

**Minutes of a meeting of the Neighbourhood Management Board
Held on 14th June 2007 at 4.00pm at the
North Lynn Community Centre, Kings Lynn**

Present:

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
Chris Bamfield	-	Borough Council of Kings Lynn and West Norfolk
Sue Lowe	-	Age Concern
Jackie Nurse	-	Linking Together
Sue Payne	-	Community Development Officer
John Butters	-	Project Officer (Alleygates)
Councillor Geoff Daniel	-	Borough Council of Kings Lynn and West Norfolk
Sylvia Pomeroy	-	Disability Advisory Committee
Helen Mace	-	North Lynn Community Centre
Daisy Line	-	West Norfolk Diverse Community Forum
Nick Daubney	-	Borough Council of Kings Lynn & West Norfolk
Richard Rockcliffe	-	Norfolk County Council
Sharon Ludford	-	Community Development Officer
Michelle Parker	-	Green Space Assistant
Ashley Yallop	-	Discovery Youth Forum

By Invitation:

Nicky Stevenson	-	The Guild
Tim Wall	-	Tim Wall Consulting (MUGA Consultant)

Apologies

Malcolm Summerfield	-	Hillington Square Residents Association
John Eastgate	-	NCC Planning and Transportation
Nic de Jong	-	Go East
John Rees	-	Norfolk PCT
Christopher Smith	-	Freebridge Community Housing
Pat Brodowski	-	Job Centre Plus
Julia Bivon	-	Norfolk County Council Childrens Services

Supported By:

Sarah Dennis	-	Borough Council of Kings Lynn and West Norfolk
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1	<p>Introductions and Apologies</p> <p>Apologies were as noted above. Irene Gammon welcomed the Leader of the Borough Council, Nick Daubney to the meeting.</p>	
2	<p>Appointment of Chair and Vice Chair</p> <p>Vicky Etheridge explained that nominations would be required for the position of Chair and Vice Chair. Nick Daubney nominated Chris Bamfield. This was seconded by Sylvia Pomeroy. Sylvia Pomeroy nominated Irene Gammon for the position of Vice Chair. This was seconded by Paul Lusher.</p> <p>It was AGREED that:</p> <p>1) Chris Bamfield be appointed Chair of the Neighbourhood Management Board.</p> <p>2) Irene Gammon be appointed Vice Chair of the Neighbourhood Management Board.</p>	
3	<p>Minutes of the Meeting Held on 24th May 2007 and Matters Arising</p> <p>Paul Lusher questioned progress to date with the CCTV cameras on the Gaywood Estate. Vicky Etheridge explained permission needed to be sought from County Council as a footpath needed to be dug up to lay cables to provide a link between Oak Circle and Bagge Road. The CCTV Manager at the Borough Council anticipated that the cameras would be installed by the summer holidays.</p> <p>In response to a question from Paul Lusher regarding the alcohol ban in public places, Chris Bamfield explained that the Borough Council's Cabinet had considered the feedback from the Board regarding incorporating Highgate and Hillington Square into the ban, which had been agreed, although Gaywood and South Lynn would not be included in the ban due to police resources, although these areas may be considered in the future.</p> <p>The minutes were agreed as an accurate record.</p>	
4	<p>Format of the Meeting</p> <p>Vicky Etheridge explained that this meeting had been called as an extraordinary meeting to consider the Cleaner, Greener and Working Together action plans, and to agree any other business. Vicky outlined the process of noting ideas for the action plans on cards for the Board to consider. Any ideas that any Board member did not agree with would be turned over and</p>	

