

**Minutes of a meeting of the Neighbourhood Management Board  
Held on 18<sup>th</sup> January 2007 at 6.00pm in the  
Council Chamber, Town Hall, Saturday Market Place, Kings Lynn**

**Present:**

John Dobson (Chair)	-	Borough Council of King's Lynn & West Norfolk
Irene Gammon (Vice chair)	-	Hillington Square Residents' Association
John Eastgate	-	Norfolk County Council
Paul Lusher	-	South Lynn Forum
John Burns	-	Fairstead Area Neighbourhood Group
Walter Glynn	-	Fairstead Area Neighbourhood Group
Vicky Etheridge	-	Neighbourhood Manager
Stuart Gunn	-	Norfolk Constabulary
Charles Joyce	-	Norfolk County Council
Julia Bivon	-	Norfolk Childrens Services
Nathan Johnson	-	Borough Council of Kings Lynn & West Norfolk
Stephanie Bilham	-	Gaywood Park Action Group
Nigel Yates	-	Gaywood Park Action Group
Daisy Line	-	Diversity representative
Malcolm Summerfield	-	Hillington Square Residents Association
Geoff Daniel	-	Borough Council of Kings Lynn & West Norfolk

**Apologies**

Pat Brodowski	-	Job Centre Plus
Stuart Hall	-	South Lynn Forum
Helen Mace	-	North Lynn Community Centre
Jackie Nurse	-	North Lynn Community Centre
John Rees	-	Norfolk Primary Care Trust
Christopher Smith	-	Freebridge Community Housing

		Action
<b>1</b>	<b>Welcome and Introductions</b>  The Chair welcomed everyone to the meeting.	
<b>2</b>	<b>Minutes from the Last Board Meeting of 29<sup>th</sup> November 2006</b>  The Chair asked the Board if there were any items on the minutes from 29 <sup>th</sup>	

	<p>November 2006 not covered by the agenda that they wished to discuss. He then asked for a proposal that the minutes were agreed as a correct record. Charles Joyce proposed and Paul Lusher seconded.</p> <p>The minutes were agreed as a true record.</p>	
<p><b>3</b></p>	<p><b>Update from Neighbourhood Manager</b></p> <p>Vicky Etheridge circulated a paper outlining progress to date, This paper had also been circulated at the Partnership Management Group meeting on 15<sup>th</sup> January 2007. Key points were:</p> <p><u>Neighbourhood Teams</u></p> <ul style="list-style-type: none"> <li>• Interviews for team leaders would be taking place week commencing 22<sup>nd</sup> January. The equipment was already on order. There would be an article in 'Your Council' regarding these teams in the near future.</li> </ul> <p><u>Green Space Assistant</u></p> <ul style="list-style-type: none"> <li>• Assistant will be starting in post on 22<sup>nd</sup> January.</li> </ul> <p><u>Multi Use Games Areas (MUGAs)</u></p> <ul style="list-style-type: none"> <li>• A Consultant had been appointed. Development work with the local communities would be important in installing the MUGAs.</li> </ul> <p><u>ENCAMS report</u></p> <ul style="list-style-type: none"> <li>• The draft report had been circulated to the Board members, and some actions had been added to the Cleaner, Safer Greener action plan.</li> </ul> <p><u>Community Caretakers</u></p> <ul style="list-style-type: none"> <li>• Vicky would be working with Freebridge to put proposal together. Christopher Smith to update at next meeting of the Board.</li> </ul> <p><u>Alleygates</u></p> <ul style="list-style-type: none"> <li>• Alleygates are on order.</li> </ul> <p>Charles Joyce noted that there were several areas in South Lynn, Gaywood Park and Oak Circle that would benefit from the provision of alleygates. He also explained he had a desktop presentation regarding alleygates available that had been prepared by John Butters from Norfolk Constabulary.</p> <p>Vicky Etheridge explained she had spoken to John Butters and the installation of alleygates was not as straight forward as first anticipated. Residents would be consulted over the installation.</p> <p>Vicky also explained that she was looking at premises on Oak Circle as a second office where the Community Development Officers would be based, although the building was not yet compliant with the Disability Discrimination Act. Part of the idea would be to install a Community Information Point in each of the five neighbourhoods. The Customer Information Centre Manager at the Borough Council may be able to provide staffing for one morning per week at community information points at the neighbourhood bases.</p>	

