

**Minutes of a meeting of the Neighbourhood Management Board  
Held on 19th July 2007 at 5.30pm at the  
Nora Project Office, South Lynn**

**Present:**

Chris Bamfield (Chair)	-	Borough Council of Kings Lynn & West Norfolk
Irene Gammon	-	Hillington Square Residents' Association
Paul Lusher	-	South Lynn Forum
Vicky Etheridge	-	Neighbourhood Manager
Stephanie Bilham	-	Gaywood Park Action Group
Sue Lowe	-	Age Concern
Sue Payne	-	Community Development Officer
John Butters	-	Project Officer (Alleygates)
Geoff Daniel	-	Borough Council of Kings Lynn and West Norfolk
Sylvia Pomeroy	-	Disability Advisory Committee
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
Derrick Ellis	-	Gaywood Park Action Group
Malcolm Summerfield	-	Hillington Square Residents Association
John Eastgate	-	Norfolk County Council
Julia Bivon	-	Norfolk Childrens Services
Christopher Smith	-	Freebridge Community Housing
Wally Glynn	-	FANG
Pat Brodowski	-	Job Centre Plus
Charles Joyce	-	Norfolk County Council

**Apologies**

Nic de Jong	-	Go East
Helen Mace	-	North Lynn Community Centre
Jackie Nurse	-	Linking Together

**Supported By:**

Sarah Dennis	-	Borough Council of Kings Lynn and West Norfolk
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		<b>Action</b>
<b>1</b>	<p><b>Introductions and Apologies</b></p> <p>Apologies were as noted above. Vicky Etheridge explained that Nigel Yates had resigned from the Neighbourhood Board and that Stephanie Bilham would be the main representative for Gaywood, with Derrick Ellis elected as the stand in for Gaywood.</p>	
<b>2</b>	<p><b>Minutes of the Meeting Held on 14<sup>th</sup> June 2007 and Matters Arising</b></p> <p>The minutes were agreed as a correct record.</p>	
<b>3</b>	<p><b>Action Planning – Broadening Horizons</b></p> <p>Vicky Etheridge gave a presentation that outlined the SSCF themes and the actions and mandatory outcomes for each theme. Vicky also highlighted the various means by which ‘Quality of Life’ could be measured. There was some discussion around the meaning of quality of life. Daisy Line explained she understood the term to mean there was an ability to achieve and Julia Bivon highlighted the need to feel as if people belonged. Sylvia Pomeroy highlighted the importance of access, whether this be to buildings, jobs or transport.</p> <p>Vicky explained that all Board members would note ideas for the Broadening Horizons theme on to cards and then any ideas that any Board member did not agreed with would be turned face down.</p> <p>There was discussion around the transport issues for residents of the Borough and how important good transport links were for all aspects of society, whether this related to employment or health for example.</p> <p>Sue Lowe questioned whether any member of the Board had had sight of the Kings Lynn Area Transport Strategy. She was unsure how far this plan extended and whether it would incorporate the five SSCF areas. John Eastgate explained that the area covered would stretch as far as the southern and eastern bypasses surrounding Kings Lynn. John explained that the study would determine where people where travelling from and to and the purpose of their journey.</p> <p>The Chair explained that any of these issues could be noted on the cards during the exercise.</p>	
<b>4</b>	<p><b>Budget Update</b></p> <p><u>Revenue 2007/08</u></p> <p>Vicky Etheridge had circulated the budget and spend to date for 2007/08. There was an unallocated balance of £407,033 at present. In response to a question from Paul Lusher regarding the spend on Community Involvement</p>	