	considered at a later date. Supported actions would then be scored.	
5	<p>Cleaner, Greener</p> <p><u>Multi Use Games Areas</u></p> <p>Vicky Etheridge circulated a paper outlining locations for the MUGAs and anticipated costs. A meeting had been held earlier that day to discuss the siting of the MUGAs. This group had consisted of Wally Glynn, Ashley Yallop, Paul Lusher, Michelle Parker, Sue Payne, John Butters and Borough Council officers. Some residents had felt they had not been consulted sufficiently at the outset and so outstanding issues had been discussed at the meeting.</p> <p>Of the five MUGAs, three locations were confirmed. The sites at South Lynn and Fairstead Estate were yet to be decided. Vicky Etheridge explained the special school at Fairstead was in the process of being redeveloped so it would be important to ensure there was no duplication with the facilities provided. The Borough Council and the Police had also expressed doubts concerning the proposed site.</p> <p>Vicky Etheridge explained that the neighbourhood teams would check the sites regularly for litter and general care. The costs for the MUGAs were for the highest specification although it was recognised that no equipment would be completely vandal proof. There would be ongoing revenue costs for maintenance. Each site would also be floodlit which also meant ongoing electricity costs. These revenue costs were expected to be approximately £2,000 per site. No revenue costs had been incorporated into the proposal for the site on the Walks as this was Borough Council owned and as such these costs would be covered by Council budgets. It was anticipated that at the end of the SSCF programme the revenue costs would be mainstreamed into Council budgets.</p> <p>Vicky Etheridge highlighted the proposal for an Activity Motivator post which would involve getting people engaged and using the facilities as well as providing general management of the facilities.</p> <p>In response to a question from Daisy Line regarding the Council mainstreaming revenue costs, the Chair explained that the revenue costs were relatively small and he did not anticipate any problems with the mainstreaming of the costs. Daisy Line questioned whether there would be other options if the Council did not take on the revenue costs. The Chair explained a community trust could be set up although this would not be as secure.</p> <p>In response to a question from Daisy Line regarding the reporting line for the Motivator post, Vicky Etheridge explained that this had not yet been decided. The Chair explained that if the proposal was to be agreed Vicky Etheridge would then provide further details. Sport England may also be prepared to part fund the post.</p> <p>Jackie Nurse highlighted the fact that the post would have several areas to cover and questioned whether there should also be coaches in post to assist.</p>	

Vicky Etheridge explained that the post holder would be required to work with existing clubs and coaches and that one of the main aims of the post would be to support the development of voluntary activity / sports coaches and clubs which would continue beyond the lifetime of the post. Vicky also explained that she would investigate the opportunities to lever in Investing in Communities funding to pay for young people to train as sports coaches.

Paul Lusher questioned whether firm assurance could be given from the Borough Council regarding mainstreaming revenue funding. Nick Daubney did not anticipate any problems although could not give firm reassurance. The Chair explained the proposal would need to be fed into the appropriate Panel at the Council and then to Cabinet.

In response to a question from Daisy Line regarding when the report would be submitted to Cabinet, the Chair explained that Cabinet met every four to six weeks and so the report would likely to be submitted in August 2007.

Richard Rockcliffe questioned whether the PCT had any funding ring fenced for health education. The Chair explained that there may be several funding streams that could be accessed. Jackie Nurse highlighted the importance of publicising the schedule of works in order that everyone would be aware of what was happening and progress to date.

In response to a question from Paul Lusher regarding funding for the South Lynn and Fairstead sites, Tim Wall expressed caution due to there being less capital funding available from Sport England than in previous years. He explained that these sites were not being discounted, but that funding from Sport England might not be forthcoming due to other sports related developments taking place as part of NORA and the redevelopment of the Ethel Tipple School on Fairstead. He reported that the specification for each MUGA was of a very high standard. In response to a question from Daisy Line, Tim Wall explained that all MUGAs would be compliant with the Disability Discrimination Act.

In response to a question from Jackie Nurse regarding the flood lights, Tim Wall explained that the lights would not be switched on continuously, although this would be subject to planning conditions. Tim explained that the MUGA costings outlined in the proposal were maximum costs and included a contingency. Any extra grants received would mean the contribution from SSCF would decrease.

It was **AGREED** that:

- 1) Coaching to be incorporated into the job specification for the Motivator post
- 2) Schedule of works for the MUGAs to be publicised
- 3) SSCF funding up to a maximum of £531,420.41 be agreed for the five MUGAs.

Tim Wall left the meeting at 4.40pm.

VE

VE/TW

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Safer

Alley Gating Scheme

Vicky Etheridge had circulated a paper outlining costs for alley gates in various parts of St Margaret's with St Nicholas, Fairstead and North Lynn. She explained that John Butters was employed temporarily to work with residents as well as Freebridge Community Housing and the Police to identify areas suitable for the alley gate scheme.

John Butters highlighted an issue raised by Charles Joyce who had questioned whether Safer Stronger should fund the alley gate between Highgate and Morrison's supermarket. John explained that staff at Morrison's would be responsible for opening and closing the gate and the gate would benefit both Morrison's and the residents of Highgate.

