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AGENDA for a Meeting
of the **NEIGHBOURHOOD MANAGEMENT BOARD**
on **17th January 2008**
at **6.00pm to 8.00pm**
at **Hillington Square Community Centre, Kings Lynn**

Dear Board Member

Please find attached an agenda for the next meeting of the Neighbourhood Management Board.

Please note the meeting will be held at Hillington Square Community Centre, Kings Lynn. Coffee/Tea will be available at the meeting.

I would be grateful if you could please let Sarah know as soon as possible if you are unable to attend.

Yours sincerely

Vicky Etheridge
Neighbourhood Manager

Distribution

- Board Members

Board Chair
Chris Bamfield
01553 616648
Chris.bamfield@west-norfolk.gov.uk

Board Vice Chair:
Irene Gammon
Irene.gammon@lineone.net

Secretariat:
Sarah Dennis
01553 616256
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Agenda

		Time
1.	Welcome and Introductions	Chair 6.00pm
2.	Apologies	Chair 6.05pm
3.	Household Quality of Life Survey <ul style="list-style-type: none">• Presentation and question and answer session	Dr Bob Pocock – M.E.L Ltd 6.10pm
4.	Minutes of the meeting held on 22 nd November 2007 and Matters Arising	Chair 6.50pm
5.	Update - <ul style="list-style-type: none">• Projects and Activities (Paper A)• Budget (Paper B)	Vicky Etheridge 7.00pm
6.	Review of Board's work : <ul style="list-style-type: none">• Outstanding issues to be addressed (Paper C)• Community Involvement – feedback from resident Board members• Neighbourhood Teams (Paper D)	Vicky Etheridge 7.15pm Nathan Johnson
7.	Any Other Business	All 7.50pm
8.	Dates and time of next meeting	Chair

January Update to Board

Annual Forum

A good evening was had by all and I think we can confidently say that the our first forum was a success; Elaine Appelbee our facilitator for the evening went down a storm with her lively and engaging personality and some great stories of her experience of neighbourhood working in Bradford. It would be useful to get Elaine to come back and do some work with the Board and the West Norfolk Partnership.

Simon Elliott did a great job in producing a DVD of the highlights of our first year and made us all think that we need to capture more Improving Neighbourhoods moments on film. We now need to produce some copies of the DVD for Board members / to distribute as PR.

The only downside to the evening was that of the 65 people who confirmed their attendance only just over half actually turned up.

We now need to take stock of the feedback that came from the table discussions and start planning this year's Forum!

Staffing

Jan Griffiths, PA started on 8 January. Jan will work 25 hours a week and will work every day except Wednesdays. Jan's contact details will be provided at the Board meeting, in the meantime Board members should continue to contact either Phil or Sarah.

There was only one applicant for the Neighbourhood Manager maternity cover secondment, at the time of writing the situation was due to be considered by the West Norfolk Partnership Management Group at their meeting on 9 January.

The Deputy Neighbourhood Manager post will be advertised w/c 14th January.

Neighbourhood Offices

IT has now completed the cabling works and the decorators are moving in. We hope that the team will be installed by the end of the month and by the time of the next Board meeting at the latest.

Friars Play Area

Things are really moving along now and we have the final design confirmed with Kompan and the artist. We are going to display the plans in Hillington Square Community Centre, Whitefriars School and on site if possible. The artist workshops with local children should begin in early February possibly before, at the school.

Loke Road Park

Inspire East, a body set up by the East of England Development Agency, Government Office and other partners at the request of Central Government, to provide advice, guidance and good practice on regeneration, community development and new development issues has agreed to provide free enabling advice to help start up the design workshops that will be run in the local community. We will shortly be meeting with Nigel Boldero (the enabler assigned to us) to develop the layout and approach to these workshops and hope to get them started during February.

Greener Grants

We have had some good press in the Lynn News regarding this scheme and this generated some further interest from residents in North Lynn and Fairstead. Please continue to promote this within your communities and with your neighbours.

