



**Minutes of a meeting of the Neighbourhood Management Board  
Held on 18th October 2007 at 6.00pm at the  
Fairstead Community Centre, Fairstead Estate, King's Lynn**

**Present:**

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| 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)                 |
| 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                        |
| Wally Glynn            | - | FANG   |
| Carl Edwards           | - | Norfolk Constabulary                         |
| Phillip Eke            | - | Improving Neighbourhoods Team                |
| Ashley Yallop          | - | North Lynn Discovery                         |
| Malcolm Summerfield    | - | Hillington Square Residents Association      |
| Julia Bivon            | - | Norfolk Childrens Services                   |
| John Eastgate          | - | Norfolk County Council                       |
| Pat Brodowski          | - | Job Centre Plus                              |

**By Invitation:**

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|---------------|---|--------------------------|
| Mandeep Hothi | - | Young Foundation         |
| Dick Muskett  | - | Young Foundation         |
| Jess Ibrum    | - | Kings Lynn Football Club |
| Keith Rudd    | - | Kings Lynn Football Club |

**Apologies**

- |              |   |  |
|--------------|---|--|
| Helen Mace   | - | North Lynn Community Centre                  |
| Geoff Daniel | - | Borough Council of Kings Lynn & West Norfolk |
| Derick Ellis | - | Gaywood Park Action Group                    |
| Jackie Nurse | - | Linking Together Project                     |

**Supported By:**

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| Sarah Dennis | - | Borough Council of Kings Lynn and West Norfolk |
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		<b>Action</b>
<b>1</b>	<p><b>Welcome and Introductions</b></p> <p>The Chair welcomed everyone to the meeting. Vicky Etheridge introduced Mandeep Hothi and Dick Muskett from the Young Foundation.</p>	
<b>2</b>	<p><b>Apologies</b></p> <p>Apologies were as noted above.</p>	
<b>3</b>	<p><b>Minutes of the Meeting Held on 20<sup>th</sup> September 2007 and Matters Arising</b></p> <p>The minutes were agreed as a correct record.</p> <p><u>Matters Arising</u></p> <p>There were none.</p>	
<b>4</b>	<p><b>Format of Meeting</b></p> <p>The Chair explained that representatives from the Kings Lynn Community Football Group would be attending the meeting to discuss a grant received from the Football Foundation and would then leave the meeting whilst this item was discussed (item 12 on the agenda).</p>	
<b>5</b>	<p><b>Update</b></p> <p><b><u>Actions</u></b></p> <p>Vicky Etheridge highlighted progress with various initiatives. The alley gates should all be installed by 21<sup>st</sup> December 2007. Vicky reported that the demolition of the pub would begin week commencing 29<sup>th</sup> October. Michelle Parker had brought some designs to the meeting for the Friars play area and comments were welcome. There had been a few issues with some of the MUGAs and Ashley Yallop would be attending a Borough Council Development Control Board meeting to speak on one of the applications. The Civic Pride event had gone well and Carl Edwards reported that it had been a joint initiative and received good reviews.</p> <p>Paul Lusher expressed his disappointment with the reports in the Lynn News surrounding the Fairstead pub. Vicky explained that a resident had made a complaint and so an interview had taken place with the Lynn News, who had then chosen to report in a negative manner. Vicky noted that there would be some good news stories in the press in coming weeks.</p> <p>The Chair highlighted the various initiatives that also had planning implications and questioned whether a representative from the Borough Council's Planning</p>	