One gate had been installed at Highgate and four would soon be installed at Fairstead. The consultation for the gates on Hillington Square and at St Edmundsbury Road was now complete. Feedback was awaited from South Lynn residents also.

In response to a question from Daisy Line regarding responsibility for any incidents occurring if Morrison's did not close the gate, John Butters explained that this would hopefully be unlikely as Morrison's were suffering from incidents of anti social behaviour, so it would be in their interest to ensure staff closed the gates.

The Chair explained that the situation could be monitored by residents and fed back to the Board. In response to a question from Stuart Gunn regarding a contribution from Morrison's for the gate, John Butters explained that the process was too far along for this to be a viable option.

In response to a question from Paul Lusher regarding sharing of the costs for the gates on Persimmon, Vicky Etheridge explained that the costs outlined in the proposal were for the gates, and Freebridge Community Housing would fund the fencing at the rear of the flats, as well as the lighting and access control. Safer Stronger would fund the two fences required to close off the alley.

It was **AGREED** that:

Funding of up to £21,640 be allocated to the purchase and installation of the alley gates as outlined in the paper circulated.

Alco Blows

Vicky Etheridge had circulated a paper outlining a request for funding of £1,250 to purchase five alco blows. Stuart Gunn explained that these would be used in the SSCF areas to breathalyse under aged drinkers. Stuart explained that certain events in the town centre aimed at young people had had incidents of people attempting to take alcohol into the venues. If caught the parents

	<p>would be informed and the young people banned from the event.</p> <p>Ashley Yallop enquired whether community groups could obtain one of the devices for use at their events.</p> <p>It was AGREED that:</p> <p>Funding for the alco blows be agreed and increased to £1,500 for the purchase of six alco blows, one to be available for loan to any community group in the SSCF areas.</p> <p><u>Fairstead First Steps Nursery</u></p> <p>Vicky Etheridge circulated a request from the Nursery requesting funding for a secure storage shed. The cost was anticipated to be approximately £1,000. Charles Joyce had raised a query as to whether this would solve the problem as the issue appeared to be one of vandalism.</p> <p>It was AGREED that:</p> <p>1) The funding bid was not supported</p> <p>2) Daisy Line to research Funder Finder software to ascertain if any funding would be available for the Nursery to purchase a secure storage shed.</p>	<p>VE</p> <p>DL</p>
<p>7</p>	<p>Working Together</p> <p>Vicky Etheridge circulated a paper outlining the set up of neighbourhood offices at Oak Circle, Gaywood, and other locations across the SSCF areas. These would be one stop shops and house a variety of agencies. In response to a question from Sylvia Pomeroy regarding funding from Freebridge Community Housing and other housing associations, Vicky Etheridge explained that no request had been made to the housing associations at this stage. Paul Lusher questioned whether the costs outlined in the proposal were £35,000 for each office and would therefore be £175,000 for all five areas. Vicky explained that this would not be the case as less work would be required at the Fairstead and North Lynn bases as there were more buildings available for use.</p> <p>It was AGREED that:</p> <p>Funding of up to £35,000 for a neighbourhood office on Oak Circle be approved.</p>	
<p>8</p>	<p>Action Planning – Cleaner, Greener and Working Together</p> <p>Vicky Etheridge gave a presentation outlining the mandatory outcomes for Cleaner Greener. Vicky also highlighted the problems surrounding the Cleaner Greener issues and potential solutions. There was already a great deal of</p>	