	<p>Workers, Vicky explained this was the costs associated with the two Borough Council community development workers, for their work relating to the SSCF programme and was not for salaries. Paul Lusher questioned when this had been agreed by the Board, to which Vicky explained it had not been taken to the Board, although the Chair explained that Vicky had delegated authority to spend up to £5,000.</p> <p><u>Capital 2007/08</u></p> <p>Vicky Etheridge circulated the capital budget report and explained that there was approximately £450,000 held by the Borough Council on behalf of the SSCF programme from the 2006/07 allocation. This would be carried forward into 2008/09 unless allocated this financial year.</p> <p>Paul Lusher questioned why the approval for the purchase and demolition of the Fairstead pub had been considered an urgent item earlier in the year although it would not be demolished until September 2007. Vicky explained that the purchase had needed to be made quickly, and before the end of the 2006/07 financial year, although she was unsure why the demolition was taking so long. The Chair explained this was quite usual with the legislation and health and safety checks that would be required. Christopher Smith explained that a timescale of September for the demolition was quite prompt.</p> <p><u>Revenue Projections to 2009/10</u></p> <p>Vicky Etheridge explained that there would be £412,800 of the neighbourhood element of funding in 2008/09 and this would reduce to £258,000 in 2009/10. It was anticipated that many of the services would be mainstreamed by year four, hence the reduction in funding.</p> <p>The Chair highlighted the need to spend a considerable amount of funding before the end of the 2007/08 financial year. He questioned whether this could be moved to a reserve in order that the SSCF programme could continue beyond 2009/10. Vicky explained that it was more difficult to spend revenue promptly than it would be for capital, but that she would look into how to manage this amount so that it could be brought forward into 2009/10.</p> <p>The Chair explained that a bid for Lottery funding had been submitted for the Multi Use Games Areas (MUGAs) although the results of this would not be known until the autumn. It would not be practical to start work on these until March 2008 due to inclement weather.</p> <p>It was <b>AGREED</b> that:</p> <p>Vicky Etheridge to look into ways as to how revenue funding could be brought forward into the 2009/10 financial year.</p>	<p><b>VE</b></p>
<p><b>5</b></p>	<p><b>Cleaner, Greener</b></p> <p><u>Installation of Kickwalls</u></p>	

<p>Michelle Parker circulated a paper outlining a proposal for kickwalls in the Fairstead, South Lynn and North Lynn wards. The total anticipated cost would be £49,140 exclusive of VAT. In response to a question from Daisy Line regarding consultation for the siting of the kickwalls, Michelle explained she would be walking around each site and talking to residents. Vicky Etheridge explained that the Police Community Support Officers and Housing officers would also be involved in the consultation.</p> <p>Charles Joyce noted there would be no facilities on Bishops Park or Marlborough Park and in South Lynn all projects appeared to be in Winfarthing Avenue. Michelle Parker explained that works for NORA would dictate where equipment could easily be sited.</p> <p>There was some discussion around the sitings of the kickwalls in the Gaywood area, Pulkey Wood and South Lynn. Michelle Parker explained that the kickwalls could be moved after installation if required. There was discussion around the possibility of purchasing goal posts and storage facilities.</p> <p>It was <b>AGREED</b> that:</p> <ol style="list-style-type: none"> <li>1) The kickwalls be placed on order for those sites that have been agreed with residents and users</li> <li>2) Further consultation to be undertaken with the residents as to where any other kickwalls should be sited including locations in Gaywood Park</li> <li>3) Funding of up to £70,000 be allocated from 2007/08 capital budgets for the provision of the kickwalls and goal posts.</li> </ol> <p><u>Improvements to Play Areas</u></p> <p>Michelle Parker introduced this item and explained that the play areas had been covered as part of the audit of green spaces she had recently undertaken. The proposal was to provide new play areas on sites where there was existing equipment with the exception of the Centrepoint site which would be new.</p> <p>The Friars site had been identified as a priority area as there were a high number of complaints relating to this site and incidents of anti social behaviour. This site was also the only existing play provision outside of the Walks in the St Margarets and St Nicholas area. It was proposed that the full cost of the works to the Friars play area be met from the SSCF budget, with work to the other play areas be included as part of the lottery bid to fund 50% of the cost of the works on other sites.</p> <p>In response to a question from Charles Joyce regarding ownership of the Friars play area, Vicky Etheridge explained that it was owned by the Borough Council. The Borough Council would maintain the equipment, post installation.</p> <p>There was some discussion around whether Hillington Square residents would also utilise the Friars play area. In response to a question from Daisy Line</p>	<p><b>MP</b></p> <p><b>MP</b></p> <p><b>MP/VE</b></p>
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regarding how the anti social behaviour could be prevented, Michelle Parker explained that CCTV costs were incorporated into the request for funding. There would also be improvements to the lighting of the area. Daisy questioned whether the CCTV would prevent anti social behaviour and Michelle explained that she would be speaking to the young people in the Friars area in order to try and find a way to meet their needs and thus reduce potential for anti social behaviour.

