



**Neighbourhood Management Programme
Board Meeting**

MINUTES
28th February 2008 – 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
Carol CONGREVE	Norfolk Constabulary
Terry EASTER	Councillor – GYBC
Jean FISHER	Central Yarmouth Community Partnership
John HOLMES	Norfolk County Council
Lucinda LEONARD	Voluntary Sector Partnership (Deputising for Paul Cheeseman)
Valerie PETTIT – Vice Chair	Councillor – GYBC
Elvira SCHIMT	Community Development Team Leader – Community Connections

Also present:

Rob GREGORY	Neighbourhood Manager
Ruth THOMPSON	Administrator
Lisa CROOK	Tenant Participation – Community Housing (Observer)
Penny LINDEN	Councillor
Nigel WILLIAMSON	NM Webmaster

Apologies (received)

Lyn BLIZZARD	Gt Yarmouth & Waveney PCT
Chris CHIDLOW	Central Yarmouth Community Partnership
Joy COSAITIS	South Yarmouth Community Partnership
Tim HOWARD	Head of Regeneration and Environment - GYBC
Jamie MCGARRITY	South Yarmouth Community Partnership
Bob PECK	Councillor and Cabinet member - GYBC
Nick TUPPER	Norfolk County Council

Not in attendance

Aurelio SPINOLA	South Yarmouth Community Partnership
Dan MOBBS	NORCAS

1. **Welcomes** Chair – Michael Blank welcomed everybody to the meeting. Resignation was received from Alex DeAlmeida. The Board approved an interim seat for a local resident substitute to be ratified at the next South Yarmouth Community Partnership meeting.
2. **Apologies** Refer to list.
3. **Minutes of the last meeting** The minutes were agreed and approved as accurate.
4. **Matters arising** **Re; Trading Standards. Pg 2.**

Rob confirmed that the contact email address has been forwarded and added that Credit Union are working closely with Trading Standards.
5. **Budget 07/08** Rob presented this item and went through the budget paper with the board.
An oversight in Great Yarmouth Borough Council recharge accounting in 06/07 has meant that an additional £41,000 has been re-paid to the Neighbourhood Management budget. The board expressed concern in spending this money this financial year. Rob explained that an approach had been made for the Neighbourhood Management Board to consider supporting the St. Georges Parkway Scheme.
Michael Blank added that some assurances were needed before the board commit. Carol Congreve asked whether the Local Authority could consider allocating the re-payment to the 08/09 budget as it was there fault.

Action: Board agreed that John Holmes put proposal to the next Cleaner and Greener meeting and Rob to follow up Carol's proposal regarding LA holding amount. The Board also agreed to delegate any further authority regarding year end spends to the Chair and Vice Chair.
6. **Staffing** **Officer Post**

In January the Board approved the appointment of a Neighbourhood Management Officer post, as per the original staffing proposal for the programme.

Key Tasks

Key areas of work for the postholder will include:
 - **Performance Monitoring of projects.**
 - **Communications.**
 - **Research and data gathering.**
 - **Project Management.**
 - **Deputising.**
 Much of this work has been outsourced over 2007/08.

Scope

Careful consideration has been given to the scope of this post and it was recommended that the position is full-time, to ensure we carried out the core functions of the programme in the most cost-effective way.

Recruitment Process

(Tentative dates)

Fri 7th March – Job graded and approved by GYBC

W/C 17th March – Advert released in local press, (Mercury, Advertiser, EDP)

Fri 4th April – Deadline

W/C 7th April – Interviews

- **The Board were asked to approve the recruitment process for the above post and nominate two representatives (one must be a resident) to form part of the interview panel.**

Action: Board agreed that it should be a full time post and proposed that Rob, Michael, and Carol are on the interview panel. It was agreed that Valerie to deputise in Carol's absence.

7. Comeunity – Forward Strategy

Feedback from Board Development Day (15th Feb, Dunston Hall, Norwich)

21 participants took part in the Board Development Day, including Board members, team members and involved residents. A review of both the achievements and challenges of the last two years concluded that our key successes have included;

- Resident involvement
- A strategic approach
- Partnership working
- Some innovative and effective projects i.e. Grey 2 Green, Target Opportunities etc.

Challenges have included;

- Getting the message out into the wider community
- Securing senior commitment to NM
- A staggered start to delivery.

It is a key factor that stronger and consistent communications, along with senior stakeholder involvement will be crucial to the success of the programme over the coming two years.

What is important to us? What legacy must remain post 2010?

(Headlines)

- Community Empowerment
- A partnership approach is essential (cannot exist within any one agency)
- A commitment to narrowing the gap, which inevitably

- means retaining a neighbourhood specific focus.
- Aligning work streams and maximising the funding available to the area.

