Awaiting outcomes report.

Skills for Empowerment: 1 session had been held with further sessions scheduled. Take-up hadn't been particularly high. It was deemed important to ensure more residents get involved in such workshops to ensure they feel confident enough to take on further roles within the programme.

Community Work: It was noted that all Community Development and CLIP targets were on track to being met, with some already exceeded in the first six months. It was agreed that future effort should be given to working with residents involved, rather than ever increasing the number of residents contacted.

### **Community Wellbeing**

Cllr Valerie Pettit reported back to the board members:-

Older Persons Luncheon Club: St James HRC is being considered as a location for a new luncheon club for South Yarmouth.

Health Roadshows: Had been a success with 123 residents engaged in two events. Middlegate had been a real success. The Barracks event had not been so positive.

Housing guide: The group signed off the housing guide- a publication to deliver to every household in the NMA providing useful factual information about all things housing related.

Drop-ins: 499 residents have accessed 7 different regular drop-ins at the Neighbourhood Centre since April 08. A campaign "Taking Your Wellbeing to Heart" is currently underway in the neighbourhood, highlighting support services available to local residents.

### **Community Opportunities**

Cllr Valerie Pettit reported back to the board members:-

Target Opportunities: 31 residents have been supported into employment since April 08. Over 120 residents have been supported in total.

Yourmouth: 27 volunteers and 16 work placements have been supported since April. Edition 6 is due for distribution before xmas. A funding strategy is being developed to sustain Yourmouth.

Soft Skills Training: 28 residents have accessed the

training sessions. The target of 40 is likely to be met.

Credit Union: A total membership of 139 members. Only 36 reside in the neighbourhood management area. Further work at Greenacre School is hoped to boost membership in this area.

An opportunities marketing campaign will commence in January.

The group expressed a desire to ensure work which has been demonstrated a success in the NMA is incorporated and commissioned as part of Working Neighbourhoods Funded delivery.

### **Comeunity Pride**

Cllr John Holmes reported back to the board members:-

Grey 2 Green: 3 schemes are about to commence at Runham Vauxhall, Victoria Place (subject to funding), Louise Close (subject to funding). A lottery bid is being considered to support further schemes at Artillery Square and Camden Passage.

Glass Recycling: A bottle bank has now been sited at the Clipper Schooner pub to serve Middlegate and Blackfriars  
NEMO: there have been some achievements around street cleanliness issues at Camden Passage and a range of other hotspots in the neighbourhood. The group have asked for the rear of King Street to be considered as a future location.

Clear Bag Scheme: Started on 10<sup>th</sup> November and will provide every home in the NMA with recycling provision.

Discussion took place regarding the scheme and as to whether the scheme needed to be assessed in areas where it had been delivered, and if enough information had been distributed.

**Action: Carol Congreve confirmed that she would raise this at the next Enviro Sub-Group meeting in December. Leon will follow up regarding distribution/areas covered.**

### **Grey2Green Projects**

Leon updated the board members on the current projects

### **Louise Close**

Community Housing will provide support for the Louise Close project, a design meeting is being held on 13/12/08.

## Runham Vauxhall

Several issues have arisen with this project, relevant service checks to be completed. Norfolk County Council is supporting the group.

**Action: Nick Tupper confirmed he will follow this up.**

My Back Yard: The group agreed a pilot run of the scheme to encourage resident ownership of pathways and areas around their own properties to be trialled on St Georges Road.

- The NM board were asked to allow a fast-track "Comeunity Action" (Comeunity Builder Grant) available for up to £200 to support residents to cover the cost of equipment, materials and signage.

A Pride marketing campaign will take place in March. Provision of litter bins to be considered as part of the delivery plan for 09/10.

**Action: The board approved the amount of £200 to allow a fast track Comeunity Action (Comeunity Builder Grant) to support residents to cover the cost of equipment, materials and signage.**

## NEMO post

Carol advised that at the recent Enviro Sub Group meeting it was agreed that Terry Bensley, NEMO officer will be looking at Devonshire Road as a project to focus on. He will link in with Sgt. Dan Smith to locate other resources available.

Agreed also that there is a need to encourage local school children to become involved.

**Action: Head teacher from St. Georges school to be contacted, Leon to follow up with Terry Bensley, Nemo officer.**

## **Comeunity Safety**

Leon de Beer, Neighbourhood Officer updated the board members.

Parenting Training: The final parenting class supported from 07/08 delivery has started this month with 16 Portuguese parents signed up.

Street Outreach: As a result of the recent data gathered through the Street Outreach sessions a pilot Breakfast drop-in project has been developed. Work is continuing with the PCT to develop this as a pilot.

Melting Pot Cabarets: A recent Melting Pot cabaret was incorporated into the Outthere Festival. Whilst attendance had been positive group members felt more advance publicity was necessary.

Neighbourhood Reporting Site: Signage will soon be installed at the front of the Neighbourhood Centre. 18 reports of crime have been received so far at the Neighbourhood Centre.

**Action: Insp.Nick Cheshire will follow up with Sgt.Dan Smith re: signage**

### **Middlegate Steering Group**

Insp. Carol Congreve reported back to the board members:-

Respect Action Week: The October half-term saw the launch of the Middlegate Action Plan (attached) as part of Respect Action Week. The week was a success with significant partnership work being undertaken on Dorset Close, play areas and in front gardens. The static POD had not been so successful.

Priorities: The Steering Group have established a list of priority actions for the Estate which they will continue to oversee.