	<p>activity around Cleaner Greener, for example the Clean Up line, Borough Council Enforcement Officers and powers for the PCSOs to enforce laws around dog fouling and littering.</p> <p>Michelle Parker gave a presentation outlining the audit recently undertaken of the green spaces with the five SSCF areas. Michelle highlighted the different types of green space within the five areas as well as the quality of these spaces.</p> <p>Sylvia Pomeroy questioned the impact of the NORA scheme on the green space sites. Michelle Parker explained the marina development may have an impact on this. Nick Daubney explained that the marina plan was approximately three weeks away from publication. Part of this plan would be to protect doorstep greens.</p> <p>In response to a question from Sue Lowe regarding consultation with conservation groups, Michelle Parker explained that they would be consulted once any schemes had been agreed. Vicky Etheridge explained that Groundwork had been contacted, who undertook work with young people.</p> <p>The Chair thanked Michelle Parker for her report and questioned how this work should be taken forward. Vicky Etheridge explained that any ideas that were considered important should be noted on the cards in the next section of the meeting in order that they could be considered in the Cleaner Greener action plan.</p> <p>There was a break for supper at 5.25pm.</p> <p>Nick Daubney left the meeting at 5.25pm.</p> <p>The meeting reconvened at 5.45pm.</p>	
<p>9</p>	<p>Working Together – Setting the Scene</p> <p>Vicky Etheridge gave a presentation outlining the action planning process for Working Together. Vicky explained the outcomes required for the SSCF programme as well as the problems and causes and activities that were already taking place.</p> <p>Nicky Stevenson outlined the concept of noting ideas for Working Together and Cleaner Greener on cards which would then be laid out on a table for all members of the Board to assess. Any idea that was not supported by any member of the Board would be turned face down. These would not be discarded but kept for the future. All ideas supported would be used to help write the action plans for Cleaner Greener and Working Together.</p>	
<p>10</p>	<p>Coming Up With Some Actions</p> <p>The actions supported and unsupported were listed and accompany these minutes in a separate annex. Board members are requested to score the list of</p>	

	proposed actions, as set out in the accompanying sheets.	
11	<p>Next Steps and Focus for Meeting on 19th July 2007</p> <p>Nicky Stevenson explained there were lots of ideas that were supported that appeared more than once. All actions, whether supported or unsupported would be collated and circulated to the Board. Supported actions would then be scored. Sub groups would then be set up for Cleaner Greener and Working Together to take the actions forward. The Safer sub group was due to meet on 19th June to discuss the supported actions raised at the previous Board meeting.</p> <p>Members of the Cleaner Greener sub group were:</p> <ul style="list-style-type: none"> • Wally Glynn • John Eastgate • Chris Bamfield • Christopher Smith • Stuart Gunn <p>Vicky Etheridge asked the Board if there were any more volunteers for this group. She also explained that if any Board members would like to involve people from outside of the Board this would be acceptable.</p> <p>It was AGREED that:</p> <p>1) Richard Rockcliffe, Michelle Parker and Ashley Yallop to join the sub group for the Cleaner Greener theme.</p> <p>2) Sue Lowe to be added to the membership list for the Involved and Included sub group</p> <p>3) Members of the Working Together sub group would be as follows:</p> <ul style="list-style-type: none"> • Paul Lusher • Daisy Line • Ashley Yallop • Sylvia Pomeroy • Sue Payne • Sharon Ludford <p>4) Vicky Etheridge to bring a paper to the Board meeting on 19th July 2007 setting out the terms of reference for the sub groups and their relationship to the Board.</p> <p>5) Dates of the sub group meetings be circulated in order that Board members can decide whether they would like to participate in the sub group meetings.</p> <p>In response to a question from Daisy Line regarding the sub groups, Vicky Etheridge explained that Philip Eke, the Neighbourhood Administrative Officer</p>	<p>RR/MP/ AY/PE</p> <p>SL/PE</p> <p>VE</p> <p>PE</p>

	would co-ordinate the meetings. Stuart Gunn would chair the Safer sub group, Chris Bamfield would chair the Cleaner Greener sub group and Vicky Etheridge would chair the Involved and Included as well as the Working Together sub groups.	
12	<p>Any Other Business</p> <p>The Chair proposed that any agencies not attending the Board or sending a substitute in their place be contacted.</p> <p>Daisy Line explained that the Local Strategic Partnership (LSP) had financed the update of the Welcome Pack, which would be translated into five languages. Any agencies wishing to verify information or add to the Welcome Pack to contact Daisy on daisy@westnorfolkvca.org</p> <p>It was AGREED that:</p> <p>1) Agencies not appearing at the Board meeting and not sending a substitute be contacted to reiterate the Board roles and responsibilities</p> <p>2) The Welcome Pack to be added to the Neighbourhood Board agenda at the meeting on 20th September 2007.</p>	<p>VE</p> <p>SD</p>
	<p>Date and Time of Next Meeting</p> <p>The next meeting would be on Thursday 19th July 2007 at 6.00pm.</p>	
	<p>The Chair thanked everyone for attending.</p> <p>The meeting finished at 6.55pm</p>	