Graffiti

North Lynn, Fairstead and South Lynn have all been scrubbed, cleaned and painted to rid them of graffiti. An update on spend will be provided at the February Board, at this stage about half of the allocated £7,800 has been spent.

Neighbourhood Charters

The Government has invited King's Lynn along with 11 other Council's to participate in a national pilot to develop Neighbourhood Charters. The initiative is being promoted by the Department of Communities and Local Government as part of the implementation of the Local Government White Paper (2005) and last year's Community Empowerment Action Plan.

In order to respond to a very tight deadline just before Christmas, the Neighbourhood Manager suggested that the pilot focus on the Fairstead estate and Cleaner, Greener issues. Martin Honeywell has been assigned to us to help us with this work (paid for by Government) and we have until end of March to pull something together. In brief, a Charter sets out the roles and responsibilities of both service providers and residents on a particular issue and is developed by a process of negotiation and discussion between the two.

Martin is keen to come and talk to Board members about the Charter, and it is our intention to use the pilot in Fairstead as a learning opportunity to see whether it is worth taking this approach on other issues across the other neighbourhoods and even the Borough.

Alley gates

Phase 2 has just about been completed, all before Christmas as intended, this included gates at Persimmon, Panton Close, Orchard Lane, Pleasance Close, Lansdowne and Birchwood Street, Columbia Way, Walpole Road, and Napier Close.

Only two small jobs are still to be done but these are imminent; Tower Gardens and South Street.

John is currently working on phase 3 of the project and is consulting with Housing Associations, Community Development Workers, the Borough Council's ASB team, Police, PCSOs, residents and their organisations to see where the next sets of gates and fencing should be erected. It is anticipated that the majority of the phase three work will be on Fairstead and North Lynn, with additional gates in the St Edmundsbury Road and Loke Road areas, as well as at Lindens, Westmark, Postmill and Old South on Fairstead.

John will provide more detailed information as soon as it is available, and hopefully in time for the next Board in February.

MUGAs

The MUGA and Motivator project is on track; the planning applications will be considered by the Development Control Board on 5th February and the final full application for funding will go to Sport England shortly thereafter. Tim Wall has

been sending the bid in stages to Sport England and each section has been well received.

In the meantime we are preparing the Invitation to Tender for contractors, so that we can award the contract as soon as confirmation of Sport England funding is received.

Small Grants Fund

Resident Board members met with WNVCA on 27 November to consider applications for funding. The following applications were received and decisions made.

Organisation	Action	Amount Requested	Decision by Panel	Date approved
Mr Bees Family Centre	Carol Service in N Lynn	£500	Agreed	27.11.07
KL Scouts Group	Archery equipment	£500	On hold for more information	27.11.07
Highgate School	Painting mobile classroom	£500	No because costs thought to be too high but advice where to go for assistance	27.11.07
Simon Elliott	Music sessions	£500	On hold for more information	27.11.07
Gaywood Park Action Group	Christmas disco and santa's grotto	£400	Agreed	27.11.07
Joanna Rew	Panto tickets	£500	Agreed	27.11.07
Age Concern West Norfolk	Christmas dinners	£500	Agreed	27.11.07
FANG	3 gazebos	£500	Agreed subject to proposal being received	27.11.07
Total agreed		£2325		

The next meeting is on 29 January 2008. We now need to officially launch and promote the fund.

Town Centre Forum

A second event will be held on 23rd January from 17:30 at Thoresby College, following this Sue will get back in touch with those people who are interested in participating in a Forum.

South Lynn Community Appraisal

Consultants have just been appointed to undertake an appraisal of the options for a community centre / facility in South Lynn. The work is being paid for by NORA and is due to finish in March, it will involve detailed discussions with community groups, service providers and events with residents in order to gather ideas and views about the location, as well as the type of facility that is required.

