



**Neighbourhood Management Programme
Board Meeting**

MINUTES

**31st January 2008 – 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
Chris CHIDLOW	Central Yarmouth Community Partnership
Carol CONGREVE	Norfolk Constabulary
Joy COSAITIS	South Yarmouth Community Partnership
Jean FISHER	Central Yarmouth Community Partnership
John HOLMES	Norfolk County Council
Tim HOWARD	Head of Regeneration and Environment - GYBC
Danny KETT	Board Advisor -Norfolk Constabulary
Jamie MCGARRITY	South Yarmouth Community Partnership
Bob PECK	Councillor and Cabinet member - GYBC
Valerie PETTIT – Vice Chair	Councillor – GYBC
Aurelio SPINOLA	South Yarmouth Community Partnership
Elvira SCHIMT	Community Development Team Leader – Community Connections (Deputising for Paul Cheeseman)
Nick TUPPER	Norfolk County Council

Also present:

Rob GREGORY	Acting Neighbourhood Manager
Ruth THOMPSON	Administrator
Lisa CROOK	Tenant Participation – Community Housing (Observer)

Apologies

Lyn BLIZZARD	Gt Yarmouth & Waveney PCT
Paul CHEESEMAN	Voluntary Sector Partnership
Alex DE ALMEIDA	South Yarmouth Community Partnership
Terry EASTER	Councillor - GYBC
Dan MOBBS	NORCAS

1. **Welcomes** Chair – Michael Blank welcomed everybody to the 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.

Carol Congreve confirmed that there is a national campaign being held titled 'National Scam Week'. An email address is available for public to log any issues.

Action: Carol will forward email address to Rob to disseminate.

Carol confirmed that she had spoken to Jeff Leak, Penny Clark attended the Community Safety Working group on his behalf. Rob also confirmed that he had met with Jeff Leak.

Item 8. Funding Arrangements – Pg.5.

Rob was able to provide the Board with official notification that the LAA had confirmed a budget of £412,800 for 2008/09 so no further action was necessary.

Item 10 – Slippage Proposals. Pg. 6
Re-surfacing of Swirles Place/Fox's Passage

Rob advised that after the final costing is confirmed, a funding contribution of approximately £40,000 was needed to complete the work. Work is scheduled to commence on 25th.February 2008. The allocation would come from the Grey2Green budget along with other slippage as previously agreed.
5. **Staffing Arrangements 08/09** Existing staffing arrangements with Community Connections are due to end on 31st March 2008. A cost and impact analysis of this arrangement has taken place, with a revised proposal for the following financial year. The Board were asked:
 - To agree the proposed return to the original staffing structure and note the end of time-limited roles.
 - To approve the posts of CLIP and CDW, seconded to and managed by the programme but employed by Community Connections up until March 31st 09.
 - To request that personnel currently appointed to the above posts remain in these positions.
 - To agree that a recruitment process can commence for the Neighbourhood Management Officer post, subject to GYBC

agreement.

Action: Board approved all of the proposals and recommended that Rob, Michael and Valerie liaise with GYBC to start the recruitment process for the Officer post, subject to an analysis of need.

6. Finances

- **Revised Budget 07/08**

Rob provided an update on current expenditure and introduced the new Integra system.

- **Recharges**

Tim Howard confirmed that GYBC had made an error in allocating recharge to the programme and the overcharge would be reimbursed accordingly.

- **Carry Forward 06/07**

Tim Howard explained that since the carry forward had been awarded, the 07/08 total budget was now £746,200. We can only assume a 5% carry forward on this year's budget. If the other LAA grant streams spend fully this financial year, we may be able to carry forward more. A clearer picture will be available for the February meeting.

The board noted this.

- **Indicative Budget 08/09**

Rob outlined an indicative budget of £449,850.00 for 2008/09 based on our grant allocation, a 5% carry forward and £8,000 hot desking income.

The board noted this position.

7. Delivery Plans

Current Delivery:

Board members received copies of working group reports. The board were also notified of slippage against particular projects.

There is a total slippage to date of **£11,592.90**.

This amounts from:

- First Move- IT provision -£377.50
- Community Connections- running costs for CDW/CLIP - £6,858.22
- Community Connections- running costs for pt/time CDW - £2,189.32

All projects indicate that they will meet their identified targets and outcomes.

Action: The board noted the slippage figure.

Proposed Delivery for 2008/09:

Rob explained, the Board Development Day on 15th February will set in place the strategic direction of the Comeunity programme in 2008-2010.

As a result of this it is envisaged that delivery plans for 2008 onwards are refreshed and thematic workshops are held in early March to design the delivery of activity in South and Central Yarmouth for the coming two years.