<p>Department should be invited on to the Board. This would also be key in ensuring the sustainability of the projects. Nick Daubney noted there were clear differences between planning and development control elements and this would need thought as to who best to invite. The Board would also need to ensure they did not influence planning decisions in any way.</p> <p>In response to a question from Paul Lusher regarding the employment of consultants for the MUGAs and the subsequent problems, Vicky Etheridge explained that she had attempted to engage the planners in the process and they had been unwilling to be involved.</p> <p>In response to a question from Sue Lowe regarding how the Local Development Framework (LDF) and Local Area Agreement (LAA) fitted together, the Chair explained that the LDF covered statutory issues and not individual planning applications.</p> <p>It was <b>AGREED</b> that:</p> <ol style="list-style-type: none"> <li>1) The report be noted</li> <li>2) A Council Planning representative be invited to a future meeting of the Board</li> <li>3) Consideration be given to Board membership being extended to a Planning representative if appropriate in the future.</li> </ol> <p><b><u>Budget</u></b></p> <p><b><u>Capital Budget</u></b> Vicky Etheridge reported that the maximum amount that could be carried forward into 2008/09 was 5% which amounted to £49,000. This meant there was potentially an unallocated balance of £8,646 for 2007/08.</p> <p><b><u>Capital Projections</u></b> Vicky explained that in 2008/09 there may be an unallocated balance of £103,080. This did not include income from any potential sale of the Fairstead pub site, although this funding would not have to go back into the capital budget. Vicky noted that a previous Board had agreed to allocate some funding from reserves to the play areas in 2008/09.</p> <p>In response to a question from Paul Lusher regarding the Green Neighbourhood Grants, Vicky Etheridge explained these were gardening vouchers for individuals or organisations to use to purchase bulbs for example.</p> <p>In response to a question from Paul Lusher regarding the costs of the pub demolition, Vicky explained that the purchase and demolition costs totalled £290,000.</p> <p><b><u>Revenue Budget</u></b> Vicky Etheridge explained that there were no major changes since the last Board meeting. There was an unallocated balance in 2007/08 of £373,593.</p>	<p><b>VE</b></p> <p><b>VE/CB</b></p>
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	<p><u>Revenue Projections</u></p> <p>Vicky Etheridge drew member's attention to the potential unallocated balances at the end of each financial year. These were:</p> <ul style="list-style-type: none"> <li>• 2007/08 £194,555</li> <li>• 2008/09 £ 81,990</li> <li>• 2009/10 £ 74,507</li> </ul> <p>Vicky explained that the revenue grant would decrease over the next few years and so it would be prudent to carry revenue funding forward if possible. This would allow for greater sustainability of posts.</p> <p>Paul Lusher expressed concern that more funding had been allocated to the Green Grants than to the Community Grants scheme, although Vicky Etheridge explained that the Greener Grants would run for longer and therefore the budget needed to be more.</p> <p>In response to a question from Paul Lusher regarding the cost of the Urban Sports Motivator at £45,000 per annum, Vicky explained that this would include an operating budget as well as salary costs.</p> <p>In response to a question from Paul Lusher regarding the Scrap Yard project, Sue Payne responded by explaining that she was in negotiations over premises and financing and would report back hopefully at a future Board meeting.</p> <p>Sue Payne requested that all personal information be removed from reports.</p> <p>It was <b>AGREED</b> that:</p> <p>Michelle Parker to forward details of the Greener Grants to Daisy Line for inclusion in the West Norfolk VCA mail out.</p> <p><u>Forward Look</u></p> <p>Vicky Etheridge had circulated a paper outlining the programme of discussion for future Board meetings. She explained that community involvement and children and young people would be discussed later on in the agenda although there may be more work in the future, for example workshops.</p> <p>Vicky reported that Chris Sugars was leading on the street lighting public finance initiative which would see lights replaced across the county. Chris would be attending the November meeting of the Board.</p> <p>Daisy Line reported that there would be over 2000 people interviewed for the Quality of Life Survey.</p>	<b>MP/DL</b>
<b>6</b>	<p><b>Presentations By Invited Guests</b></p> <p><u>Kings Lynn Community Football</u></p> <p>This item was taken after item 8.</p>	

Jess Ibrum and Keith Rudd from Kings Lynn Football Club attended for this item.

Jess explained that the Community Football Scheme had started in 2001 with the support of local businesses. The scheme was non profit making and relied on sponsorship. There were six regions in West Norfolk which catered for boys and girls of all abilities. The scheme ran player development centres, festivals, coaching, tournaments, after school clubs, in school days as well as soccer schools in half term. The teams had also played abroad and held annual camps at the CITB. There were also sessions held for people with disabilities.

Keith Rudd explained that the scheme had received an offer of £80,000 of funding from the Football Foundation over the next five years but this would be conditional upon receiving £60,000 of match funding. Keith explained that approximately 15% of this match funding was already in place. The aim of the programme would be to train 25 to be level 1 coaches, 5 at level 2, and 5 at level 3.

In response to a question from Malcolm Summerfield regarding take up of football training in the Hillington Square area, Jess Ibrum explained that this event had been very well attended.

Paul Lusher expressed his support for the scheme and explained that they were already working in South Lynn and a South Lynn Football Club had been formed. Jess Ibrum explained that similar projects had been undertaken at Greyfriars, Whitefriars, Fairstead and St Edmundsbury schools.