	<p>It was <b>AGREED</b> that:</p> <p>1) The report be noted.</p> <p>2) The Board to receive an update regarding Community Caretakers at the next Board meeting on 22<sup>nd</sup> March 2007, by the Director of Housing at Freebridge Community Housing.</p>	<b>CS</b>
<b>4</b>	<p><b>Budget Update</b></p> <p><u>Capital</u></p> <p>Vicky Etheridge circulated a paper outlining capital spend and commitments to date and balance available. There were some projects in the Borough Council's capital programme 2006/07 that met the objectives of Safer Stronger funding. The proposal would be to pay for these items of expenditure using Safer Stronger funding and that the Borough Council would make a contribution to Safer Stronger funding in the following financial year for the same amount. The total of these schemes would be approximately £ 350,019 and would fit the Safer, Stronger Community funding objectives. This figure would be confirmed at the close of the Council's accounts for 2006/07.</p> <p>In response to a question from Daisy Line regarding the funding, Vicky explained that when the funding came back from the Borough Council it may not have to be used as capital, but she would verify this. Irene Gammon questioned whether the money that would come back from the Council in 2007/08 would have to be spent in 2007/08. Vicky explained this was not the case.</p> <p>Paul Lusher queried the cost of the alleygates. These were approximately £1,500 each to make and install. Vicky explained that the alleygates for Fairstead were a test project and that if they were successful, a tendering exercise would be undertaken before any more alley gates were ordered and installed for other locations.</p> <p>It was <b>AGREED</b> that:</p> <p>1) The report outlining capital commitments and funds available be noted</p> <p>2) The Neighbourhood Manager to check whether funding received by the Borough Council in relation to capital spend must be used as capital or whether there are no such restrictions</p> <p>3) If the alleygating scheme on Fairstead is successful and rolled out to other areas, a full tendering process be undertaken to ensure value for money is achieved.</p> <p><u>Revenue</u></p> <p>Vicky Etheridge circulated a paper outlining revenue spend and commitments</p>	<p><b>VE</b></p> <p><b>VE</b></p>

	<p>to date and any balance available. There were some items of expenditure in the Borough Council's revenue budget 2006/07 that met the objectives of Safer Stronger funding. The proposal would be to pay for these items of expenditure using Safer Stronger funding and that the Borough Council would make a contribution to Safer Stronger funding in the following financial year for the same amount. The total of these schemes amounted to approximately £82,600 and would fit the Safer Stronger Community Funding objectives. This figure would be confirmed at the close of the Council's accounts for 2006/07. There was an unallocated funding balance of £54,600.</p> <p>In response to a question from Paul Lusher regarding the inclusion of 'quick wins' on the schedule, Vicky Etheridge explained that 'quick wins' were included in the report.</p> <p>Daisy Line questioned whether Go East had been informed of the difficulties experienced in allocating the funding, as only 5% of funding was able to be carried forward. The Chair explained that a letter had been sent to Go East to express dissatisfaction at the funding restrictions placed on the Partnership. To date no response had been received.</p> <p>Vicky Etheridge explained that other Partnerships were experiencing similar difficulties with their funding, and it was hoped that Go East and the Government's Treasury department would review the level of funding that could be carried forward in future years.</p>	
<p><b>5</b></p>	<p><b>Additions to the Cleaner, Greener Action Plan</b></p> <p>Vicky Etheridge explained this report was to be read in conjunction with the paper on the Community Sports Initiative.</p> <p>Vicky had circulated the Action Plan with some amendments. She had made some changes based on advice from ENCAMS. Vicky explained that the plan would need to be developed by the Neighbourhood Board, once they had received appropriate training.</p> <p><u>Community Sports Initiative</u></p> <p>Vicky presented the Community Sports initiative paper which outlined details of some sport taster sessions, for example grass roots football clubs, football in the community and other sports sessions for example basketball, netball, hockey, cricket and tennis. The programme would be in three tiers and would cost in the region of £10,724 for all three tiers. John Burns queried the cost of the rates for football sessions at Lynnsport. The Chair explained that if the plan was agreed the rates would be checked.</p> <p>Charles Joyce questioned why only three from the five SSCF areas were listed in the plan. Vicky Etheridge explained that there were other initiatives happening in the other two areas.</p> <p><u>Additions to the Action Plan</u></p>	