Resident Board Member meetings

Resident board members met with the Improving Neighbourhoods team on 7th December with the aim of reviewing the way the Board works and the role of residents. We had a really useful discussion in a relaxed and informal environment. A number of actions were agreed;

- Resident members to have regular meetings with the Neighbourhood Manager before each Board;
- Residents to meet together before meeting up with the Neighbourhood Manager and to take some time get to know one another's areas;
- Suggest that the whole Board have an away day to review progress to date, learn from one another and look at how the Board works;
- Hold an event in The Walks that brings together all the neighbourhoods and promotes common bonds between the areas and residents rather than differences;
- Invite John Norton and Geoff Hall to a Board meeting to talk about future development plans for King's Lynn.

Vicky Etheridge
Neighbourhood Manager

Budget Update January 2008

1. Aim

To provide the Board with an updated position of the capital and revenue budgets, including projections until June 2010.

2. Background

At the last Board meeting the Neighbourhood Manager reported that due to the Comprehensive Spending Review, Safer Stronger Communities Funding is now pooled into one big Area Based Grant. At the time of the last Board meeting it was uncertain whether the amount of SSCF to be pooled and received by Norfolk County Council (who then pays the funds to the Borough Council) would be equivalent to the amount stated by Government in the offer letter to the Council of 2005. Confirmation has recently been received from the County Council that we will receive the original amount of funding indicated by Government for the rest of the programme.

The two spreadsheets attached provide the Board with an update on spend and commitment against the capital and revenue budgets as at w/c 19 November 2007. There are a number of points for the Board to note as follows;

- Kickwall budget - no funds have been spent as no suitable sites / projects were identified, consider re-allocating / unallocating.
- Centre Point and Pub costs - invoices likely to be received and processed by time of next Board meeting. Need to consider additional works to centre point now that canopies over maisonettes facing the Primary School have been taken down and this area wasn't re-paved with the rest of the scheme.
- Note that only £8,000 is unallocated this year; however the budget does make provision for a 5% carry forward through to next year. This amounts to £49,000.
- Paper 2a - revenue projections
 - i. Main point to note is the significant amount of funds unallocated this financial year - £171,353. However, the amount unallocated in the last two years of the programme is significantly less, which has implications for any projects that the Board might wish to set up.
- Paper 2b - capital projections
 - i. To note that 2007/08 is the last year that we receive capital funding.
 - ii. The funds set out in 2008/09 are underspend carried forward from 2006/07 and any underspend from this year. Note that the MUGA funding will be carried forward into next financial year as the works will not be completed until then.

3. Contribution to mandatory outcomes and indicators

N/A

4. Financial Implications

See above

5. Project sustainability

N/A

6. Timescale and key milestones

N/A

7. Recommendation

The Board are recommended to approve the budget.

Vicky Etheridge
Neighbourhood Manager
7 January 2008

Capital Schemes	Capital Budget 2007/2008 £	Actual to 31 Oct 07 £	Variance £	Notes
Grant 2007/2008				
Cleaner, Safer, Greener	(980,000)	(588,000.00)	392,000.00	
Bfwd 2006/2007	(12,014)	(12,013.82)	0.00	
Total Funding Available 2007/2008	(992,014)	(600,013.82)	392,000.00	
Budget Allocations				
General				
				Budget includes £12,000 approved from 2007/2008 allocation and underspend of £72,800 from agreed budget for 2006/2007 - Budget
Neighbourhood Clean Up Teams (equipment)	97,200	85,880.59	(11,319.41)	increased as agreed by Board 20/9/07
Research Funding Multi Use Games Area	4,541	3,827.90	(712.69)	
Multi-use Games Area implementation	325,959		(325,959.00)	
Alley gates (excluding project officer post)	74,000	3,562.00	(70,438.00)	Budget increased as agreed by Board 19/7/07
Play Areas	100,000	1,243.61	(98,756.39)	Budget increased as agreed by Board 19/7/07
Kick Walls	70,000		(70,000.00)	Budget increased as agreed by Board 19/7/07
Green Neighbourhood Grants	12,375	2,950.00	(9,425.00)	Budget increased as agreed by Board 19/7/07
Fairstead				
Plantation Wood		4,500.00	4,500.00	
Centre Point	125,000	3,457.30	(121,542.70)	
Fairstead Pub - Demolition	20,000	3,050.00	(16,950.00)	
South Lynn				
Winfarthing Ave - Playing Field improvements and pond		6,006.00	6,006.00	cost re kick wall from budget allocation above (£70,000)
Gaywood Park				
CCTV	25,000		(25,000.00)	
Dog Walking Path		778.17		
St Margarets & St Nicholas				
Hillington Sq -Entrance improvements	75,886	93,251.00	17,364.84	see note 2 below
Railings	4,407		(4,407.00)	
Total Capital Allocated	934,368	208,506.57	(726,639.35)	
5% carry forward to 08/09	49,000			
Balance Unallocated	8,646			
Total	992,014			

