



**Minutes of the West Norfolk Partnership Management Group
Held on Monday 12th February 2007 at 8.00am
in the NORA office, South Lynn**

MANAGEMENT GROUP MEMBERS PRESENT:

John Dobson – (Chair) – West Norfolk Partnership (WNP)
 Heather Farley – (Vice - Chair) - WNP, West Norfolk Voluntary & Community Action (VCA)
 Stuart Gunn – Norfolk Constabulary
 Peter Stewart – College of West Anglia
 Paul Adams – Norfolk County Council
 Christopher Smith – Freebridge Community Housing
 Ray Harding – Borough Council of Kings Lynn & West Norfolk

Supported by:

Ian Burbidge – Policy and Performance Manager, BCKLWN
 Martin Slater – Partnership Delivery Officer, BCKLWN
 Laura Beveridge – Partnership Assistant - BCKLWN
 Sarah Dennis – Democratic Services Officer

By Invitation:

Vicky Etheridge – Neighbourhood Manager

Apologies:

John Rees – Norfolk Primary Care Trust
 Jonathan Holt – Job Centre Plus

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| 1 | <p>Welcome and Apologies</p> <p>The Chair welcomed everyone to the meeting.</p> <p>Apologies were as noted above.</p> | |
| | <p>Minutes of Previous Meeting and Matters Arising</p> <p>The minutes from the meeting of 15th January 2007 were agreed as a correct record.</p> | |

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| <p>2</p> | <p><u>Chairs Correspondence</u></p> <p>There was no correspondence from the Chair.</p> | |
| <p>3</p> | <p><u>Safer and Stronger Communities Update</u></p> <p>Vicky Etheridge introduced this item and explained that the sale of the Fairstead pub had recently been completed. Vicky was in the process of preparing a press release and would circulate to the Management Group. She explained the next steps for the pub would be demolition and the appointment of consultants to undertake an options appraisal.</p> <p>Vicky thanked Peter Stewart for chasing the parties involved in fencing the College field as this was now moving forward.</p> <p>Vicky reported that the work on Hillington Square had received some press coverage and there had been a good turn out from residents. The issue of alleygating was still being investigated. She also reported that at the last meeting of the Town Team they had agreed to set up the Neighbourhood Management Board and extend the Town Team. Vicky would be taking a paper regarding the extended Town Team to the next Neighbourhood Management Board.</p> <p>Vicky explained that the East of England Development Agency (EEDA) would shortly be holding an Enterprising Women Workshop, and would like to focus particularly on the deprived areas. They had consulted Norfolk and Waveney Enterprise Services and also local providers for a support network. Peter Stewart also highlighted the organisation WEETU (Women’s Employment, Enterprise and Training Unit).</p> <p><u>Financial Update</u></p> <p>Vicky tabled a paper outlining capital spend to date on Safer and Stronger. No revenue paper was circulated, although Vicky explained there was some £30,000 in revenue spend since the last Management Group meeting.</p> <p>Vicky explained she would be attempting to get the residents more involved in the decision making process and suggested that an amount of funding be delegated to the residents in each community to spend on the priority areas, for example crime. The Chair asked if this initiative would cut across the thematic groups set up by the Neighbourhood Management Board. Heather Farley questioned whether Vicky would request costed proposals for these or simply award funding to each group. Vicky explained she intended to state the funding available and the community groups would then work up proposals after consulting with their individual communities.</p> <p>Heather explained that there would be a different spectrum of organisations requesting this funding and some would submit a well thought out proposal covering all associated costs and others may not. The previous capital process had made organisations think quite clearly about funding</p> | |

