



**Neighbourhood Management Programme
Board Meeting**

**MINUTES
28 June 2007 - 10am -12.30pm,
Christchurch, King Street,
Great Yarmouth**

Attendance

Board members

Carol CONGREVE - Outgoing Chair	Norfolk Constabulary
Michael BLANK - V.Chair	South Yarmouth Community Partnership
Paul CHEESMAN	Voluntary Sector Partnership
Chris CHIDLOW	Central Yarmouth Community Partnership
Joy COSAITIS	South Yarmouth Community Partnership
Alex DE ALMEIDA	South Yarmouth Community Partnership
Terry EASTER	Councillor - GYBC
John HOLMES	Norfolk County Council
Tim HOWARD	Head of Regeneration and Environment - GYBC
Bob PECK	Councillor and Cabinet member – GYBC
Valerie PETTIT	Councillor – GYBC
<u>Also present:</u>	
Linda BERRY	Service Accountant - GYBC
Julie WOODS	Community Development Team Leader – Community Connections
Lenny EYRE	Resident
Mr & Mrs GODIN	Residents
Rob GREGORY	Acting Neighbourhood Manager
Ruth THOMPSON	Administrator
<u>Apologies</u>	
Cora BATLEY	South Yarmouth Community Partnership
Lyn BLIZZARD	Gt Yarmouth & Waveney PCT
Terry DYER	Central Yarmouth Community Partnership
John HEMSWORTH	Great Yarmouth Borough Council
Sue JERMY	South Yarmouth Community Partnership
Dan MOBBS	NORCAS
Nick TUPPER	Norfolk County Council

1. **Welcomes** Carol Congreve welcomed everyone and introduced Bob Peck as the new Cabinet representative. Tim Howard would also be replacing John Hemsworth as the GYBC rep. The board acknowledged the support and commitment John Hemsworth had provided to the board and wished him a happy, successful and healthy retirement.

Election of Chair Vice Chair

The board were reminded that it had been agreed the Chairperson would stand for a year and it was time to elect a new chair and vice-chair. Michael Blank was elected as Chair and Valerie Pettit was elected as Vice-Chair.

Michael Blank thanked Carol for all of her efforts in establishing the programme and added that her knowledge and hard work have been invaluable. He also welcomed her continued support as a board member.
2. **Apologies** Refer to list.
3. **Minutes of the last meeting** The minutes were agreed and approved as accurate.
4. **Matters arising**

Voluntary Sector Partnership – Pg 1.

Paul Cheeseman of Great Yarmouth Voluntary Sector Partnership will be taking over from Mary Gilbert of YMCA as the Voluntary Sector Representative.

Item 4 DTP Work Station – Pg 1.

It was confirmed that a letter had been written to South Yarmouth Way Forward requesting a list of resources they hold for the publication of South Yarmouth Community News to see how we can utilise these for the development of a Community Newspaper. Still waiting on a response. Michael Blank added that the equipment may be old and not up to operational standard therefore may not be of use.
Action - Rob to follow up.

Item 4 Mental Health – Pg 2.

Mental health – Sub-group meeting is due to be held on 10/7/07 11am at Christchurch. There will be an opportunity for various organisations working in this field to meet with Linda Offord – head of Commissioning for Mental Health services with the PCT to establish the facts around current mental health provision. This will be fed back to the Community Engagement working group. John Holmes confirmed that there is to be a presentation at council meeting by mental health service.

Item 4 -Lowestoft Together – Pg 2

Rob confirmed that he met with Bob Russell last week. Lowestoft would like to invite board members/other interested parties to Lowestoft for a summer barbecue to meet their board members, Lowestoft will have secured their premises by then. We could also

reciprocate a return visit.

Action -Rob to provide date.

Item 5 – Youth Service – Pg 5

John Holmes referred to previous minutes (Nov.06) and stated that the manager was not tasked to carry out this work, if this had happened the board were not made aware.

Michael Blank confirmed that this had been discussed at last board meeting where it was agreed that a misunderstanding had occurred between the previous manager and Children Services. It was felt that it was appropriate that Youth service would be reimbursed for work carried out from April to date. A process of bidding was agreed for detached youth work, invitations to bid have been sent out.