	<p>In response to a question from Daisy Line regarding consultation for people with disabilities on play areas, Vicky Etheridge explained that each project would involve extensive consultation with residents. She re-iterated that this plan was a framework for Board members to add to and build on. Charles Joyce highlighted the importance of ensuring that any schemes became main stream funded by the agencies so that there would be no disruption in service provision. Nathan Johnson explained that the neighbourhood teams would be responsible for several services on the estates, for example litter picking, fly tipping and grass cutting. This would help create some ownership and give people a sense of pride in their area. Where possible, people who lived in the areas would work in the same area to create a greater sense of ownership.</p> <p>Other items discussed on the plan included the issue regarding the dumping of supermarket trolleys. The Chair highlighted the Borough Council's scheme that may help to resolve this problem.</p> <p>Paul Lusher noted there was very little green space in South Lynn, although there would be provision for this within the NORA plans, however he noted there would be some years delay before this would be apparent.</p> <p>It was <b>AGREED</b> that:</p> <ol style="list-style-type: none"> <li>1) The report be noted</li> <li>2) The Borough Council's Community Safety Project Development Officer be invited to attend the next meeting of the Board to provide clarification regarding the Community Sports Initiative.</li> <li>3) The Chair to note the comments regarding green space at South Lynn and take these comments to the NORA Steering Group.</li> </ol>	<p><b>VE</b></p> <p><b>JD</b></p>
<p><b>6</b></p>	<p><b>Bringing the Champions Model to Life</b></p> <p>Vicky Etheridge circulated a paper outlining the Board members job shadowing scheme. The aims of this scheme were to give all Board members the opportunity to discover other member's roles and responsibilities in their 'day' jobs. There would be separate briefing sessions for agencies and residents involved. There would also be debriefing sessions after the job shadowing so that people could identify what they had learned from the exercise.</p> <p>It was <b>AGREED</b> that:</p> <p>The report be noted.</p>	
<p><b>7</b></p>	<p><b>Designing a Logo for Safer and Stronger in Kings Lynn</b></p> <p>Vicky Etheridge explained it would be important to have an identity for the Safer Stronger initiative, especially when work began on projects. She asked the Board for suggestions for a logo or to assist both herself and the Communications team at the Borough Council in designing a logo.</p>	

	<p>John Burns suggested running a competition in the local schools, a view supported by Julia Bivon.</p> <p>John Eastgate questioned whether there was a national logo or strap line that needed to be adhered to.</p> <p>Paul Lusher suggested that there may not be sufficient time to run a school competition and it would also be difficult to explain the concept of Safer Stronger Communities to schoolchildren.</p> <p>It was <b>AGREED</b> that:</p> <ol style="list-style-type: none"> <li>1) The Borough Council's Communications and Graphics department to design at least three logos for the Board to consider</li> <li>2) If necessary the logos to be circulated electronically and Board members to be requested to select one of the three options and respond to the Neighbourhood Manager within 10 days of receipt.</li> </ol>	<p><b>VE</b></p> <p><b>ALL</b></p>
<p><b>8</b></p>	<p><b>Any Other Business</b></p> <p><u>Police Community Support Officers</u></p> <p>Charles Joyce explained that Norfolk Constabulary's funding had been reduced and it would be likely to affect the recruitment of the Police Community Support Officers (PCSOs). The West Norfolk Partnership had agreed to fund five of these posts. He questioned what would happen if Norfolk Constabulary were not able to continue to fund long term.</p> <p>The Chair explained that PCSOs would continue to be provided and would be added to the Norfolk Police Authority precept.</p> <p>Stuart Gunn explained that half of the PCSOs in the Western area were still training for the role and that not all the management structures were yet in place. Central area had half of their PCSOs in place and the Eastern area had all in place. Norfolk Police Authority's intention was to continue to fund the role of the PCSOs.</p>	
	<p>The Chair thanked everyone for attending.</p> <p><b>The meeting finished at 7.40pm</b></p>	