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| | <p>requirements and Heather favoured a similar process. Peter Stewart agreed with the idea in principle although highlighted the need for clear procedural guidance. In response to a question from the Chair, Vicky explained that there would be no set timescale for this process. The Chair also explained there should be no duplication with the work of other groups, for example the Crime and Disorder Reduction Partnership.</p> <p>It was AGREED that:</p> <p>The Neighbourhood Manager bring a detailed proposal regarding the allocation of funds to individual neighbourhood groups to the next Management Group meeting on 12th March 2007.</p> | <p>VE</p> |
| <p>4</p> | <p><u>Investing In Communities (IIC) Update</u></p> <p>Ian Burbidge explained that he had convened a meeting to discuss how the work of IIC would be co-ordinated. It had been agreed that the Learning and Skills Partnership would co-ordinate the work of IIC in West Norfolk. There would be an IIC Board meeting on 26th February 2007, which Ian, Martin Slater and Mike George, from the Borough Council's Regeneration department, would be attending. The business plan had been agreed at the last meeting, but had not yet been signed off. Ian also reminded the group that two projects had previously been agreed – these were the Growing Our Own project and the Retail Study.</p> | |
| <p>5</p> | <p><u>Partnership Fund</u></p> <p>A budget paper was circulated outlining the budget and commitments to date. Ian Burbidge explained that the Local Issues Fund and the Small Projects Fund were discretionary and had approximately £46,000 left in their budgets to allocate. A further £12,500 was committed for Food Fortnight and £6,500 for the financial inclusion project. A further £25,000 over three years would be used to support the development and re-issuing of the Welcome Pack, which was the subject of the recently submitted Invest to Save bid. This left a balance of approximately £15,000, which Ian saw no issues with allocating before the end of the financial year. Some of the funding may be used to fund the 'Crucial Crewe' project, run in conjunction with the Fire Service, which would help tackle priorities around engaging with young people and community safety.</p> <p>In response to a question from Paul Adams regarding partnership spend, Ian Burbidge explained that some funding was still held by partner organisations and had not yet been spent. Martin Slater explained that the Healthier Communities and Older People Partnership were taking their obesity plan forward and were also looking at cardio vascular disease which would mean funding would be spent. The same applied to the Children and Young People Partnership, who had identified their priorities and were moving forward.</p> | |

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| | <p>The Chair pointed out that the budget paper listed parish facilities as a ‘Big Idea’ which was not the case.</p> <p>Peter Stewart questioned the use of funding for the credit union project as in a previous Management Group meeting it had been agreed not to take this project forward due to the extensive nature of such a project. Martin Slater explained the focus of the project would not be credit unions but financial inclusion which would incorporate the work of Freebridge Community Housing, Benefits Advisors, debt advice, winter weather payments and would be assisted by the Royal Bank of Scotland.</p> <p>In response to a question from Heather Farley, Martin Slater explained that funding for the project would come from several agencies. Heather noted that a project report would need to be submitted to the Management Group, a view supported by the Chair who explained that funding would need to be clearly accounted for. Martin explained that a full proposal would be brought before the Management Group at a future meeting.</p> <p>The Chair drew attention to a letter recently received by him from the Royal Bank of Scotland regarding the provision of new cash points in various local communities.</p> <p>It was AGREED that;</p> <p>1) The Neighbourhood Manager to draft an email to the Chair regarding a response to the Royal Bank of Scotland regarding the provision of cash points in local communities</p> <p>2) A full proposal to be brought to a future meeting of the Management Group</p> | <p>VE/JD</p> <p>MS</p> |
| <p>6</p> | <p><u>Communications and PR</u></p> <p>Ian Burbidge explained that the Communications group was due to meet to complete the plan and assess how the Protocols were working. Ian requested that the Group note the plan circulated and any PR opportunities should be fed into the plan. It was suggested that the Safer Stronger initiatives should be listed on the plan also. Heather Farley highlighted the fact that the Neighbourhood Manager may not have the capacity for this. Vicky Etheridge explained that she would write press releases and the Borough Council’s Communications Officer then circulated them. The Management Group would keep this situation under review.</p> <p>It was AGREED that:</p> <p>The plan be noted.</p> | |

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Budget Process 2007/08

Ian Burbidge explained that he intended to prepare a draft budget 2007/08 for the March meeting of the Management Group, with any amendments made at the April meeting and then agreed and signed off by the Partnership Board at its meeting on 26th April 2007. He explained that the budget had always been allocated on the basis of the Partnership priorities. Ian asked the Group for their thoughts on keeping the budgets for items such as parish bids. He also requested views on the budget provision for extending the Partnership support posts. This view was supported by Paul Adams.

In response to a question from Peter Stewart regarding funding, Ian Burbidge explained that the Partnership were expecting at least the same amount in 2007/08 as received in 2006/07. The Chair explained that the Local Development Framework would be capping the number of second homes in 2008. He highlighted the importance of the parish bids budget, a view supported by Heather Farley.

In response to a question from the Chair, Peter Stewart explained that funding for skills was still very important, although they had funding in hand at present. Heather Farley explained that some of the Neighbourhood Manager's work would cover the Learning and Skills priorities and questioned whether the Investing in Communities (IIC) funding that would be provided in West Norfolk should then be utilised on other priorities. The Chair noted that IIC appeared to inform of where funding would be spent and there would be little influence over this. Peter Stewart disagreed with this view and explained that the attendance of Vince Muspratt (IIC Manager) at Learning and Skills meetings would mean influence could be made over allocation of funding. The Chair questioned whether IIC funding would be used to 'plug gaps' or whether funding could be more aligned. He also noted that economic factors had been highlighted in the recent Local Futures study, (available on the Partnership website) and maybe funding should be allocated to these priorities. The Economic Partnership would be deciding these priorities.