This timescale however, poses a problem from existing providers of 'pilot' projects who currently employ staff dedicated to these projects. There is a statutory obligation to give an employee three months notice of termination of employment and therefore, workshop proposals in March are too late to provide three months notice within existing arrangements.

'Pilot' projects include:

- 1) Street Outreach- NORCAS
- 2) Target Opportunities- NVS and GYROS (outcomes report attached to the Raising Aspirations Working group)
- 3) Yourmouth- NVS
- 4) Grey 2 Green (Street Scene support)

The Board were asked:

- **To approve in principle to underwrite the costs of these projects for a further six months (April 08-September 08), should it be necessary to do so.**

Action: The board approved in principle to the proposal.

Rob explained that this does not guarantee that the programme will continue to support these projects as part of the 08-10 delivery plans, but does offer some assurance to organisations who must give a three month redundancy period. The planned thematic workshops in March will determine the programme of work for 08-10. It may be that other sources of funding are accessed to support the development of some of the projects initiated this year.

The Board are also reminded that there remains a small financial commitment from the 08-09 budget to:

- Children's Services- Peer Mentoring (due for completion in July)
- EACH- Parenting Training (due for completion in June)

This is due to external constraints, meaning the timescales of these projects do not match the financial year.

There was also an agreement in principle that the programme offer a contribution totalling a third of the running costs for the Credit Union this financial year.

- **The Board were asked to approve the provision for the completion of these existing projects in the 08-09 budget.**

Action: The board approved the above proposal.

8. **Training and Development**

- **Board Development Day – 15th.February 2008**

This is to be held at Dunston Hall 9.45am – 4pm.

Transport will be provided; the mini bus will be leaving the Neighbourhood Centre at 8.45am. We will depart from Dunston Hall at 4.15pm.

Eileen Adams, Neighbourhood Renewal Advisor will facilitate the event.

Further information will be distributed to all persons invited.

- **Lowestoft Networking Day – 16th. April 2008**

Rob advised that he had met up with Julie Woods who is now the Neighbourhood officer for Lowestoft Together Julie suggested that a visit is organised for their Board to come to the centre and also get an overview of our current projects. This will be on 16th. April 2008 between 10am – 2pm.

- **Empowerment Event, Cambridge – 26th. February 2008**

Conference information was previously distributed,

Action: Board members to confirm attendance.

- **Action Research.**

Priory Research Service undertook to train 12 local residents to OCN level 2 in research skills. Rob added that if the programme can demonstrate that there is a pool of local residents trained up as researchers, there is scope in the borough for future employment activities.

It was proposed that the Board fund the progression of these residents to achieve level 3 accreditation to a cost of £9,000.

Action: Approved by the board.

9. **Communications**

Rob provided a short update from the Communication sub-group

- January – Target Opportunities campaign had a feature in the local press

- February - Sexual health campaign and also an event to be held at the centre entitled 'Putting the heart back into the community' on Valentines Day.
- March - Environmental campaign with a 'before and after' theme i.e. Fox's Passage , Swirles Place promoting the Grey2Green project.

10. Comeunity Builder Grants

Two grant application appraised by the local panel.

The first application came from **Positive Change Support Group.**

Panel recommendations

- Panel **could not grant** it on the present form
- To liaise with the Community Development Worker and submit another application

The second application came from **VIP User Group.**

Panel recommendations

- The panel approves the granting of **£2,102** now
- The Internet expenses were not accepted
- To review the travel expenses, look into alternatives and submit a separate grant for travel.

Action: Board approved the amount of £2,102.00 applied for by the VIP user Group

Rob gave thanks to the appraisers for all the hard work and commitment to the Comeunity Builder Grants.

11. A.O.B.

Drop-in for Street Drinkers

Carol Congreve added that this was the priority of both NM and the Safer Neighbourhood team, also linking in with the PCT. We need to engage with PCT as to whether they will support working group.

Re-cycling

John Holmes acknowledged thanks to GYBC for the recycling bins which have been placed in the Market Place and added that this was encouraging for the Cleaner and Greener working group, currently looking at issues of recycling.

A discussion took place around refuse and wheelie bins and it was agreed that through the Neighbourhood Management Cleaner and Greener and GYB Services different ways of collecting refuse could be piloted.

Safer Neighbourhood Team.

Valerie Pettit put a question to Danny Kett, Inspector, Norfolk Constabulary regarding the restructuring of the SNT.

Danny Kett responded by explaining the process of the restructuring and added that the SNT will continue to exist, however the one difference will be that South Yarmouth will have one inspector solely responsible for the area. A Key Individual Network to be formed to manage the setting of priorities.

Meeting closed at 2.30 pm

Next Board Meeting:

Date: **Thursday 28th February 2008 Christchurch, King Street**
Time: **10.00am – 12.30pm Lunch not provided.**