



**Minutes of a meeting of the Neighbourhood Management Board
Held on 24th May 2007 at 5.00pm in the
Council Chamber, Town Hall, Kings Lynn**

Present:

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| Irene Gammon (Vice Chair) | - | Hillington Square Residents' Association |
| Paul Lusher | - | South Lynn Forum |
| Vicky Etheridge | - | Neighbourhood Manager |
| Stuart Gunn | - | Norfolk Constabulary |
| Stephanie Bilham | - | Gaywood Park Action Group |
| Nigel Yates | - | Gaywood Park Action Group |
| Malcolm Summerfield | - | Hillington Square Residents Association |
| Chris Bamfield | - | Borough Council of Kings Lynn and West Norfolk |
| Sue Lowe | - | Age Concern |
| Jackie Nurse | - | Linking Together |
| John Rees | - | Norfolk Primary Care Trust |
| Christopher Smith | - | Freebridge Community Housing |
| Pat Brodowski | - | Job Centre Plus |
| Sue Payne | - | Community Development Officer |
| John Butters | - | Project Officer (Alleygates) |
| Brenda Croucher | - | South Lynn Forum |
| Julia Bivon | - | Norfolk Childrens Services |
| John Rees | - | Norfolk Primary Care Trust |
| John Eastgate | - | Norfolk County Council Planning & Transportation |
| Councillor Geoff Daniel | - | Borough Council of Kings Lynn and West Norfolk |

By Invitation:

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| Nicky Stevenson | - | The Guild |
| Nicolas de Jong | - | Go East |

Apologies

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| Sylvia Pomeroy | - | Disability Advisory Committee |
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Supported By:

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| Sarah Dennis | - | Borough Council of Kings Lynn and West Norfolk |
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| | | Action |
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| 1 | Introductions and Format of the Meeting | |

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| | <p>The Chair welcomed everyone to the meeting and extended a special welcome to Brenda Croucher, who was in attendance on behalf of the South Lynn Forum.</p> <p>The Chair also gave a special thank you to Councillor John Dobson for all his hard work and commitment to the Neighbourhood Board and the work of the Partnership in general.</p> <p>The Board introduced themselves.</p> <p>Vicky Etheridge explained that the election of a new chair would take place at the next meeting of the Neighbourhood Management Board due to the amount of work that needed to be completed at this meeting.</p> | |
| <p>2</p> | <p>Minutes from the Last Board Meeting of 22nd March 2007 and Matters Arising</p> <p>The minutes from the meeting of 22nd March 2007 were agreed as a true record.</p> <p><u>CCTV Cameras</u> In response to a question from Chris Bamfield regarding the CCTV cameras, Christopher Smith explained that Siemens would be visiting the site in the week commencing 28th May 2007 and it was anticipated the cameras would be installed and functioning shortly. The service level agreement for the maintenance of the cameras had been drafted and once signed would be in place for three years.</p> <p><u>Identity for SSCF in Kings Lynn</u> Vicky Etheridge explained that she had met with Christopher Smith and Chris Bamfield and discussed the possibilities for a logo for SSCF. This was displayed at the meeting.</p> <p>It was AGREED that:</p> <p>Any comments regarding the proposed logo to be communicated to Vicky Etheridge.</p> <p><u>Consumption of Alcohol in Public Places</u> Chris Bamfield explained a report would be going to Cabinet week commencing 28th May regarding this item.</p> <p>It was AGREED that:</p> <p>An update regarding this item to be brought to the next meeting of the Neighbourhood Management Board.</p> | <p>ALL</p> <p>CB</p> |
| <p>3</p> | <p>Budget Update 2006/07 and Budget Outline 2007/08</p> <p>Vicky Etheridge circulated the revenue and capital papers for both the out-turn</p> | |

for 2006/07 and budgets for 2007/08.

Revenue 2006/07

Vicky explained that there would be £53,659.87 carried forward into 2007/08 which was within the 5% guideline set by Go East. There was an amount of £147,874.98 held in Borough Council reserves which would be the Borough Council's contribution to SSCF for Borough Council schemes funded by SSCF in 2006/07. This reserve would be entirely separate to other Borough Council reserves. This funding was not included in the budget allocation for 2007/08.

Capital 2006/07

A sum of £12,015.82 would be carried forward into 2007/08 which was within the 5% guideline set by Go East. An amount of £454,377.90 would be held in Borough Council reserves which would be the Borough Council's contribution to SSCF for Borough Council schemes funded by SSCF in 2006/07. This reserve would not be restricted to capital spending.

In response to a question from Chris Bamfield regarding the flexibility of this spending, Vicky Etheridge explained that this spending would be flexible and that County Council were in the process of auditing the SSCF spend for 2006/07.

Capital 2007/08

Vicky Etheridge explained that there was £1,130,000 capital funding for 2007/08. £795,293 of this funding had already been allocated. This included a potential carry forward of 5% into 2008/09 of £56,500. This left an unallocated balance of £334,707 for the 2007/08 financial year. Vicky highlighted the importance of taking this amount into consideration when the Board discussed the 'Safer' priorities. Vicky reported that work on the Multi Use Games Areas would need to progress quite quickly to ensure work would be completed by March 2008.

There was a nominal amount in the budget for alleygates. John Butters would be taking this project forward. He would be identifying where the alleygates were required and therefore the budget may vary slightly.