Peter Stewart highlighted the importance of a flexible budget and Paul Adams explained that those areas with funding in hand should not be allocated any extra funding, whilst this was still the case.

It was **AGREED** that:

- 1) A draft budget to be brought to the Management Group meeting on 12th March 2007
- 2) Parish bids to be kept in the Partnership budget in 2007/08
- 3) Partnership support posts to be extended for one year beyond the two year period already approved.

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| <p>8</p> | <p><u>Opportunities Day 2007</u></p> <p>Martin Slater circulated a paper which outlined the aims and objectives of Opportunities Day, as well as an evaluation of the 2006 event. It also outlined proposals for an event in 2007 and requested £20,000 of Partnership funding. Investing in Communities had funded previously but this was primarily for 'pump priming' and other sources of funding were required in order that the event could become self - sustainable.</p> <p>Paul Adams noted that the costs of the 2007 event, estimated at £47,000 appeared to be costly, particularly the consultancy costs which were estimated at £25,000. Martin explained that the event was very well run and organised. Ray Harding explained that he did not feel the event costs were unreasonable although if IIC funding was to be withdrawn there needed to be a reduction in costs or increase in sponsorship and a plan to ensure sustainability in the future.</p> <p>Heather Farley suggested that some of the Safer Stronger funding be used as some attendees may be from within the SSCF areas, although Vicky Etheridge explained that it may prove difficult to ensure that people from the SSCF areas attended. The Chair suggested that SSC funding could be used for transport to the event from the five SSCF areas.</p> <p>Peter Stewart noted the importance of ensuring the event would be sustainable in future years and questioned the need for a separate website. He suggested the use of the Job Opportunities Norfolk site or the Partnership website.</p> <p>Heather Farley suggested the consultants involved with the event could produce an organisational guide for use in future years to avoid the need to hire consultants each year. She also highlighted the number of Partnership events that took place and questioned whether a post may be required specialising in event management.</p> <p>It was AGREED that:</p> <p>The Opportunities Event for 2007 be supported by the Partnership and a contribution of £20,000 be made towards the event from Partnership funds.</p> | |
| <p>9</p> | <p><u>Parish Bids</u></p> <p>Laura Beveridge circulated a paper outlining parish bids received totalling £47,945.27. There was a balance available of £46,895.03, which meant if all the bids were agreed there would be an overspend of £1,050.24. Martin Slater explained that Peter Morris, the Partnership Officer based at the West Norfolk Voluntary and Community Action had worked extremely hard to ensure parishes made a bid for funding, and it had not been an easy process. Martin drew the Group's attention to the innovative bid from Bircham requesting funding for wifi access in the parish. Martin noted this</p> | |

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| | <p>would assist those second home owners who may want to work from their home in the parish of Bircham but were unable to at present due to poor internet access.</p> <p>Martin Slater also highlighted a letter recently received by the Borough Council and copied to Henry Bellingham MP whereby a resident had complained that the funding received from second homes was not being spent in those areas. The Borough Council had responded highlighting the different projects that had been supported in the parishes with second homes.</p> <p>It was AGREED that:</p> <ol style="list-style-type: none"> 1) The parish bids totalling £47,945.27 as outlined in the paper circulated be approved 2) Martin Slater to circulate the letter received regarding spending in second homes areas to the Management Group. | <p>MS</p> <p>MS</p> |
| <p>10</p> | <p><u>Regional Centre and Growth Point Status</u></p> <p>A paper had been circulated which outlined the proposal for developing the role of Kings Lynn as a key centre for development and change. There would be six key areas of work:</p> <ol style="list-style-type: none"> 1) Work with partners to understand and agree main issues, opportunities and development pressures – Local Futures would hold workshops to facilitate this. 2) Review development pressures and drivers facing Kings Lynn – once sessions with Local Futures were complete. 3) Seek support from County Council to assist in preparation for a new bid for Growth Point Status – discussions for this were ongoing. 4) Initiate discussions with the East of England Development Agency (EEDA) relating to Kings Lynn’s role as a Key Centre for Development and Change – these discussions were ongoing and had been raised at the Urban Development Board. 5) Undertake high level discussions with Go-East to seek support for designation of Kings Lynn as a Growth Point – this would take place on 15th March 2007. 6) Engage a specialist advisor to assist in preparation of a new bid for Growth Point Status and promoting needs of Kings Lynn to EEDA – the £35,000 originally allocated to the Business Liaison Officer could be used for this aspect. <p>The Chair explained that the EEDA representative who had attended the Urban Development Board had stated she would take the proposal to the Chief Executive of EEDA. The Chair requested that an exact cost for this proposal be provided to the Management Group. Paul Adams suggested a tendering exercise take place to obtain prices. Heather Farley noted that if funding was not spent in 2006/07, and carried forward into 2007/08, that</p> | |