Notes

1 A total of £508,080 capital funding is held in reserves from the 2006/2007 SSCF allocation.

2 Final cost on Hillington Square entrance improvements is over budget by £14,000 as a result of higher than anticipated works costs following tender exercise and additional drainage works being required.

Capital Schemes	Capital Budget 2007/2008 £	Capital Budget 2008/2009 £	Notes
Grant 2007/2008			
Cleaner, Safer, Greener	(980,000)		
Bfwd 2006/2007	(12,014)		
Bfwd 2007/2008	0	(43,920)	
Total Funding Available 2007/2008	<u>(992,014)</u>	<u>(43,920)</u>	
Capital Reserve brought forward from 2006/2007		(508,080)	
	<u>(992,014)</u>	<u>(552,000)</u>	
Budget Allocations			
General			
Neighbourhood Clean Up Teams (equipment)	97,200		
Research Funding Multi Use Games Area	7,717		additional 11 days for consultant
Multi-use Games Area implementation	325,959		
Alley gates (excluding project officer post)	74,000		
Kick walls	70,000		
Play Areas	100,000	145,000	
Green Neighbourhood Grants	12,375		
Community Parks		260,000	
Fairstead			
Plantation Wood	4,500		
Centre Point	125,000		
Fairstead Pub - Demolition	20,000		
South Lynn			
Winfarthing Ave - Playing Field improvements and pond	250		
Gaywood Park			
CCTV	30,000		increased costs from £25,000 to £30,000
Dog Walking	800		
St Margarets & St Nicholas			
Hillington Sq -Entrance improvements	75,886		
Railings	4,407		
Total Capital Allocated	<u>948,094</u>	<u>405,000</u>	
Carry forward to 08/09 - maximum 5% (£49,000)	43,920		
Balance Unallocated	0	147,000	
Total	<u><u>992,014</u></u>	<u><u>552,000</u></u>	