In response to a question from Daisy Line regarding the 'added value' of the scheme, Jess Ibrum explained that the sessions helped promote healthy children and helped develop their social skills. The social interaction helped reduce vandalism and taught the children discipline.

In response to a question from John Eastgate regarding the areas the grant would be used for, Keith Rudd explained that the full amount of funding would be used in the Kings Lynn wards only.

In response to a question from Sylvia Pomeroy regarding the promotion of the scheme to those with disabilities, Jess Ibrum explained that advertisements were placed in the Lynn News, although there was always capacity for more people to attend these sessions. Jess would send Sylvia some leaflets for distribution.

In response to a question from the Chair regarding the amount of match funding required, Keith Rudd explained that they had £10,000 in reserves with another £2,000 from sponsorship. They also had planned meetings with other funders such as Norwich Union. The shortfall was anticipated to be approximately £25,000 - £30,000.

In response to a question from the Chair regarding reports on progress if funding was agreed, Keith explained that this was common place for other funders, whereby a report had to be submitted before the next tranche of funding was released.

**JJ/SP**

	<p>Jess Ibrum and Keith Rudd left the meeting at 7.30pm.</p>	
<p><b>7</b></p>	<p><b>Increasing Community Involvement</b></p> <p>This item was taken after item 5.</p> <p>Vicky Etheridge explained that after the action planning exercise, getting more people involved in their neighbourhoods had emerged as a priority for the Neighbourhood Board. It would be important to ensure that there were more people on board, which would mean more resources would be required as getting people involved and keeping them involved was particularly resource intensive.</p> <p>It was <b>AGREED</b> that:</p> <ol style="list-style-type: none"> <li>1) The report be noted</li> <li>2) A workshop to be held to discuss ideas for community involvement involving Carl Edwards, Wally Glynn, Sue Lowe, Daisy Line, Sylvia Pomeroy, Ashley Yallop, Irene Gammon, Chris Bamfield and Stephanie Bilham.</li> <li>3) A proposal to be brought to the next Neighbourhood Board on 22<sup>nd</sup> November.</li> </ol>	<p><b>CE/WG/ SL/DL/ SP/AY/ IG/CB/ SB</b></p> <p><b>VE</b></p>
<p><b>8</b></p>	<p><b>Setting Up a Small Grants Fund</b></p> <p>Vicky Etheridge introduced this item and explained that the grant fund proposed would be to assist individuals and voluntary and community groups working in the five SSCF areas. The fund would be used for events, activities and excursions to benefit people living in those neighbourhoods. Applicants would be expected to submit a brief application which would then be considered by a panel of residents (one from each estate). The fund would be administered by the West Norfolk VCA who would chair the panel of residents. The VCA would not have any voting rights.</p> <p>Paul Lusher queried the number of residents assessing a bid in that there would be a resident assessing a bid from their own area. Vicky Etheridge explained this would not be an issue providing the residents declared any interest in the organisation applying or in the project itself. Each area would have a set budget that would be ring fenced.</p> <p>Paul Lusher queried the fees for assessing an application which had been estimated at £40 per application. Vicky Etheridge explained this would be a VCA cost. Paul noted that the residents would be putting the time in free of charge, although the Chair explained that it may not be as straight forward as reading an application. There may be further information to be collected for example. This would all take extra time. The frequency of the meetings and the turn around time for issuing decisions was also discussed.</p>	

