



**Minutes of a meeting of the Neighbourhood Management Board
Held on 20th September 2007 at 6.00pm at the
Town Hall, King's 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
Derick Ellis	-	Gaywood Park Action Group
Christopher Smith	-	Freebridge Community Housing
Wally Glynn	-	FANG
Ken Smart	-	Job Centre Plus
Andrew Branby	-	Norfolk County Council Highways
Carl Edwards	-	Norfolk Constabulary

Apologies

Helen Mace	-	North Lynn Community Centre
Jackie Nurse	-	Linking Together
Malcolm Summerfield	-	Hillington Square Residents Association
John Eastgate	-	Norfolk County Council
Nic de Jong	-	Go-East

Supported By:

Brenda Moore	-	Borough Council of Kings Lynn and West Norfolk
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1	<p>Introductions and Apologies</p> <p>Apologies were as noted above.</p>	
2	<p>Minutes of the Meeting Held on 19th July 2007 and Matters Arising</p> <p>The minutes were agreed as a correct record.</p> <p><u>Matters Arising</u></p> <p>Revenue Projections – Vicky Etheridge advised that following discussions with the Accountant it would be possible for some funding from the revenue budget 2007/2008 to be carried forward. Funding would need to be earmarked for specific schemes in the SSCF programme, details of these schemes would be brought to the next Board meeting.</p> <p>Kickwalls – Steph Bilham advised that a potential location had been identified for a kickwall, behind the play area in Gaywood, which would be investigated.</p> <p>Play Areas in South Lynn – Paul Lusher reported that he was due to meet with Michelle Parker in October.</p> <p>Green Grants – Chris Bamfield advised that the King’s Lynn area overall had won a silver award in the recent King’s Lynn in Bloom competition, although some individual areas had received a silver gilt award. It was hoped that the schemes which were being funded by Green Grants would help King’s Lynn to improve its position in next year’s awards.</p> <p>Any Other Business – Vicky Etheridge apologised for omitting this from the agenda and asked for any additional items for discussion to be identified. None were raised.</p>	<p>VE</p> <p>MP</p> <p>MP/PL</p>
3	<p>Confidential Item</p> <p>Chris Bamfield updated the Board on the position with regard to the resignation of one of the members and advised that the resulting vacancy would need to be filled.</p> <p>Vicky Etheridge explained that at the time the Board was established it had been decided that Town Team representatives should be nominated to the Board. The time was now appropriate to formalise a more democratic process for confirming the role of existing members and for the recruitment of new members. Vicky explained that she would be consulting with residents on this process at the earliest opportunity.</p>	<p>VE</p>