Safer, Stronger Communities - Revenue Projections 2007/2010

Paper B

	Revenue Budget 2007/2008 £	Revenue Budget 2008/2009 £	Revenue Budget 2009/2010 £	Revenue Budget 2010/2011 £	
Revenue					
Grant 2007/2008					
Neighbourhood Element Cleaner, Safer, Greener	(581,000) (150,000)	(412,800)	(258,000)		
	(731,000)	(412,800)	(258,000)	0	
Balance brought forward	(53,660)	(36,550)	(20,640)		
Revenue Reserve brought forward from 2006/2007			(147,875)		
Revenue Reserve brought forward from 2007/2008		(75,000)	(57,760)	(17,240)	
Total Funding Available 2007/2008	(784,660)	(524,350)	(484,275)	(17,240)	
Budget Allocations					
Salaries for NM team, office overheads & action planning					
Staffing (salaries, recruitment, training, travel, equipment, stationery etc)	100,310	157,470	138,180	17,240	3% inflation allowed - amended for PA post to 31/3/10 and for recruitment/salaries etc re maternity cover
Office overheads i.e. Oak Circle & Fairstead CC - rent, bills etc.	15,000	15,300	15,610		2% inflation allowed
Social Network Analysis	10,000	0	0		
Resident Satisfaction Surveys	20,000	0	20,800		
Evaluation SSCF project		10,000	20,000		proposed amendment to meet Government requirement
Communications Resource	12,500	12,500	12,500		amended for continuation to 31/3/10
Safer					
Police Community Support Officers	41,667	0	0		
Project Officer - Alley Gates	16,000	0	0		
Cleaner, Greener					
Scrap Yard - Feasibility Study for recycling project	9,400	0	0		
Neighbourhood Clean Up Team (salaries)	126,000	131,350	136,930		includes running costs of 4 vans
Project Manager	24,000	24,720	25,460		budget amended to extend to 31/3/10
Maintenance of MUGAs	0	8,000	8,000		
Community Parks		20,000			
Graffiti Removal	7,800				approved Board Sept 07
Broadening Horizons					
Community Sports Initiative	1,000	0	0		
School of Rock	1,500	0	0		
Urban Activity Motivator	13,000	45,000	46,350		amended
Supporting Football in the Community	10,000	5,000	5,000		approved and reprofiled 18 Oct 07
Community Grants Scheme	11,080	33,500			approved Board 18 Oct 07
Involved and Included					
Board Meetings & Development	5,000	5,100	5,200		
Town Team	2,500	2,550	2,600		
Initiatives to maximise SSCF grant funding					
	150,000				
Total committed	576,757	470,490	436,629	17,240	
5% carry forward	36,550	20,640	0	0	
Balance Unallocated	171,353	33,220	47,646	0	
Total Safer, Stronger	784,660	524,350	484,275	17,240	

Review of Board's work

1. Aim

To provide a summary of outstanding issues from the Board's Forward Look and previous Board meetings, in order to help inform the discussion about Board priorities, and to provide a focus for a review of the Board's work, role and ways of working.

2. Background

At the request of resident board members, this paper sets out outstanding issues for the Board's consideration. This list of points has been drawn from the Forward Look, as well as previous Board minutes.

The purpose of the paper is to help inform a Board discussion and decision about undertaking a thorough and timely review of the Board's work. This paper isn't intended as a review itself and it is important to note that it only raises outstanding issues, and does not highlight the much longer list of Board successes. Any review would need to look at achievements and what works in addition to the challenges.

Outstanding issues from Forward Look

- Review
- More on community involvement, residents and service providers
- More on waste and recycling
- Code of conduct and resident board member appointments
- Quality of Life Survey results - understanding and developing a response
- Community Cohesion
- Older People
- Parking
- Transport
- Access
- Drugs Education

Other outstanding actions / pieces of work

- Developing Fairstead Pub
- Encouraging recycling
- Scrapmart
- Recruit maternity cover and deputy
- Awards for volunteering etc.
- Investing in Communities / enterprise / training
- Children, Families and Young People
- Access to nature - additional funding to develop community parks and play areas
- Review of Greener Grants Fund and whether to continue beyond 2007/08

Progress against this year's priorities

- Commit funding - capital ✓, revenue x
- Monitor progress of actions against outcomes
- PR - on going
- 1st Annual Forum ✓
- Resident board member positions x

3. Contribution to mandatory outcomes and indicators

N/A

4. Financial Implications

N/A

5. Project sustainability

N/A

6. Timescale and key milestones

It is suggested that the Board commission a facilitator to work with the Board to review work and progress to date in order to inform the next 18 months action plan. This work ideally needs to be completed by the end of February / beginning of March.

7. Recommendation

- a. To note the outstanding issues listed above;
- b. In light of the above and other discussions at this evening's Board, particularly those about community involvement, neighbourhood teams and feedback from the Household Survey, to ask the Neighbourhood Manager to set up a day for the Board to meet with a facilitator to review the Board's work and future priorities.

Vicky Etheridge
Neighbourhood Manager

Neighbourhood Teams

1. Purpose

At its meeting on 22nd November the Board discussed the Neighbourhood Teams and it was requested that the Public Open Space Manager attended the meeting to give an update on progress. The purpose of this report is to provide some background information.

