

**Neighbourhood Management Programme
Board Meeting**

**MINUTES
31 May 2007 - 10am -12.30pm,
Christchurch, King Street,
Great Yarmouth**

1. Attendance

Board members

Carol CONGREVE	- 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
Bob PECK		Councillor and Cabinet member – GYBC
Valerie PETTIT		Councillor – GYBC
Nick TUPPER		NCC Planning & Transportation

Also present:

Julie WOODS	Community Development Team Leader – Community Connections
Lenny EYRE	Resident
Rob GREGORY	Acting Neighbourhood Manager
Ruth THOMPSON	Administrator

2. Apologies

Cora BATLEY	South Yarmouth Community Partnership-Deputy
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

Agenda Item

3. Minutes of the last meeting

The minutes were agreed and approved as accurate.

4. Matters arising

Item 4 DTP Work Station – Pg 1.

It was confirmed that a letter has 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.

Item 4 Mental Health – Pg 2.

Mental health – sub-group set up for first week of July. VSP are going to co-facilitate to engage a cross-section of agencies from the voluntary sector.

Lyn Blizzard agreed to pass on necessary contact details to Rob.

Item 4 -Lowestoft Together – Pg 2

Lowestoft Neighbourhood Management Programme have offered to facilitate a visit for us in July.

Action: Rob to liaise and look at potential dates.

Item 5 – Staffing – Pg 3

Carol Congreve confirmed that letter of thanks had been written to Tony Carter, thanking him for his work with the Programme.

Item 8 Pg 4 – Middlegate Micro Management

Middlegate sub-group met on 22/05/07. The Grey2Green consultation exercise in the Tolhouse Street area was very successful, a follow up meeting planned in June. The door to door survey commenced on 30/05/07.

A sub-group from the LSP Executive will be looking at the need for activities for young people and how underspend from the Neighbourhood Renewal Fund can be used for this purpose.

The Children and Young Peoples Board have prioritised the Neighbourhood Management area to target intervention with young people and anti-social behaviour.

Item 11 – Friends of St. Georges – Pg.11

Friends of St Georges Park – Carol confirmed that chair of group had been contacted and they have made the decision not to resubmit their community grant application or go through the appeals process. For clarity Michael Blank confirmed that at a prior meeting the Board had agreed to act as the appeals body for Community Grants. We need to follow this process for any future appeals.

5. Reports from Working Groups

Rob gave a brief summary of the first round of meeting of the Working Groups. The next step for all four working groups is to come up with concrete delivery plans in terms of projects and targets. It is clear that a lot of base-line gathering and mapping is still necessary.

- Community Engagement

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

- 1) A part-time 20hr per week Community Development Work post be appointed for a fixed term until 31st March 08. Additional funding is available from Fair Shares for Runham Vauxhall. Which will support an additional 10 hours to the post to create a 30 hour post and an alignment with the Fairshares Programme.

Total budget: £15,000

Action: Agreed that a part-time CDW post be appointed through Community Connections and sit within the Community team. Approved by board.

- 2) A time-limited period of detached youth work is needed to engage young people, particularly those not currently accessing youth provision this will be funded up until 31st March 08.

Total budget: £13,000.

Action: Proposal approved. The Community Engagement Working Group should meet to prepare a tender brief and map the tendering process.

- Raising Aspirations

Rob fed back in Sue Jermy's absence. The group need to map out the following

- a) Research around issues experienced by those claiming benefits.
- b) Existing training provision and how best to fill the gaps
- c) The need for pump-priming training opportunities which help to raise aspirations

The Credit Union sits within this working group and it was agreed that this group need to set and monitor appropriate targets. The Financial Wellbeing group may also be able to provide some base-line information.

- Cleaner and Greener

Joy Cosaitis provided a summary.

- a) There was a pressing need to address some of the Streetscene issues in the neighbourhood. A Neighbourhood Charter may be one of the ways of achieving this. A meeting is planned to start to devise this.
- b) There may be some duplication with the work of the Safer Neighbourhood Team.
- c) The group need to look at how best to address issues relating to the private rented sector.
- d) A significant amount of data gathering work is necessary

Lyn Blizzard suggested that the group may consider a local award, similar to Anglia in Bloom. It was suggested that this could be linked into the Grey2Green Programme.

