



**Neighbourhood Management Programme  
Board Meeting**

**MINUTES  
30 August 2007 – 12.30pm - 2.30pm,  
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
Paul CHEESEMAN	Voluntary Sector Partnership
Joy COSAITIS	South Yarmouth Community Partnership
Alex DE ALMEIDA	South Yarmouth Community Partnership
John HOLMES	Norfolk County Council
Dan MOBBS	NORCAS
Bob PECK	Councillor and Cabinet member – GYBC
Valerie PETTIT – Vice Chair	Councillor – GYBC

Also present:

Sgt. Dan SMITH	Norfolk Constabulary (Deputised for Carol Congreve)
Lorraine FINCH	Resident – South Yarmouth
Nigel WILLIAMSON	Observer
Michael WESTCOTT	Resident – South Yarmouth
Rob GREGORY	Acting Neighbourhood Manager
Ruth THOMPSON	Administrator
Julie WOODS	Community Development Team Leader – Community Connections

Apologies

Chris CHIDLOW	Central Yarmouth Community Partnership
Carol CONGREVE	Norfolk Constabulary
Terry EASTER	Councillor - GYBC
Tim HOWARD	Head of Regeneration and Environment - GYBC
Jamie MCGARRITY	South Yarmouth Community Partnership
Aurelio SPINOLA	South Yarmouth Community Partnership
Nick TUPPER	Norfolk County Council

1. **Welcomes** Chair – Michael Blank welcomed everybody to the meeting. Nigel Williamson was acknowledged and thanked for all the tremendous work that Nigel had done in building the web-site. To view the web-site visit – [www.comeunity.info](http://www.comeunity.info)
  
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**  
Rob confirmed that he has contacted Bob Russell. The visit to the Lowestoft Together Programme has been provisionally booked for 3<sup>rd</sup> October, 2007, the time of departure to be confirmed. A mini bus has also been booked.  
**Action – Date and time to be confirmed by Bob Russell, mini bus to be confirmed accordingly. Ruth to follow up.**

**Item 5 – Working Groups -Demographic Make-up –Pg 4**  
Rob confirmed that Carol had forwarded the MOSAIC data base, providing a profile of South Yarmouth

**Item 6 - Financial Plan - Pg 5**  
We still need to clarify whether income generated through the programme can be accrued.

**Item 10. - A.O.B.**  
**NNREC (Norfolk and Norwich Racial Equality Council) - Pg 6**  
Rob stated that he had received a response from Anne Martin of NNREC and confirmed that equality issues were now being taken up with Richard Packham, Managing Director of GYBC, Discussions need to take place within the wider LSP.  
**Action: No action required by NM team.**

**Funding for resource Centres for children – Pg 2**  
A paper was circulated by Carol Congreve on the government press release around the desire to provide resource centres for young people.
  
5. **Project Reports**
  - a) **Target Opportunities**  
An “Invite to Bid” was circulated and one expression of interest was received. The Appraisers have recommended that the bid by NVS and GYROS be supported to the value of £14,857. The anticipated starting date for the project is 10<sup>th</sup> September and will include a range of innovative methods of engaging local residents in volunteering, training and employment opportunities culminating in one large and several small Opportunity Fairs.
    - **The Board were asked to approve this proposal**
Paul Cheeseman declared an interest in this as a representative of VSP.

**Action: This recommendation was approved by Board**

**b) Supporting Families**

Since the last Board meeting there has been much conciliation between the strands of parent and families work envisaged for the Neighbourhood. It is clear that there are two types of support envisaged:

- 1) The building of capacity to deliver parenting programmes identified through the Webster Stratton Training Bursary proposed at the last Board meeting.
- 2) Intensive work with families for whom all other intervention has failed.

A lead for the Webster Stratton Project is currently being sought through the Parenting Strategy network. The Board were asked to allocate £12,000 to this project in principle. This figure will be refined upon appointment of the appropriate lead.

The second area of work is being explored with Ormiston Children and Families who are leading the Senior Parenting Practitioner role. The Family Intervention Team from Children's Services have also proposed to develop some work here around diversionary activities for the younger family members. A meeting is being scheduled for the end of September to plan this intervention.

**Proposal - The Board were asked to consider an allocation in principle of up to £5,000 to support this activity once defined.**

**Action: £5,000 for additional youth intervention approved in principle by the Board.**

**c) Other Projects**

All Working Groups are due to meet during the first two weeks in September. This will provide the last opportunity to propose projects for funding for this financial year. Anticipated projects include:

- Cleaner and Greener – *Streetscene service improvements*
- Raising Aspirations – *Sexual Health awareness, Soft Skills training*
- Community Engagement – A long term proposal for the *Community Newspaper*

The Community Newspaper pilot consisting of A3 8 page will be available at next board meeting. Holly has facilitated and worked very hard on co-ordinating this edition. Rob confirmed that Comeunity will have editorial control over the pilot edition of the newspaper.

- Community Safety – *Drug awareness/ intervention*

### Street Outreach

Dan Mobbs declared an interest.

A proposal by the CDRP has been received to match funding a period of Street Outreach for those suffering from alcohol issues. The CDRP have requested the NM programme contribute £8,337 to the total cost of £18,337.

**Action: This was approved in principle by the Board subject to discussion by the Community Safety Working group.**

### **d) Funding principles**

Presented by Dan Mobbs. See attached paperwork.

