



**Neighbourhood Management Programme
Board Meeting**

**29th January 2009 – 10.00am – 12.30pm
Christchurch, King Street,
Great Yarmouth**

Attendance

Board members

Michael BLANK - Chair	Comeunity Forum/Resident
Valerie PETTIT – Vice Chair	Councillor – GYBC/Resident
Cora BATLEY	Comeunity Forum/resident
Paul CHEESEMAN	Voluntary Sector Partnership
Inspector Nick CHESHIRE	Norfolk Constabulary
Joy COSAITIS	Comeunity Forum/Resident
Naji DARWISH	Great Yarmouth & Waveney PCT
Carl DAWDRY	Norfolk County Council (Deputising for Nick Tupper)
Lorraine FINCH	Comeunity Forum/Resident
Jean FISHER	Comeunity Forum/Resident
John HOLMES	Councillor -Norfolk County Council
Jamie MCGARRITY	Comeunity Forum/Resident
Gloria WEBB	Comeunity Forum/Resident

Also present:

Rob GREGORY	Neighbourhood Manager
Leon DE BEER	Neighbourhood Officer
Ruth THOMPSON	Administrator – Minute Taker
Veronica CARVER	Comeunity Forum Deputy
Lisa CROOK	Tenant Participation Officer

Apologies (received)

Lyn BLIZZARD	Health Improvement Principal- PCT
Carol CONGREVE	Norfolk Constabulary
Terry EASTER	Councillor – GYBC
Bob PECK	Councillor – GYBC
Jane RATCLIFFE	Executive Director - GYBC
Robert READ	Head of Policy & Improvement - GYBC
Nick TUPPER	Norfolk County Council

Not in Attendance

Michael COLLINS	Community Connections – Board Advisor
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 4. Matters Arising - St.Georges Chapel – Pg.2

Michael confirmed that he had raised the concerns regarding the exterior design/ safety issues.

Item 5. Working Groups- Comeunity Pride Grey2Green Project -Runham Vauxhall– Pg 5

Leon confirmed that Nick Tupper and Carl Dawdry from Norfolk County Council supported the project which has now been completed.

Item 5. Working Groups –Comeunity Pride My Back Yard – Pg 5

Lorraine Finch confirmed that she was meeting up with Holly to organise a Comeunity Action(Comeunity Builder Grant) to set up the pilot scheme around St. Georges Road.

Item 5. Working Groups –Comeunity Safety Neighbourhood Reporting Site Signage – Pg. 6.

Nick Cheshire confirmed that he will chase up and get back with a response immediately.

Item 7. Staffing Arrangements 09/10 – Pg 9

Rob advised board members that he had met with Trish Aydin from Community Connections before Christmas to present the boards' recommendation for reducing the Service Level Agreement for 09/10. With no alternative funds being secured to further the CLIP work in South Yarmouth Community Connections had since had to follow a process of redundancy for Jeanne Goncalves. Jeanne's maternity leave would start at the end of January with cover being provided by Community Connections. A forward strategy for the front of house service was being explored.
5. **Development Day Feedback** Rob gave an overview of results from the Development Day held on 18th.December 2008 at the Priory Centre. Rob summarised by adding that it was a really informative

and enjoyable day bringing everyone together.
He advised that a final report would be circulated to all board members.

6. **Communications Plan 09/10**

Leon presented a suggested Marketing Strategy for 09/10
After a discussion the board agreed that they were happy with the communication campaign proposal overall; with some suggested amendments put forward :

- Review the December/January and amend to November/December
- Consider using the Market Place as a focal point and involve commercial proprietors.

Action: Leon noted these points and will respond accordingly

7. **Roll-out of Locality Working**

Rob updated the board on the current situation regarding the roll out of locality working.

The business case has been refined, and the responses were positive.

A discussion took place around the roll-out, the main points raised were:-

- Safer Neighbourhood Team to link in with three different wards
- Dialogue necessary between different areas

John Holmes advised that the Borough Council are creating a new area forum, enabling residents to feedback to the cabinet.

A discussion took place around the historical structure of the LSP.

It was agreed that this should change in the future and that a vast influence had been made by the work being carried out by the Neighbourhood Management programme and all partners had worked together.

8. **Board Changes**

Rob advised the board of imminent changes to the future board structure.

GYBC

Robert Read (Head of Policy & Improvement) and Jane Ratcliffe (Executive Director) will share the role of Great Yarmouth Borough Council senior officer reps.

NHS

Naji Darwish, Strategic Planning Manager from Great Yarmouth & Waveney NHS is replacing Lyn Blizzard. Thanks were extended to Lyn Blizzard for the input that she had provided during her time as board member.

Norfolk Constabulary

Inspector Nick Cheshire will be replacing Carol Congreve, who is due to change areas and is going to be county wide based. Carol will still attend the February board meeting.