<p>4</p>	<p>Update on Actions</p> <p>Vicky Etheridge presented a report which provided an update on activities funded by the Safer Stronger Communities Fund. Reference was made to the coverage of these activities in the latest edition of 'Your Council'.</p> <p><u>Alley gates</u></p> <p>The Board was advised that the tender documents for supply and installation of the alley gates were due to be opened on 1st October. Alley gates which had already been installed were generally working well. It was reported that a problem had been identified in Lowfield where it was possible for a small person or child to squeeze through a gap between the gate and a fence. The fence belonged to a private property and discussions were currently taking place to resolve this matter.</p> <p><u>Multi-Use Games Areas</u></p> <p>Vicky advised that some issues had arisen which may lead to a delay in submitting the planning application. However, this would not impact on the proposed March 2008 start date for installation works. She indicated that Board members would be advised when the application was due to be considered and urged members to send letters of support to the Planning Department.</p> <p>It was reported that the application in respect of the MUGA in the Walks had been resubmitted and was likely to be considered by the Development Control Board at the end of October/beginning of November.</p> <p><u>The Fairstead Pub</u></p> <p>Vicky emphasised that the delay in starting demolition works was the result of delays by the utilities providers and not the fault of the Borough Council. She advised that if the timescale for turning off the services affecting the site was not met, she planned to go to the press.</p> <p><u>CCTV</u></p> <p>The Board was advised that work was due to start the following Monday and it was anticipated that the cameras would be operational in the next two weeks.</p> <p>Paul Lusher highlighted a problem with lighting in one area which would affect the operation of the cameras. Vicky confirmed that she was looking into the matter, which would be resolved.</p> <p><u>Football in the Community</u></p> <p>The Football Federation was expected to confirm that it would be allocating £83,000 over the next 5 years to King's Lynn Football Club to run the programme. It was anticipated that some match funding would be required and that a bid was likely to be made to the Board for assistance.</p>	<p>JB</p> <p>VE</p> <p>ALL</p> <p>VE</p> <p>VE</p>
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	<p>Paul Lusher advised that there was a possibility that a football team for 7 – 11 year olds would be set up in South Lynn. Jess Ibrum had requested that his thanks be passed to the Board for its assistance in the past.</p> <p><u>Office facilities</u></p> <p>Vicky reported that the Citizens' Advice Bureau (CAB) sessions at Fairstead had been fairly quiet so far. She urged Board Members to promote the CAB sessions at North Lynn and Fairstead and emphasised that these sessions were open to anyone wishing to use the service and not restricted to residents of those particular areas.</p> <p><u>Civic Pride: 26th – 27th September</u></p> <p>Carl Edwards advised that a similar scheme in Thetford had been very successful and demonstrated the benefits of partnership working. It helped to improve the lives of residents and encouraged them to take a pride in their community and environment.</p> <p><u>Hillington Square</u></p> <p>Reference was made to the improvement works at Hillington Square and to the recent comments in the Lynn News. Irene Gammon commented that there was always likely to be a mixed response to any initiative, but generally there had been more compliments from residents than criticism of what had been done.</p> <p><u>Neighbourhood and Community Quality of Life Survey</u></p> <p>A copy of this survey was tabled. The Board was advised that the survey had been publicised in the press and briefing and training sessions for potential interviewers were taking place the following week. Interim findings from the survey were expected in November and the final results in January 2008.</p> <p><u>Press Coverage of Board Activities</u></p> <p>Vicky Etheridge advised that she would bring examples of press coverage of events and activities to the next meeting.</p>	<p>ALL</p> <p>VE</p> <p>VE</p>
<p>5</p>	<p>Budget Update</p> <p><u>Revenue 2007/08</u></p> <p>Vicky Etheridge had circulated the budget and spend to date for 2007/08. The figures shown incorporated the outcomes of the decisions made at the previous meeting. There was an unallocated balance of £389,593 at present. It was confirmed that, in addition to the funds which could be carried forward, previously mentioned, it was possible to carry forward 5% of the Government funding. Attention was drawn to a request to increase the revenue budget for the Neighbourhood Clean up Team by £16,000 to meet the running costs of the 4 vans used by the Team, which had not been included in the original</p>	

	<p>estimate.</p> <p>It was AGREED that:</p> <p>The revenue budget for the Neighbourhood Clean up Team be increased by £16,000 to meet the running costs of the 4 vans used by the Team.</p> <p><u>Capital 2007/08</u></p> <p>Vicky Etheridge circulated the capital budget report and it was noted that there was an unallocated balance of £21,046</p> <p>In response to a question about the sum allocated for MUGA implementation, Vicky explained that if the grant application was successful then the budget allocation would be reduced. It may also be possible to release further funding, if the budget allocation for kick walls was not fully spent.</p> <p>Attention was drawn to the request to increase the capital budget for the Neighbourhood Clean up Team by £12,400 to meet the higher than expected cost of equipment used by the Team.</p> <p>It was AGREED that:</p> <p>The capital budget for the Neighbourhood Clean up Team be increased by £12,400 to meet the higher than expected cost of equipment used by the Team.</p> <p><u>Revenue and Capital Projections</u></p> <p>Vicky Etheridge explained that the revenue projections statement took into account the expenditure which had been agreed for the current year and projected for the following 2 years. As the funding for the final year was less than the previous 2 years, the reserve carried forward from 2006/7 had been included in the final year's budget. Attention was drawn to the unallocated balance for each year.</p> <p>Paul Lusher highlighted that potentially there would also be a capital receipt for the Fairstead pub; this would be retained for reinvestment by the Neighbourhood Board.</p> <p>Reference was made to a report to be considered later on the agenda in respect of Community Parks, the budget for which was already shown in the capital projections budget for 2008/2009. Vicky Etheridge advised that a statement showing projections and actual expenditure would be presented at future meetings.</p>	<p>VE</p> <p>VE</p> <p>VE</p>
<p>6</p>	<p>Forward Look 2007/08</p> <p>Vicky Etheridge presented a report which set out the proposed priorities for the Board for the rest of the financial year and the main items for decision at each Board meeting. It was explained that the scheduling of items had been</p>	