2. Background

2.1 The introduction of Neighbourhood Teams was agreed by the Board at its meeting on 29th November 2006. The paper presented is attached at Appendix 1. The teams were in place from the end of March 2007.

2.2 The full additional cost of the teams to the Board for 2007/8 is £126,000 in revenue costs based on 5 posts and miscellaneous operating costs. Capital equipment covered the cost of 3 crew cabs, 3 mowers (2 x Ransome 213's and 1 x Ransome Commander and associated equipment at £168,400.

All other vehicles, trailers, mowers and other associated equipment and resources are provided and supported by the Borough Council.

2.3 The teams are as detailed in the original report and a map showing the areas of responsibility will be shown at the next board meeting.

2.4 The resources for the ward of St Margaret's and St Nicholas (King's Lynn Town Centre) are wholly provided and supported by the Borough Council with no support from the Safer Stronger Community Funding. This ward will also be supported by the Walks Staff Team,

2.5 In addition to the work of the specific teams there is also support in each area from;

- Hi-ab and cage wagons to deal with fly-tipping
- Town Centre team
- 4 x sweepers (2 x pavement and 1 x gully sweeper for town centre and 1 road sweeper for King's Lynn urban areas on a 6 weekly schedule).
- Public Open Space Management and Admin Team.

2.6 There are monthly meetings between the Operations Managers / Team Leaders with community representatives for most areas, although some of these have now been cancelled as a more effective partnership has been developed between the Team Leaders and community representatives.

- 2.7 There are also bi-monthly multi-agency meetings (Neighbourhood Natters) the feedback from all these sessions tend to lean on the positive side as all agencies / communities are able to deal directly with the service providers and / or managers.

3. Operational Information

- 3.1 All areas within the safer stronger initiative have been audited under the BV199 scheme and the following results:

Ward	Date	Litter	Detritus	BV199a	BV199b	BV199c
North Lynn	Dec 03	17%	43%	32%	n/a	n/a
	Oct 06	8%	32%	20%	3%	0%

Ward	Date	Litter	Detritus	BV199a	BV199b	BV199c
St. Mar &	Aug 04	2%	10%	6%	n/a	n/a
St. Nic's	Mar 07	8%	3%	6%	2%	0%

Ward	Date	Litter	Detritus	BV199a	BV199b	BV199c
Gaywood	Dec 04	5%	2%	3%	n/a	n/a
	Mar 08					

Ward	Date	Litter	Detritus	BV199a	BV199b	BV199c
Fairstead	n/a	n/a	n/a	n/a	n/a	n/a
	June 06			1%	0%	0%

Ward	Date	Litter	Detritus	BV199a	BV199b	BV199c
South Lynn	Mar 05	0%	2%	1%	n/a	n/a
	Nov 05	2%	2%	2%	0%	0%

Notes:

BV199a = Combined figure for litter and detritus

BV199b = Graffiti

BV199c = Fly Posting

- 3.2 A better explanation of BV199 can be given at the board meeting if so required.
- 3.3 The Neighbourhood Teams work to a 2 (two) week schedule, which is in the process of being reviewing to include a summer and winter programme / schedule.
- 3.4 The teams are monitored / audited by the Public Open Space Manager and relevant Operations Manager, along with ad-hoc findings by other Borough Council members / officers reported through clean up.

- 3.5 There have been a number of initiatives included in the remit of the Neighbourhood Teams, including the installation of around 15 additional dog waste bins, a rolling programme of litter bin installation, Civic Pride (a multi-agency project) – North Lynn and Fairstead events, next session will be held in South Lynn early this year), Winfarthing Avenue (Scout Hut) Pond, Long Ponds, Discovery Centre, Fairstead Doorstep Green, along with a number of other smaller community led projects.
- 3.6 The feedback and comments regarding the team has been mostly positive, this is despite the teams being a new concept

4. Feedback

- 4.1 Feedback and comments from the Board are requested.