All projects associated with programme will be overseen by one of the thematic Working Groups.

5. Financial Plan

Rob explained the financial plan.

- Allocated budget for this year £477,200 to date
- Overall budget for programme of £516,000
- Additional one off payment for community capacity funding £65,000

The budget needs to be finalised by the end of August. There was a query as to whether income generated from hot-desking can be carried forward.

Action Linda Berry – GYBC Accountant to confirm.

6. Reports from Working Groups

• Community Engagement

Michael Blank fed back. The key developments from the group were;

- 1) Community Development Worker post - interviews to be held on 6 July 07
- 2) Detached Youth Work – tender brief has been distributed through various networks -deadline is 13/07/07.
- 3) Two proposals for funding were:
 - The engagement of hard to reach groups in Community Partnerships - £5,000
 - A pilot Community Newspaper - £3000
 - Support towards the consultation around community facilities - £1,000

Action: Board approved proposals

Bob Peck asked for confirmation if the Community news was a duplication of the Tenants' newsletter?

Michael Blank explained that the newspaper was for whole of community within the NM area, it is a means of keeping the community updated and engaged.

• Cleaner and Greener

John Holmes provided a summary:

- 1) The group were very keen to develop a Neighbourhood Charter, looking at StreetScene issues around street cleansing, fly-tipping, dog fouling etc. This had been costed at £3,000
- 2) The group are considering a trialled neighbourhood model of Streetscene services
- 3) It was suggested that the micro-management action be removed and we look at forming a separate sub-group to look

at Middlegate. Due to the high multiple issues of deprivation on the estate. The intention is to form a Sub-group with a community-led vision for the estate, which other groups will feed into. The board were asked to approve the development of this sub-group

Action: The Board approved £3,000 to the development of a Neighbourhood charter

Approved: The development of a Middlegate Sub-group

- Community Safety

Chris Chidlow reported back.

- 1) No proposal for funding from the board at this stage.
- 2) The working group are keen to look at some targeted work with families, drug and alcohol intervention and explore ways of influencing the night-time economy.
- 3) The group were very keen to look at establishing Neighbourhood Action Team meeting at the Neighbourhood Centre.

Action: Proposals will be brought to next board meeting.

- Raising Aspirations

The next Working Group meeting will be held on 5/07/07 10 am at Neighbourhood Centre. This is an open meeting and residents are welcome to attend.

7. **Communication Strategy**

Rob explained that there were many successes with the pre-launch strategy and the Board had invested significant resource into this. It was now necessary to review the success of the marketing tools used and plan a post-launch strategy, along with the web-site brief.

Action: Working group to re-convene. Members; Michael Blank, Valerie Pettit, Carol Congreve, Chris Chidlow.

10. **A.O.B**

Small Community Grants

Michael asked that these be presented earlier to the board and as a permanent item on agenda and not under Any other business.

1. Sunshine Crew

Applied for funding to develop a programme of summer activities for children in the neighbourhood

Total cost of grant requested £815.

This was recommended for approval by the Grants Appraisal Panel.

Action: £815 Approved by board

Local residents expressed concerns regarding cost for schemes for families

16-19 year olds – added that some projects for this age range are needed. Michael explained that the detached youth work would hopefully help to identify this.

2. TCMF2 (Town Centre Music Festival)

This is to take place for 8 days from 14 July 2007. Engaging young people in music and performance. Greenacre and St Nicholas Schools are involved and the contribution requested from the programme is proportionate to the total costs.

This was recommended for approval by the grants appraisal panel on the condition a banner recognising the programmes support is displayed at the festival.

Action: £5,000 Approved by board

CAB

Some concerns expressed regarding the present opening times of CAB. Will they be overstretched if they are outreaching from the Neighbourhood Centre. This will be considered.

Communications

Query regarding posters giving out information

Action: Rob confirmed that the Communications Sub-group will look at this.

Next Board Meeting:

Date: **Thursday 26th July 2007, Christchurch, King Street**

Time: **10am-12.30pm** (Lunch not included)