Charles Joyce suggested that the Borough Council should be responsible for any improvement to the play areas as they were owned by the Council. Nick Daubney noted that this was a discretionary function of the Council and that the comprehensive proposals to enhance the area could not be funded by the Council. The Chair commented that no major improvement works had been carried out on play areas for a number of years. Vicky Etheridge informed the group that in rural areas the various community groups had to raise funds for improvements to their play areas.

It was **AGREED** that:

1) Michelle Parker to seek further consultation with Paul Lusher regarding the play site provision in South Lynn

**MP/PL**

2) A budget of £100,000 from 2007/08 capital budgets be allocated to the provision of a new play area in the Friars area and work to begin immediately.

**MP/VE**

3) A budget of £145,000 be allocated from the capital reserve to be spent in 2008/09 capital budgets for improvements to other play areas.

**MP/VE**

4) A follow up paper considering the remaining play areas be brought to a future meeting of the Board.

**MP**

#### Allocation of Budget to Alleygating

A paper had been circulated proposing a budget allocation of £90,000 in total to the provision of alley gates. £21,640 had already been spent to date. Charles Joyce suggested that the budget could be used to alleygate one of the SSCF areas in totality. John Butters suggested it would be more advantageous to spend over all five SSCF areas. He explained there were some gates on Fairstead already and some were ready for installation at Gaywood and North Lynn. The timescale for the gates at South Lynn had slipped.

Sylvia Pomeroy left the meeting at 7.37pm.

Charles Joyce re-iterated the need to cover one area with the alleygates to show how the initiative could work well. Vicky Etheridge explained that John Butters had been working closely with the Police to identify the hotspots of incidents, and explained that different patches would have different rates of crime and therefore need for the gates.

John Butters explained that every gate required would be different and the consultation for each area would take time.

<p>The Chair suggested that the extra amount of £68,360 could be allocated and then if the Project Officer required any further funding he could come back to the Board and make a further request. Daisy Line noted there was no budget in 2008/09 for the provision of alleygates. Vicky Etheridge explained that the budget allocated to the alleygates had not all been spent and that there was no capital budget for 2008/09 other than the reserve amount brought forward from 2006/07. A clearer financial picture would be available in December 2007.</p> <p>In response to a question from Paul Lusher regarding how many alleygates could be purchased with the budget of £68,360, John Butters explained that each alleygate was completely individual, with some costing £200 and others nearer £2,000.</p> <p>It was <b>AGREED</b> that:</p> <p>1) A total budget of £90,000 be allocated from 2007/08 budgets towards the cost of alleygates in all five SSCF areas</p> <p>2) If further funding for the alleygates was required, the Project Officer to come back to the Board with a further request for funding.</p>	<p><b>JB/VE</b></p> <p><b>JB</b></p>
<p><u>Green Grants</u></p> <p>A paper was circulated outlining a proposal for a budget of £12,375 to be available to allocate to individual neighbourhoods, on application, to purchase plants, bulbs, trees etc for their open spaces. The budget available for each area would be based on the amount of open space.</p> <p>In response to a question from Charles Joyce regarding why only Borough Council land had been included for the open spaces, Michelle Parker explained that the majority of the land in the Green Space Audit had belonged to the Council. Christopher Smith highlighted a similar opportunity in North Lynn that had proved to be an outstanding success. Christopher explained if any community group wished to make use of Freebridge Community Housing land for planting schemes, he would be happy to arrange for permission to be granted to use the land in this way. The Chair proposed that the improvements could cover any public open space and not just the Council owned areas.</p> <p>It was <b>AGREED</b> that:</p> <p>1) A budget of £12,375 from 2007/08 capital budgets be used to fund the greener grants scheme.</p> <p>2) Grants to be awarded dependant on the areas of public open space in each neighbourhood</p> <p>3) Grants will be administered by the Neighbourhood Management Team and provided in advance, on application, to groups and organisations</p> <p>4) A further report to be brought to the Board before March 2008 to review the</p>	<p><b>MP/VE</b></p> <p><b>MP</b></p> <p><b>MP</b></p> <p><b>MP/VE</b></p>