- Community Safety

Chris Chidlow reported back.

- a) Much base-lining is necessary.
- b) There is lots of scope for targeted youth work around anti-social behaviour.
- c) The group would like to explore the feasibility of a wet centre.

Action:

1) Suggested that the Community Safety Working Group would look at potential linkages with the Salvation Army and their current work with street drinkers in the neighbourhood.

2) It is also important to link in with NORCAS who are currently recruiting for a Portuguese speaking Drug and Alcohol Worker because of an emerging need in the Portuguese speaking communities.

6. **Financial Plan**

The plan remains the same as the previous meeting. The remaining unallocated funds need to be committed so we are able to manage finances accordingly.

Last year's accounts are currently being audited and are awaiting signing off.

A total of £516,000 is anticipated for this financial year, with an additional one-off payment of £65,000 for community capacity building activities. We are yet to hear of any carry over from 06/07.

Action: Financial plan needs to be updated and brought forward to next board meeting. Action Rob

7. **Neighbourhood Centre**

Rob advised everyone that it is anticipated the keys to the centre are to be handed over on Monday 4th June prior to the launch on the 8th June. The plans for a marquee next to the Theatre had been abandoned due to health and safety issues relating to the building, but we will use the centre instead for the range of activities, i.e. Credit Union, Health Trainers etc.

The Centre will be open from 11 June. Jeanne, the CLIP Worker is currently liaising with various services to provide surgeries and outreach from the centre.

The following organisations have expressed an interest in office space;

- Credit Union
- Safer Neighbourhoods Team
- Shelter
- VSP/ Volunteer Centre

Action: Board approved liaising with the above organisations to discuss fees and terms.

8. **Staffing Proposals**

At the previous board meeting Rob was asked to identify potential staffing gaps. He talked through the attached briefing paper and staffing structure and put forward the following recommendations:-

- **Data Monitoring post**

Need to bring some data gathering capacity into the team. Priory Research Services had recently worked with the programme and could provide this function without the need for recruiting consultants. 20 hours per week over a period of three months – the cost for this would be £7,500

- **Community Development Worker post**

This was discussed in item 5. Holly Notcutt will take on additional line-management responsibilities and it is therefore necessary to discuss the regrading of Holly's post with Community Connections.

- **Centre Co-Ordinator**

It was proposed that Ruth take on additional responsibilities around the day to day management of the Neighbourhood Centre. Ruth's Job Description would need reviewing and potentially regrading.

Action: Board approved proposed measures and review of existing job-descriptions/ re-grading of salaries where appropriate.

9. **Elections**

Carol advised that her year as chairperson ends in June. It was

suggested that Michael Blank Chair from that date. It would be necessary for the Board to nominate a Vice-Chairperson at the next Board-meeting.

10. **A.O.B**

Valerie Pettit enquired as to the funding opportunities available to a local Scout Group. It was clarified that if the group were not in the neighbourhood they should contact Community Connections to seek help.

Action: Valerie will advise them of their options.

Youth Service

Carol informed the Board that there was a previous verbal agreement between Jeff Leak and Tony Carter that the Youth Service would deliver some detached youth work in the neighbourhood from 1st April 07. This work had started, although there was no written agreement. Some concerns were expressed over this. However, the Board agreed to reimburse the costs of this work from 16th April-28th June (date of the next Board meeting) in receipt for a report outlining work conducted to date.

The Board agreed to:

- 1) Continue with the tendering process outlined in item 5.
- 2) Commission the Youth Service to deliver a targeted Peer Mentoring Programme for 07/08.
- 3) Ask Childrens Services to report back on the work they have been doing to the Community Safety Working group and explore potential additionality they may be able to provide.

Action: Above process approved.

Next Board Meeting:

Date: **Thursday 28th June 2007, Christchurch, King Street**

Time: **12.30pm-2.30pm** (Buffet from 12 noon)