	<p>determined on the basis of dealing with the issues identified as top priorities. Where there was the opportunity to access external funding, it was considered that this should be investigated and progressed sooner rather than later.</p> <p>Vicky also explained that this planned approach would assist with better consultation and enable other members of the Board to be involved in the development of proposals to be considered by the Board. Board members were invited to contact Vicky if they wished to be involved in small working groups to develop the items identified on the schedule for the next meeting.</p> <p>In response to a question, it was confirmed that it would still be possible to accommodate emerging issues or urgent items when necessary.</p> <p>It was AGREED that:</p> <ol style="list-style-type: none"> 1) The priorities and programme of meetings, as outlined, be approved. 2) Regular updates and / or amendments to the schedule be presented at subsequent meetings. 	<p>ALL</p> <p>VE</p>
<p>7</p>	<p>Summary of Action Planning</p> <p>Vicky Etheridge presented a report which highlighted the most popular and frequently mentioned actions that were proposed by Board members as part of the action planning exercise that took place from May through to July. It was explained that it was proposed that these actions be regarded as a priority for the Board and an outline for implementing these actions was presented, as set out in Annex 1. It was further explained that in some instances it had been possible to develop actions further and these were being presented to the Board for consideration as separate agenda items.</p> <p>Annex 2 to the report set out all the actions that had been proposed, the scores awarded by Board members, some suggestions as to how those actions might be taken forward, and an indication of which mandatory outcome or indicator the action might contribute towards. The Board was reminded that it needed to consider supporting a whole range of activities that would 'hit' all the mandatory outcomes and indicators that have been set by Government, including those set out in the report.</p> <p>It was highlighted that 'parking' had not been included in the forward look, although this featured in the top priorities. It was explained that this was a complex issue and one which would not be easy to resolve. Michelle Parker was doing some work on this subject already.</p> <p>With regard to DDA compliance of play areas, Sylvia Pomeroy expressed concern that WNDIS did not have sufficient expertise and that officers of the Borough Council should undertake this role. An assurance was given that as each priority was addressed it would be looked at in much greater detail. In response to concerns about accuracy in the process of identifying the priorities, it was suggested that the priorities should be revisited as part of the annual review.</p>	

	<p>It was AGREED that:</p> <p>1) The approach set out in Annex 1 to the report be approved.</p> <p>2) Where applicable, actions that require further development be brought back to the Board for consideration and approval at its meeting on 18th October.</p> <p>3) Any remaining actions not included in this initial list of priorities be considered by the Board toward the end of the financial year.</p>	<p>VE</p>
<p>8</p>	<p>Young People and Sport</p> <p>Vicky Etheridge presented a report which outlined a proposal for funding the recruitment of an activity / sports motivator to work with children, young peoples and families. The Board was reminded that providing more activities for young people had been one of the Board's priorities from the outset. It was explained that this post would be temporary until March 2010 initially and be based within the Council's Sports Development Team. Recruitment, office set up costs, salary, on costs and operating costs for £2007/08 until 2009/10 would be approximately £101,771.</p> <p>Vicky explained that it had been the intention to seek funding from Sport England for this post, but as a decision would not be received before December 2007 at the earliest, it had been decided to proceed with the recruitment immediately. It was noted that a bid would be submitted to Sport England for additional resources to support the work of this post.</p> <p>Wally Glynn commented that he would like to see the income generated from the Fairstead Pub site put back into activities for children and facilities for older people on Fairstead, perhaps a cafe or drop-in centre. Vicky advised that she would be setting up a steering group, involving residents of Fairstead, Ward members and other agencies, to consider the future of the Pub site. It would be necessary to employ a consultant to work with the community to consider the options for the site.</p> <p>It was AGREED that:</p> <p>1) Funding from revenue budgets be allocated to the post of Activity / Sports Motivator as follows:</p> <p style="padding-left: 40px;">a) £13,999 from 2007/08 b) £43,415 from 2008/09 c) £44,357 from 2009/10</p> <p>2) A small steering group be set up to oversee the recruitment of this post, comprising Paul Lusher, Wally Glynn and Daisy Line.</p>	<p>VE</p> <p>VE</p> <p>VE/PL/ WG/DL</p>
<p>9</p>	<p>Quick Response to Graffiti</p>	