	progress of the Green Grants scheme.	
6	<p><b>Neighbourhood Management Team</b></p> <p><u>Contribution Towards a Communications Resource</u></p> <p>Vicky Etheridge circulated a paper requesting a 50 % contribution towards a communications resource that would service both the West Norfolk Partnership and the SSCF programme. It was proposed to fund for the 2007/08 financial year and then review how effective the resource had been. A PR and communications plan would be drawn up.</p> <p>It was <b>AGREED</b> that:</p> <p>1) A budget of £12,500 from 2007/08 revenue budgets be allocated towards the cost of a communications resource for the West Norfolk Partnership and SSCF programme</p> <p>2) The PR and Communications plan to be brought to a future meeting of the Board</p> <p>3) A review to be undertaken later in the financial year to establish how effective this resource had been.</p> <p><u>PA Post for the Neighbourhood Manager</u></p> <p>Vicky Etheridge circulated a paper outlining a proposal for funding for the recruitment of a Personal Assistant for 25 hours per week until 2009/10. Salary and on costs for 2007/08 until 2009/10 would be approximately £37,971 dependant upon the grade set by the Personnel Department at the Borough Council.</p> <p>In response to a question from Charles Joyce regarding the requirement for a PA, Vicky explained the post would assist her in setting up meetings and responding to emails amongst other duties. In response to a question from Paul Lusher regarding the existing Administrative Officer post and their workload, Sharon Ludford explained the existing officer was a support for the whole team and not just Vicky as the Neighbourhood Manager. Charles Joyce questioned whether this related to a time management issue.</p> <p>It was <b>AGREED</b> that:</p> <p>1) Funding from revenue budgets be allocated to the post of Neighbourhood Manager PA as follows:</p> <p style="padding-left: 40px;">a) £8,942 from 2007/08 b) £14,300 from 2008/09 c) £14,729 from 2009/10</p> <p>2) The post be part time, 25 hours per week, fixed term until March 2010</p>	<p><b>VE</b></p> <p><b>VE</b></p>

	3) A diagram of the Neighbourhood Management team structure is presented at a future Board meeting.	<b>VE</b>
<b>7</b>	<b>Governance Sub Groups</b>  It was agreed to defer this item until the Board meeting on 20 <sup>th</sup> September 2007.	
<b>8</b>	<b>Update from Sub Groups and Recommendations</b>  It was agreed to defer this item until the Board meeting on 20 <sup>th</sup> September 2007.	
<b>9</b>	<b>Date and Time of Next Meeting and Future Schedule of Meetings</b>  The next meeting would be held on <b>Thursday 20<sup>th</sup> September at 6.00pm</b> in the <b>Council Chamber at the Town Hall, Kings Lynn.</b>  A schedule for future meetings was circulated and <b>AGREED</b> with a change to the November date from 29 <sup>th</sup> to 22 <sup>nd</sup> November.	<b>SD</b>
<b>10</b>	<b>Urgent Business – In Confidence</b>  Wally Glynn and Sue Payne left the meeting whilst this item was considered.  A discussion was held concerning a recent incident between two Board members and what would be the most appropriate course of action for the Board.  It was <b>AGREED</b> that:  1) Meetings to be held with both parties concerned to establish the facts surrounding the incident  2) Vicky Etheridge to draw up a code of conduct for Board members.	<b>VE/SD</b>  <b>VE</b>
<b>11</b>	<b>Any Other Business</b>  Paul Lusher requested that ‘Any Other Business’ be a standing item on Board agendas.  It was <b>AGREED</b> that:  1) Any Other Business to be a standing item on Board agendas  2) Items for Any Other Business to be sent to Sarah Dennis in advance of the	<b>SD</b>  <b>ALL</b>

	meetings.	
	The Chair thanked everyone for attending. <b>The meeting finished at 8.20pm</b>	