	<p>It was <b>AGREED</b> that:</p> <ol style="list-style-type: none"> <li>1) A budget of £11,080 for 2007/08 and £33,500 for 2008/09 be set aside for the community grants scheme</li> <li>2) The West Norfolk VCA administer the grant fund</li> <li>3) The Panel be made up of a representative from each of the five SSCF areas plus two independent representatives</li> <li>4) Each neighbourhood to have a ring fenced budget of £5,000</li> <li>5) The scheme to be reviewed after six months</li> <li>6) A group to meet initially to discuss the details of how the Panel will work.</li> </ol>	
<p><b>9</b></p>	<p><b>First Annual Meeting</b></p> <p>Vicky Etheridge explained that the Annual Meeting would be in place of the Town Team meetings and would seek to :</p> <ul style="list-style-type: none"> <li>• Increase awareness of Improving Neighbourhoods</li> <li>• Promote and celebrate the achievements of the Programme</li> <li>• Invite feedback and scrutiny</li> <li>• Raise issues for attention the following year</li> </ul> <p>The date for the meeting would be 10<sup>th</sup> December 2007. Vicky explained the meeting may be held in either the Assembly Rooms or at Lynnsport. Consideration would be given to inviting David Burnby to facilitate the event. Vicky explained that Board members may like to contribute to a video that could be played at the event. Vicky also proposed an awards scheme whereby the work of the volunteers or particular pieces of work could be recognised.</p> <p>It was <b>AGREED</b> that:</p> <ol style="list-style-type: none"> <li>1) A working group be set up to discuss the annual meeting to include Ashley Yallop and Paul Lusher</li> <li>2) The draft agenda for the annual meeting be approved</li> <li>3) The concept of an awards scheme be approved with the criteria for the scheme to be discussed by the working group</li> <li>4) The annual meeting to be held at the Assembly Rooms, Town Hall on 10<sup>th</sup> December 2007.</li> </ol>	<p><b>AY/PL</b></p>
<p><b>10</b></p>	<p><b>Developing Options for Future Use of Fairstead Pub</b></p> <p>Vicky Etheridge presented a paper that outlined the progress to date with the Fairstead pub. The Planning for Real consultation held in 2005 had shown</p>	

that residents were keen for the pub to be demolished and replaced by another community facility. Vicky highlighted the decision made by the Board in 2006 to purchase and demolish the pub. Vicky's paper proposed that a steering group be set up consisting of some Board members as well as Fairstead residents, a local Councillor and relevant professionals, such as Borough Council Planning and Finance Officers.

Vicky emphasised the need for the steering group to be clear about what objectives they were trying to achieve for the pub site, for example whether this would be to maximise income or to provide a community resource.

In response to a question from Daisy Line regarding the Planning for Real consultation, Vicky explained that the responses had been very mixed, with some residents requesting demolition and others highlighting the need for affordable housing or a youth centre for example. Vicky explained the Borough Council may be able to put some of its own land from around the site into the proposal.

Vicky's paper proposed that a budget of £10,000 be set aside for the provision of a consultant to assist with the process, if required. Paul Lusher expressed concern around the need for a consultant as the steering group would come up with some proposals. Vicky Etheridge explained that a consultant would be able to work up viable options and work with relevant professionals, such as planners and architects. Vicky highlighted the need to make a decision by the end of the 2007/08 financial year if the land was to be sold with planning permission, in order that the funds could be used before the end of the programme.

The Chair explained that a consultant would be required but the steering groups could meet in the meantime and get ideas together. Any ideas would have to be revenue cost neutral and therefore sustainable long term.

In response to a question from Malcolm Summerfield regarding obtaining consent in writing from the Borough Council regarding the extra land, Vicky Etheridge explained she thought that any decision from the Council to contribute additional land would depend on the proposals put forward by the steering group.

Vicky Etheridge highlighted the need to manage expectations if more residents were to be involved in the consultation process. Sylvia Pomeroy suggested referring to minutes from the Local Action Group meeting held on Fairstead. Paul Lusher expressed concerns that plans were not already in place when it had been agreed at a Board meeting in 2006 to demolish the pub.

It was **AGREED** that:

Another paper be brought to the Board setting out in further detail the issues raised from the Planning For Real exercise in Fairstead, as well as any other detail from earlier meetings held about the pub site.