	<p>Vicky Etheridge presented a report which outlined a proposal to fund a six month pilot scheme that would provide a quick response to the removal of graffiti across the five neighbourhoods, regardless of land or property ownership. The proposal was for funding to be allocated which would provide for 1 day a week of a contractor's time at £300 per day, for 26 weeks to the end of March 2008. It was emphasised that this pilot project was intended to encourage public agencies to take action and to set up a long-term co-ordinated response to tackling graffiti.</p> <p>Reference was made to a similar project which had been successful in the Breckland area.</p> <p>In response to a question about whether the project could include chewing gum removal, Chris Bamfield advised that arrangements were already in place for chewing gum removal and incidents could be reported via the Council's Cleanup Line or website. He explained that Council staff also regularly dealt with incidents of graffiti and would continue to do so. However, they were not able to do so where private property was involved.</p> <p>Christopher Smith advised that, if the trial proved to be successful and the Board wished to continue with the project, Freebridge Community Housing would provide match funding to a minimum of £7,800 from March 2008. This offer was welcomed by the Board.</p> <p>Vicky Etheridge confirmed that financial support was actively being sought from other agencies.</p> <p>Carl Edwards advised that the Police continued to investigate incidents, catch and deal with offenders. Incidents were recorded and the contractor was able to provide photographic evidence to the Police.</p> <p>It was AGREED that:</p> <ol style="list-style-type: none"> 1) The allocation of a maximum of £7,800 for the period to the end of March 2008 be agreed, this amount to be reviewed as and when other agencies agree to contribute to the scheme. 2) The impact of the project to be reviewed at the end of March and consideration of whether the project should continue. 	<p>CS</p> <p>VE</p> <p>VE</p>
<p>10</p>	<p>Creating Community Parks and Attractive Open Spaces</p> <p>Vicky Etheridge presented a report which outlined an approach to establishing one community park in each neighbourhood and at the same time tackle areas identified as a priority for improvement. The Board was invited to ring fence the capital allocation at this stage. Most sites had the potential to attract external funding, but more detailed work would be required to develop the individual projects in consultation with the communities involved. It was explained that in addition to the works required on site the Green Space Assistant post would be key to the delivery of improvements to the sites. The Board was asked to consider the allocation of additional resources to enable</p>	

	<p>the employment contract of this officer to be extended to the end of March 2010.</p> <p>Reference was made to parking problems in some areas and Carl Edwards asked whether parking solutions might be considered when looking at individual open spaces. He highlighted that if areas were properly lit and surfaced to provide secure parking, this could lead to a general improvement in neighbourhoods. It was explained that Michelle Parker was currently looking at parking issues on a broad basis, with partners, and a pilot scheme was being considered in one area.</p> <p>Paul Lusher made reference to the areas which were currently out of use in South Lynn due to the NORA development and which could be turned into a useful facility for the local community. He requested that these be included in the schedule and it was suggested that he should liaise with Michelle Parker and bring forward a proposal for consideration at the next meeting. He also requested that a letter be sent to the officers responsible for the NORA project requesting an update on the project timetable. Councillor Daubney undertook to follow this issue up with the relevant officers.</p> <p>It was AGREED that:</p> <ol style="list-style-type: none"> 1) The approach outlined in the report be approved. 2) A capital allocation of £280,000 for work to create community parks be ring fenced. 3) The contract of employment of the Green Space Assistant be extended to the end of March 2010. 4) Additional funding be allocated from the revenue budget to meet the additional costs of (3) above, as follows: <ul style="list-style-type: none"> (a) £ 6,180 from 2007/08 (b) £25,461 from 2008/09 	<p>PL/MP</p> <p>ND</p>
<p>11</p>	<p>Date and Time of Next Meeting</p> <p>The next meeting would be held on Thursday 18th October at 6.00pm at Fairstead Community Centre, to be confirmed.</p>	
<p>12</p>	<p>Any Other Business</p> <p>There was none.</p>	
	<p>The Chair thanked everyone for attending.</p> <p>The meeting finished at 7.50 pm</p>	