Vicky reported that improvements to Centrepont would start week commencing 4th June 2007. There would also be approximately £20,000 to pay for demolition costs of the Fairstead pub. In response to a question from John Rees as to why this figure was in the budget in 2007/08 when there had been a balance reported at the end of 2006/07, Vicky explained that the amount of £20,000 would replace the anticipated cost balance of £41,059 as reported for the 2006/07 out-turn.

Some items such as the CCTV cameras, works to Hillington Square and the railings had not yet been paid in full.

In response to a question from Jackie Nurse as to why the capital budget included some revenue expenditure, Vicky Etheridge explained that this would include the Green Space Officer's salary as her role was solely related to capital projects.

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| | <p><u>Revenue 2007/08</u> Vicky Etheridge explained there was an increase in the allocation for 2007/08 over 2006/07. There would be funding of £516,000 available. £297,077 had already been agreed and committed. A 5% carry forward into 2008/09 would amount to £25,800 which left an unallocated balance of £193,123.</p> <p>Some of the budgets were nominal allocations, for example the office overheads, resident satisfaction surveys and the network analysis. The resident satisfaction surveys were required in order to provide a baseline for reporting against the mandatory outcomes of the SSCF programme. There was a balance of £41,667 for the Police Community Support Officers (PCSOs).</p> <p>In response to a question from Geoff Daniels regarding who would be responsible for repairs to garages in St Valerys Lane, Vicky Etheridge suggested that Karl Weeks in the CCTV department at the Borough Council be contacted. She also explained that this could be noted as an issue later in the meeting when the Board discussed the 'Safer' priority.</p> | |
| <p>4</p> | <p>Review of Job Shadowing</p> <p>Nicky Stevenson from the Guild introduced this item. She had circulated some questions to the Board in order to try and ascertain how members had found the work shadowing experience.</p> <p><u>Activities</u></p> <ul style="list-style-type: none"> • Offices were visited • Staffing structures were made clear • Child protection meetings were attended • Gaywood Opportunity Centre and Gaywood Park were visited • Met the Clean Up Team • Learnt about the community role • Learnt about Job Centre roles – locally and nationally • Attended obesity conference • Sold second hand crockery • Moved furniture • Made a smoking shelter • Visited Hillington Square • Met a homeless person • Identified activities in sheltered housing <p><u>Things learnt</u></p> <ul style="list-style-type: none"> • Complexity of peoples roles • The amount of work and paperwork involved • Commitment to the community • Contacts and networks • No football team exists on the Gaywood estate • No green space in the summer in South Lynn • How homelessness happens • Perceptions were changed | |

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| | <p><u>Ideas on how to work together</u></p> <ul style="list-style-type: none"> • Planning activities • Visiting other areas • Getting a newsletter • Organising a football team • Recruiting a football coach • Neighbourhood teams liaison <p><u>Anything else you would like to find out about?</u></p> <ul style="list-style-type: none"> • Would like to repeat this exercise in other areas <p><u>Issues arising from the shadowing</u></p> <ul style="list-style-type: none"> • Confidentiality agreements were required before shadowing • Ability to share information or not • Could have been more flexible • Difficult to find time • Limited time available so limited what can be achieved • Valuable enough to do again • Important to get across context of work • Need to share experiences • Can share in different ways <p><u>Ways it could work better</u></p> <ul style="list-style-type: none"> • Time at meetings to share work experiences – positive and negative • Share contact details and short description of what we all do • Hold Board meetings in different places • Meet other colleagues of Board members • Invite others to meetings to get to know them | |
| <p>5</p> | <p>Safer Stronger Communities Fund Action Plan 2007/08</p> <p>Vicky Etheridge gave a presentation which outlined the principles behind why the five SSCF wards had received SSCF funding. She also highlighted some crime statistics, for example criminal damage to a dwelling and to vehicles. Vicky also highlighted some NEET (Not in Education, Employment or Training) figures.</p> <p>Vicky outlined the mandatory outcomes of the SSCF programme as well as the role and responsibilities of a Neighbourhood Management Board. She also outlined the funding available for the programme from 2006/07 to 2009/10.</p> | |
| <p>6</p> | <p>Agreeing a Way Forward on Two Themes – ‘Involved and Included’ and ‘Safer’</p> <p>Vicky Etheridge and Nicky Stevenson explained that all members of the Board would be asked to note some ideas they would like to take forward which Vicky would then include in an action plan. Board members noted their ideas on cards and any ideas that any member did not agree with were discarded.</p> | |

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| | <p>The actions supported and unsupported were listed and accompany these minutes in a separate annex.</p> <p>It was AGREED that:</p> <p>1) A 'Safer' sub group be set up comprising the following members:</p> <p>Stuart Gunn (Chair) Christopher Smith Jackie Nurse Brenda Croucher Geoff Daniel Chris Bamfield John Eastgate</p> <p>2) An 'Involved and Included' sub group be set up comprising the following members:</p> <p>Vicky Etheridge (Chair) Paul Lusher Sue Payne Pat Brodowski Stephanie Bilham Nigel Yates Julia Bivon Malcolm Summerfield</p> <p>3) Any decisions needing to be taken in order that agreed projects can be progressed will be considered at the meeting on 14th June 2007</p> <p>4) The Cleaner, Greener theme to be considered at the meeting on 14th June 2007.</p> | <p>VE</p> <p>VE</p> |
| | <p>Date and Time of Next Meeting</p> <p>The next meeting would be on Thursday 14th June 2007 at 4.00pm. action plan.</p> | |
| | <p>The Chair thanked everyone for attending.</p> <p>The meeting finished at 8.00pm</p> | |