“Together on Middlegate” Your Norfolk, Your Decision: The Steering Group have submitted a bid to Norfolk’s Participatory budgeting Pilot to develop a community cohesion project on Middlegate, training and employing young people as Youth Champions to develop positive activities for young people and the wider community on the estate. This responds to key issues raised during the visioning exercise (report available at the Neighbourhood Centre). If successful a pilot project will be established in February 09.

Leon advised that the bid submitted by the Steering Group had not been successful on this occasion, but would they be informed if any other relevant funding streams became available.

Nick Cheshire, Inspector, of Norfolk Constabulary agreed that the Respect Action Week had generated a lot of energy resulting in ongoing projects; to include a bid for a ‘football area’ and ‘vegetable patch’ on Middlegate. Also

felt that it was very effective in comparison to other areas.

It was agreed that Sgt. Sarah Blyth did an excellent job organising and co-ordinating the agencies for the Respect Action Week event.

## 6. Finances

Mid year Expenditure – please refer to paper distributed.

	<b>08/09 Budget</b>	<b>April- Sept 08 Spend</b>
<b>Expenditure:</b>		
<b>Employees</b>		
Adverts (1500)	1,000	1,189
Expenses (1504/1614)	300	65
Staff (original budgets)	91,580	37,147
Training (1540/1544)	4,000	2,110
	<b>96,880</b>	<b>40,511</b>
<b>Premises</b>		
Clean/Domest (2700/2706/2708)	5,000	2,240
Energy (2550/2552)	3,000	1,105
Insurance (2750)	2,200	359
Business Rates (2610)	3,000	3,049
Rents (2602/2603)	10,000	6,262
Reps & Mtce (2800)	2,500	----
Water/Sewerage (2620/2622)	500	311
	<b>26,200</b>	<b>13,326</b>
<b>Supplies &amp; Services</b>		
Communications (42--)	6,000	1,727
Eqpt/Furn/Materials (410-)	2,000	665
Expenses (4302/4520/4530/4552)	1,000	505
Grants/Subs - nat. network (44010400)	350	0
Comeunity Builder Grants	10,000	1,413
Comeunity Safety	73,593	34,065
Comeunity Opportunities	45,700	4,309
Comeunity Pride	38,300	4,913
Comeunity Together	37,202	20,202
Comeunity Wellbeing	700	0
Middlegate Estate Action Plan	20,000	5,240
Projects	97,663	0
	<b>332,508</b>	<b>73,039</b>
Printing/Stat - (4150/4155)	<b>2,500</b>	<b>623</b>

Prof services - Evaluation	0	0
Prof services - CLIP Worker	19,522	8,835
Prof services - Comm Dev worker	24,999	10,949
Prof services - Mgmt fee	5,000	4,608
Prof services - Running costs	7,500	3,130
	<b>57,021</b>	<b>27522</b>
<b>Infrastructure</b>		
Community Partnership Board Development and Infrastructure	1,500	961
Communication Strategy	2,500	330
	16,500	5,982
	<b>20,500</b>	<b>7273</b>
<b>Support Services</b>		
Departmental recharges (7999)	<b>12,300</b>	-----
<b>Budgeted Expenditure (incorp. Virements)</b>	547,909	<b>162,294</b>
<b>Income: Funding streams</b>		
LAA Allocation	412,800	
08/09 Carry Forward	126,079	
Other - hot desking income	9,000	<b>2,860</b>
<b>Budgeted Income (incorp. Virements)</b>	547,879	

7. **Staffing Arrangements 09/10**

Staff members were asked to leave. Board members were reminded that the contents of the paper and discussion thereafter were to remain confidential.

A decision needs to be made on staffing for 09/10.

There are presently 5 members of staff, 3 of which are employed by Great Yarmouth Borough Council. The 2 remaining staff (Community Development Worker and CLIP worker) are employed by Community Connections. The board has a budget of £258K next year.

- a) **Maintain same level of staffing and plan for a reduced delivery budget.**
- b) **Reduce the Service Level Agreement with Community Connections by 50%, which would mean the loss of 1 FTE post.**

- c) **Explore a reconfiguration of roles across the team and approach GYBC to offer a contribution to the staffing costs, given the new wider corporate remit of neighbourhood management within the council.**
- d) **Another option the Board may identify.**

Rob and Leon will be used for the Roll-Out management programme should we ask Great Yarmouth Borough Council for a contribution to salary costs.

It was suggested that:

- There maybe opportunity to cover part of the cost of Rob's post with Area-based Grant.
- Great Yarmouth Borough council may be able to core fund posts; Brian Partridge stated this would not be possible.
- Great Yarmouth Borough Council may forfeit the recharges next year to aid delivery.

The board decided that the SLA with Community Connections would be reduced to include one full-time post – Community Development worker. The contract for the CLIP worker would end 31<sup>st</sup> March 09.

Ruth was originally employed as a Receptionist/Administrator and now that Citrix had been added to the reception computer she would be able, when required to work from that desk, front-of-house support would be aided by good quality volunteers. We would not want to lose our Community Development Worker, and did not think a part time post would be possible.

Agreed a good discussion on topic and proposal put forward for Option (b), which was seconded Overall vote taken by board members, outcome was unanimous.

**Board agreed unanimous support for option B**  
**Action: Rob will meet with Community Connections 4/12/08 to inform them of Boards decision.**

Members were reminded that this item was confidential.

8. **Comeunity Builder Grants**

None presented to the board but Leon advised that there are three pending at the moment.

9. **A.O.B**

None presented to the board.

Board members were reminded of the Development Training/Xmas lunch on 18<sup>th</sup>.December 2008 at the Priory Centre.

**Meeting closed at 2pm.**

**Next Board Meeting:**

Date: **Thursday 29th January 2009 Christchurch, King Street**

Time: **10am-12.30pm**