11

**Children, Young People and Families**

	<p>Vicky Etheridge had produced a paper outlining a proposal to hold a workshop to discuss the need to provide positive activities for children and young people and to encourage parents to take an active interest in their children and do activities together as well as to ensure that any activities supported by Improving Neighbourhoods were sustainable. Vicky explained that the Borough Council had been in receipt of funding from the Crime and Disorder Reduction Partnership (CDRP) and this had been used to provide diversionary activities for children and young people. The post holder had recently left the authority and there was some funding remaining. The Borough Council and the County Council could work with local voluntary groups to target the five SSCF areas to attempt to achieve further funding.</p> <p>In response to a question from Carl Edwards regarding BCS targets, Vicky Etheridge explained that this funding would be dependent on achieving the BCS targets. Carl explained that the Kings Lynn area was on target and incidents of criminal damage had decreased. This was thought to be in part due to the work of the Discovery Centre over the course of the summer.</p> <p>It was <b>AGREED</b> that:</p> <ol style="list-style-type: none"> <li>1) The report be noted</li> <li>2) Board members be delegated to discuss ideas in more detail at a workshop to be arranged. It was noted that this might not be possible before the 22<sup>nd</sup> November meeting given the need to set up the working group for community involvement to meet the same timescale</li> <li>3) A proposal for action based on the outcomes of the workshop to be brought to the next meeting of the Board on 22<sup>nd</sup> November 2007, if possible.</li> </ol>	<b>VE</b>
<b>12</b>	<p><b>Football in the Community</b></p> <p>This item was taken directly after item 6.</p> <p>In response to a question from Paul Lusher regarding the exact amount of funding required by the Football in the Community project, the Chair explained that if other sponsorship and grant support was obtained then the shortfall would be approximately £30,000 over three years. The Chair explained that if a contribution was made, it could be re-visited in 18 months time to assess how well it was working.</p> <p>Vicky Etheridge explained that one of the Board's priorities was to provide positive activities for children and young people and to encourage adults to come forward to get involved with and support these activities. Vicky highlighted the fact that the sports motivator would be able to work closely with Keith and Jess.</p> <p>In response to a question from Malcolm Summerfield regarding the project steering group, the Chair explained this consisted of all the project's sponsors and Vicky's paper suggested that a Board representative be part of this steering group.</p> <p>In response to a question from John Eastgate regarding how the Football</p>	

	<p>Foundation grant would be received, Vicky Etheridge explained it would be paid six monthly in arrears. Richard Rockcliffe noted that a letter of intent from the Board may be sufficient to secure Football Foundation funding. He also noted that the need to receive regular reports from the scheme was not noted in the proposal paper. The Chair highlighted the fact that someone from the Board could be represented on their steering group, or, alternatively a member of the Football club could report back to Board meetings at regular intervals.</p> <p>It was <b>AGREED</b> that:</p> <p>1) £20,000 of revenue funding be allocated to the Football in the Community project as follows:</p> <p style="padding-left: 40px;">£10,000 in 2007/08 £ 5,000 in 2008/09 £ 5,000 in 2009/10</p> <p>2) Consideration be given to a member of the Board to be represented on the project steering group to report back to the Board at regular intervals.</p>	
<p><b>13</b></p>	<p><b>Communications Plan</b></p> <p>Vicky Etheridge had circulated a draft communications plan which outlined the opportunities to promote the Improving Neighbourhoods brand and contribute to the Programme's mandatory outcomes and indicators. £12,500 had already been agreed towards a communications resource at a previous Board meeting.</p> <p>It was <b>AGREED</b> that:</p> <p>The report be noted.</p>	
<p><b>14</b></p>	<p><b>Dates, Times and Venues of Future Board Meetings</b></p> <p>Future Board meeting dates were as follows:</p> <p>Thursday 22<sup>nd</sup> November 2007 at 6.00pm at the NORA offices, South Lynn Thursday 17<sup>th</sup> January 2008 at 6.00pm at Hillington Square Community Centre Thursday 21<sup>st</sup> February 2008 at 6.00pm at Howard Junior School, Venue Room Thursday 20<sup>th</sup> March 2008 at 6.00pm at the North Lynn Community Centre.</p>	
<p><b>15</b></p>	<p><b>Any Other Business</b></p> <p><u>Health Champion</u> Irene Gammon explained that since Dr John Rees had left the Board there had not been a replacement and there had not been any information forthcoming from the Obesity day held earlier in the year.</p>	

	<p>It was <b>AGREED</b> that:</p> <p>This be followed up with the PCT in order that a Health Champion be nominated.</p> <p><u>Food Fortnight</u> Vicky Etheridge explained this event would take place between 27<sup>th</sup> October and 10<sup>th</sup> November 2007. A shuttle bus would be provided for people in the SSCF areas to attend the 'Around the World in 80 Dishes' event.</p> <p><u>Job Centre Plus</u> Pat Brodowski explained the Job Centre had recently received some funding for the St Margarets with St Nicholas area and would be used to provide short courses for people with good prospects of obtaining work, for those in receipt of benefits. This would be for people of any age.</p> <p><u>Children and Young People</u> Sharon Ludford highlighted the amount of expertise on the Board surrounding children and young people as well as the expertise on the estates. She noted the importance of getting more people involved, not just Board members.</p>	<b>VE</b>
	<p>The Chair thanked everyone for attending.</p> <p><b>The meeting finished at 8.22 pm</b></p>	