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| | <p>extra funding should not then be allocated whilst this was still the case.</p> <p>Ian Burbidge circulated a paper which outlined the requirements for Kings Lynn as a Key Centre for Development and Change. The main issues were:</p> <ol style="list-style-type: none"> 1) Capacity building 2) Employment, skills and economic development 3) Housing 4) Transport and infrastructure 5) Water, waste water treatment and flood management 6) Environment 7) Social and community – for example police, fire, education and health. | |
| <p>11</p> | <p><u>Sustainable Community Strategy</u></p> <p>Ian Burbidge circulated a paper outlining the roles of the Local Development Framework and Sustainable Community Strategy and how they were linked. The Sustainable Community Strategy set out the ambition and relevant issues and the Local Development Framework showed the delivery ‘on the ground’. There were three key issues:</p> <ol style="list-style-type: none"> 1) Holding workshops to agree ambitions and priorities for the future 2) Ensuring local drivers for change were reflected in this 3) Ensuring there were links to the County Strategic Partnership <p>There would be a workshop to focus on refreshing the County Strategic Partnership on 13th March 2007 at the Ecotech Centre in Swaffham. Ian Burbidge suggested holding a local workshop after this date.</p> <p>It was AGREED that:</p> <ol style="list-style-type: none"> 1) Any Management Group member wishing to attend the workshop on 13th March 2007 to forward their details to Ian Burbidge 2) Ian Burbidge to approach a member of the Local Development Framework team to attend the workshop on 13th March 2007 3) The Management Group meeting on 16th April 2007 to be extended in order that the ‘Local Futures’ workshop can be held on the same day. | <p>ALL</p> <p>IB</p> <p>SD</p> |
| <p>12</p> | <p><u>Any Other Business</u></p> <p>Martin Slater explained that he had met with Rob Hetherington from Job Centre Plus and discussed the closure of the Job Centres at Downham Market and Hunstanton. Rob explained that Job Centre Plus had been set an efficiency challenge which included both budget constraints and a head count. There were 12,000 Job Seekers in Norfolk and the number of these served by Hunstanton and Downham Market did not exceed 300. It was therefore not viable to keep these two centres open. Rob was keen to</p> | |

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| | <p>explore opportunities to provide a service and would consider sharing a building with other agencies.</p> <p>Ray Harding suggested that the Customer Information Centre at Heacham could be used. Martin Slater explained he would put this proposal to Rob Hetherington at Job Centre Plus. The chair noted that this would be a good news story and would show the benefits of partnership working.</p> <p>It was AGREED that:</p> <p>Martin Slater to contact Rob Hetherington at Job Centre Plus and propose that the Customer Information Centre at Heacham be used as an outreach office for Job Centre Plus officers.</p> | MS |
| | <p>Date and Venue for Next Meeting</p> <p>It was AGREED that:</p> <p>The next meeting of the Management Group would be on Monday 12th March 2007 at 8.00am at the NORA office, South Lynn.</p> <p>The meeting closed at 9.35am.</p> | |

West Norfolk Partnership Management Group Actions
From meeting on 12/2/07

| Date | Item | Decision |
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| 12/2/07 | Allocation of funds to Neighbourhood Groups | The Neighbourhood Manager will be bringing a detailed proposal regarding allocation of funds to individual community groups to the Management Group meeting on 12 th March 2007. |
| 12/2/07 | Financial Inclusion | The Neighbourhood Manager will be drafting a response to the Royal Bank of Scotland regarding their proposal for cash points in neighbourhoods and email response to the Leader. |
| 12/2/07 | Budget 2007/08 | Ian Burbidge will draw up a Partnership budget for 2007/08 and bring to the Management Group on 12 th March 2007. This will be agreed by the Partnership Board on 26 th April 2007. This budget to include parish bids and the extension of Partnership support posts by one year beyond that already agreed. |
| 12/2/07 | Opportunities Day | The event to go ahead in 2007, with funding of £20,000 allocated from the Partnership. |
| 12/2/07 | Parish Bids | Further funding of £47,945.27 for various projects has been allocated to: Hunstanton Holme next the Sea Brancaster Burnham Thorpe Stanhoe Bircham South Creake |
| 12/2/07 | Sustainable Community Strategy | A local workshop will be held on 16 th April 2007 |
| 12/2/07 | Job Centre Plus | The Borough Council and the West Norfolk Partnership will be offering assistance to 2 offices proposed to close by way of accommodation in the Council's |

West Norfolk Partnership Management Group Actions
From meeting on 12/2/07

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| | | Customer Information Centre in Heacham. |
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