**Action: Board members were asked to read Funding principles paper and e-mail responses to Rob before the next board meeting.**

## **6. Board Development**

### a) Away Day

It was felt that it was good to invest in the development and the capacity of the board. A budget for this process is available. An away day in November was suggested for Board members and residents involved in Working Groups etc. We could bring in a Neighbourhood Renewal Advisor to facilitate this event.

**Action: Rob will source Neighbourhood Renewal Advisor but it was agreed that we will wait outcome of comprehensive spending review before setting a date.**

### b) Capacity building sessions

To provide capacity building sessions for local residents/elected members across the two wards covered, This will be focused on the needs of resident to feel confident in working together with other services in the Neighbourhood Management programme.

**Action: Approved by board in principle.**

## **7. Evaluation**

John Holmes declared an interest as chairman of Community Trust

### **a) Interim Residents Perception Study**

In November 2006, Priory Research Services conducted a Residents Perceptions Study as part of the action-planning process. This captured residents' thoughts, feelings and concerns around a range of issues in the neighbourhood. This informed the issues we identified in our action plan and the actions the working groups have subsequently considered in the development of their delivery plans. It is proposed that we conduct an interim Perceptions Study this year to enable us to adjust delivery plans accordingly for the following two years. This study would include a minimum of 300 responses from local residents and would allow for sufficient time to prepare and collate information.

Local resident advised that there has to be a minimum of 385 responses to be statistically accurate.

Financially Priory Research was far less costly than external consultants also had local knowledge of the area. Advantage because they had previously worked on the programme in November 2006.

Proposal -The Board were asked to consider the commissioning of an interim Residents Perceptions Study by Priory Research Services to the value of £7,828.75

**Action: The Board approved the project and level of funding, but requested an open bidding process in appointing the project lead.**

#### **b) Evaluating the Neighbourhood Management Approach in South and Central Yarmouth**

Central to the ongoing legacy of neighbourhood management will be a robust evaluation of the approach adopted and the projects that have developed as a result. In each of our four themes we have identified new models for improving services and responding to residents' needs, i.e Grey 2 Green, Target Opportunities, Combined parenting programmes. These have all developed as a result of the building of an infrastructure for community involvement. We need to know how this approach is working? and is it effective?

Proposal -The Board were asked to consider the commissioning of an assessment of the neighbourhood management approach, by an evaluation of the pilot projects and the community engagement infrastructure developed by Priory Research Services £15,112.50

**Action: The Board approved the project and level of funding, but requested an open bidding process in appointing the project lead.**

#### **c) Training local residents as future Researchers/Evaluators**

By training up local residents as researchers/evaluators we are building both capacity and skills in the neighbourhood. In working with Priory Research Services to train 10 local residents to an accredited standard in research and evaluation we will have a pool of local researchers able to conduct programme evaluations in years 3 and 4, reducing the need for "specialist" buy-in.

**Proposal -The Board are asked to consider funding an OCN accredited 8 week course for 10 residents in Community Action Research Methods £7,085**

**Action: The Board approved the project and level of funding, but requested an open bidding process in appointing the project lead.**

## **8. Finances**

Rob went through the financial report, and gave an overview of expenditure. A budget of £581,000 is committed to this financial year. It was identified that the budget needs re-adjusting as some

items have been wrongly coded.

Rob informed the board that we are still unclear as to whether any carry forward has been agreed from the last financial year. The board need to develop a strategy to spend any additional funds.

**Action: Rob to get carry-forward confirmed.**

9. **Opportunities/Events**

Conference

Public Engagement in Local Government Empowerment to be held on 16 November 2007 in London. See attached  
Please contact NM office if you wish to attend.

NM Network Awards 2007

Board to consider submitting the Grey2Green programme as a candidate for this years award scheme.

**Action: Approved by Board – Rob to follow up.**

10. **Comeunity Builder Grants**

Budget available of £30, 000 for this year, £6,403.00 has been committed to date. We need to encourage community groups to apply for these grants. The deadline is the fifteen of each month, allowing appropriate time to be appraised and presented to board.

**Action: An article to promote the grants has been included in the Community Newspaper.**

11. **A.O.B**

Local resident felt that focus was being placed on the people causing the problems rather than the residents who were not. Michael Blank advised that the appropriate working groups raise these issues and suggested that Lorraine attend one of the meetings and put her ideas forward.

**Meeting closed at 1.45 PM**

This was followed by a presentation by the PCT on their forthcoming consultation (See attached)

**Next Board Meeting:**

Date: **Thursday 27<sup>th</sup> September 2007, Christchurch, King Street**  
Time: **10.00 am-12.30pm – Buffet Lunch NOT included**

**Future Dates for Board meetings**

<b>DAY</b>	<b>DATE</b>	<b>TIME</b>	<b>PROVISIONS</b>
Thursday	25 October 2007	12.30-2.30pm	Lunch provided from 12 noon
Tuesday	27 November 2007	10-12.30pm	Lunch NOT provided
Thursday	31 January 2008	12.30-2.30pm	Lunch provided from 12 noon
Thursday	28 February 2008	10-12.30pm	Lunch NOT provided
Thursday	27 March 2008	12.30-2.30pm	Lunch provided from 12 noon

**PLEASE NOTE – 27 NOVEMBER 2007 MEETING IS BEING HELD ON A TUESDAY  
AND NOT THURSDAY**