Further questions

- Does the programme deliver services or does it provide an infrastructure to enable the delivery of services?
- How can further funding be obtained to sustain the infrastructure that is in place?
- How do we make a business case for NM and prove that it can save money as well as meeting local need?

Potential succession arrangements

These may include;

- Embedding Neighbourhood Management as an integral part of service delivery within the Local Authority. This will help to encourage the roll-out of NM as a borough-wide principle and could unlock the potential for devolved neighbourhood budgets.
- Creating a separate legal entity for the existing Comeunity Programme e.g. Development Trust, Charitable Trust, Company Limited by Guarantee to retain a specific focus on South and Central Yarmouth, allow a degree of autonomy and the potential for accessing future external funding streams and enabling income generation.

There are inevitably several other options the Board may wish to consider.

Next steps

1. It is recommended that a small Forward Strategy sub-group form to explore potential succession arrangements for the programme post 2010. This group will report back to the Board and present a series of options for consideration. This must be determined by June.
2. It is proposed that an Interim Report on the success of NM in Great Yarmouth is produced, capturing recommendations from our mid-term evaluation and some hard factual data on the performance and cost-effectiveness of new approaches piloted.
3. This report would then be disseminated to local partners through a “Stakeholder Event” in early September. The purpose of this event would be to secure multi-agency commitment to Neighbourhood Management and would look for this to be reflected in budget planning for 09/10.

- **The board were asked to agree this course of action and agree membership of the sub-group.**

Action: Board agreed.

8. **Comeunity Builder Grants**

• **Positive Change Support Group**

This group made a resubmission, after changing the application following the panel's recommendations. They are a user led self support and motivation group, newly formed.

This group focuses in helping people who experienced stress and anxiety and aim to promote recovery.

The application was not successful by the panel.

The following recommendations were made:

Appraiser's recommendations

- To show long term aims
- What is the need of a mobile phone
- To show their boundaries.

Panel recommendations

- Show their boundaries in the area.
- Mention if they have members of different backgrounds.
- Mention if it is referral based.
- Is it really necessary all that is asked in their budget?

Amount applied for: £1775.93

Amount given: £0

Action: Positive Change application

To be reviewed and re-submitted for consideration by Chair and Vice Chair.

• **Gt. Yarmouth Youth Bowling**

They are a tenpin bowling youth group, that works with young people up to the age of 18 year old.

A few recommendations were made to the group:

Appraiser's recommendations

- From which areas are the children.
- Most of the families cannot afford the payments of fees.
- Are there any children with special needs in the group and staff trained to work with them?

Panel recommendations

- Show more evidence on how they address the issues for young people in the Neighbourhood Management Area.

Amount applied for: £1635

Amount given: £0

- **The Samaritans**

The Samaritans provide confidential non-judgemental emotional support, 24h a day for people who are experiencing feelings of distress or despair, including those which could lead to suicide. Although it is a national charity, each branch is responsible for meeting on it's own costs.

Appraiser's recommendations

- None.

Panel recommendations

- Do not fill the criteria of a small community group working on the Neighbourhood Management Area.

Amount applied for: £4701.90

Amount given: £0

Action:Samaritans application

Michael Blank to liaise with Lucinda Leonard (VSP) and review application.

All three applicants were not successful.

Michael Blank went through the applications explaining the reason why this decision had been taken. It was suggested that the following be reviewed:-

- Guidelines
- Costs.
- Neighbourhood Focus
- Monitoring.
- Training for appraisers.

Action: To hold a review day for Community Builder Grants.

9. **A.O.B.**

PCT – Drop in Centres

An announcement had been made that the PCT will be investing in new health facilities in the neighbourhood. Neighbourhood management need to be involved.

Middlegate Focus Group

Group meeting on 29/02/08.

Rob updated board on present work being carried out by MAC Associates. They are engaging a range of stakeholders. An encouraging meeting was held with Jeff Leak, Area Team leader, Youth Work Team, Norfolk County Council exploring some dedicated Youth Work provision.

The Middlegate Community Association has also re-launched with 9 people on the committee.

Meeting closed at 2pm

Next Board Meeting:

Date: **Thursday 27th March 2008 Christchurch, King Street**

Time: **12.00pm– 12.30pm Business Meeting**

12.30pm – 1.00 pm Lunch

1.00pm – 3.00pm Delivery Plans

**PLEASE NOTE – TIME OF THE BOARD MEETING
(INCLUDED WILL BE A PRESENTATION OF OUR RECENT CONSULTATIONS
AND DELIVERY PLANS FOR NEXT YEAR)**