Voluntary Sector

Dan Mobbs – NORCAS has resigned from the board due to change of employment.

Thanks were extended to Dan Mobbs for his support to the programme during his time as a board member.

It was proposed a new member from the Voluntary Sector Partnership be sourced.

Action: Paul Cheeseman to follow up.

Thanks were also extended to Veronica Carver for deputising for resident board members and contributing to the meetings.

9. **Finances**

Rob gave an overview of the 3rd.Quarter finances for 08/09, confirming that the Service Accountant for GYBC had no major concerns regarding the finances, advising that Quarter 4 needed to be spent by 31/03/09.

	08/09 Budget	April-Dec 08 Spend
Expenditure:		
Employees		
Adverts (1500)	1,000	1,189
Expenses (1504/1614)	300	305
Staff (original budgets)	91,580	59,511
Training (1540/1544)	4,000	2,362
	96,880	63,367
Premises		
Clean/Domest (2700/2706/2708)	5,000	3,538
Energy (2550/2552)	3,000	1,620
Insurance (2750)	2,200	359
Business Rates (2610)	3,000	3,049
Rents (2602/2603)	10,000	12,676
Reps & Mtce (2800)	2,500	-949
Water/Sewerage (2620/2622)	500	311
	26,200	20,604

Supplies & Services

Communications (42--)	6,000	2,611
Eqpt/Furn/Materials (410-)	2,000	1,673
Expenses (4302/4520/4530/4552)	1,000	1,654
Grants/Subs - nat. network (44010400)	350	0
Community Builder Grants	10,000	6,413
Community Safety	73,593	37,302
Community Opportunities	45,700	37,815
Community Pride	38,300	7,016
Community Together	37,202	27,202
Community Wellbeing	700	602
Middlegate Estate Action Plan	20,000	5,240
Projects	97,663	0
	332,508	127,528

Printing/Stat - (4150/4155)	2,500	1,391
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Prof services - Evaluation	0	616
Prof services - CLIP Worker	19,522	15,305
Prof services - Comm Dev worker	24,999	19,550
Prof services - Mgmt fee	5,000	4,608
Prof services - Running costs	7,500	3,130
	57,021	43,209

Infrastructure

Community Partnership	1,500	1,221
Board Development and Infrastructure	2,500	
Communication Strategy	16,500	12,784
	20,500	14,005

Support Services

Departmental recharges (7999)	12,300	-----
Budgeted Expenditure (incorp. Virements)	547,909	162,294
Income: Funding streams		
LAA Allocation	412,800	
08/09 Carry Forward	126,079	
Other - hot desking income	9,000	8,650
Budgeted Income (incorp. Virements)	547,879	

10. **Comeunity Builder Grants**

None presented to the board. Holly is currently working on a Comeunity Builder Grant. This will be brought to the next board meeting.
There is an anticipated underspend on Comeunity Builder Grants.

11. **A.O.B**

Middlegate Steering Group

The group are looking to create a community outreach point at Tolhouse Street along with improving the teenage sports facility. The community outreach point will initially be a 6 month pilot scheme and Great Yarmouth Borough Council Property Services have agreed to a rent free period during the pilot.

The objective of the community association is for other organisations to also make use of the building.

The board were asked to ratify a contribution of £10,000 to upgrading the Tollhouse Building and £10,000 towards improving the Sports Facility, £20,000 had already been earmarked within the budget to support Middlegate activities.

Action: The board agreed to the allocations within the Middlegate Budget

Respect Action Week

Nick Cheshire confirmed that he had been advised by Sarah Blyth that it was undecided whether there would be a follow up Respect Action Week due to resources.

Action: Nick Cheshire will follow up.

Empowerment visit

NM Board and residents to host a visit by colleagues from the Easter Region on Thursday 26th February. This will be an extension of the board meeting, a total of 50 participants including government officers are planned to attend. Organised visits will be arranged.

Great Yarmouth & Waveney PCT

Naji advised the board that a Poly Clinic providing GP Services and walk in clinics is being developed on the old Greyfriars Site in Central Yarmouth.

CLIP -Jeanne Goncalves

Michael Blank extended thanks on behalf of the board to Jeanne for providing an excellent service not only in the Neighbourhood Centre but the whole South Yarmouth area. Adding that Jeanne was a valuable asset, dedicated, hard working, enriching the community along the way and would be greatly missed by everyone.

Rob also passed on his thanks to Jeanne on behalf of the team. Jeanne's conscientious and approach had enabled the team to achieve lots and wished her well for the arrival of her forthcoming baby. Jeanne was presented with a cup inscribed with '5 Star CLIP Worker', a title all felt she richly deserved.

Meeting closed at 11.45am

Next Board Meeting:

Date: **Thursday 26th February 2009 Christchurch, King Street**

Time: **1pm-3pm (Lunch provided 12-1pm)**