



**Minutes of a meeting of the Neighbourhood Management Board
Held on 17th January 2008 at 6.00pm at
Hillington Square Community Centre, 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 |
| Nick Daubney | - | BCKLWN |
| Stephanie Bilham | - | Gaywood Park Action Group |
| Sue Lowe | - | Age Concern |
| Daisy Line | - | West Norfolk Diverse Community Forum |
| Michelle Parker | - | Green Space Assistant |
| Sue Payne | - | Community Development Officer |
| Jan Griffiths | - | PA to the Neighbourhood Manager |
| Wally Glynn | - | FANG |
| Malcolm Summerfield | - | Hillington Square Residents Association |
| Julia Bivon | - | Norfolk Childrens Services |
| John Eastgate | - | Norfolk County Council |
| Pat Brodowski | - | Job Centre Plus |
| Derrick Ellis | - | Gaywood Park Action Group |
| Christopher Smith | - | Freebridge Community Housing |
| David Wilding | - | FANG |
| Carl Edwards | - | Norfolk Constabulary |
| Sylvia Pomeroy | - | Disability Advisory Committee |

By Invitation:

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| Dr Bob Pocock | - | MEL Research |
| Vicki Jackson | - | BCKLWN |
| Nathan Johnson | - | BCKLWN |

Apologies

- | | | |
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| Jackie Nurse | - | Linking Together Project |
| Charles Joyce | - | Norfolk County Council |

Supported By:

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| Sarah Dennis | - | Borough Council of Kings Lynn and West Norfolk |
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		Action
1	Welcome and Introductions	
	The Chair welcomed everyone to the meeting and extended a special	

	welcome to Dr Bob Pocock from MEL Research. Members of the Board introduced themselves.	
2	<p>Apologies</p> <p>Apologies were as noted above.</p>	
3	<p>Household Quality of Life Survey</p> <p>Vicky Etheridge introduced this item and explained that there was a requirement by Government to gather baseline information to measure what issues were important to individual neighbourhoods. This measurement would also be undertaken at the end of the SSCF programme to assess the impact of the Programme. The SSCF programme had funded half the cost of the survey.</p> <p>Vicky explained that in order to ensure the data received was reliable; face to face interviews had been required. Approximately 3000 such interviews had taken place. The results from the survey would ensure that initiatives could be targeted to specific areas. Vicky explained that all the data from the survey would be released at the same time, in a controlled manner.</p> <p>Dr Bob Pocock outlined some of the results from the survey which included the Local Environment Quality and Street Scene, Young People and Families, Crime and Community Safety and Community Involvement and Influence.</p> <p>There was discussion around the ability to ‘drill down’ further into the data to ascertain demographic split for example, and to investigate how much individual SSCF neighbourhoods could potentially skew results. One of the questions in the survey had asked whether the neighbourhood had got better or worse over the last two years, this question would be included on the survey in two years time, in order that the effects of the SSCF Programme could be measured.</p> <p>Vicki Jackson explained that the Borough Council would be purchasing software to enable queries to be run on the data and she noted all data would also be loaded on to DAWN, the Partnership’s Data Observatory.</p> <p>Vicki Jackson and Dr Bob Pocock left the meeting at 7.00pm.</p>	
4	<p>Minutes of the Meeting Held on 22nd November 2007 and Matters Arising</p> <p>The minutes were proposed as a true record by Irene Gammon and seconded by John Eastgate.</p> <p><u>Matters Arising</u></p> <p><u>Street Lighting PFI</u></p> <p>Paul Lusher requested authority from the Board to forward the minutes regarding the PFI to the Local Action Group. Vicky Etheridge explained that the minutes were loaded on to the Partnership website and therefore a public document.</p>	

	<p>The Chair explained that he had met with Norfolk County Council and discussions had taken place over the inclusion of Freebridge Community Housing in the street lighting programme on the Fairstead Estate. The County were keen for Freebridge to be included. Christopher Smith explained there was now an inventory of all Freebridge owned lights on Fairstead. He questioned whether the start date for the programme would still be April 2008. Nathan Johnson explained that if funding was forthcoming the date may be brought forward.</p> <p>The Chair explained that Chris Sugars would be leaving the County Council and he would forward his replacement details on to Christopher Smith when he was in receipt of these.</p>	CB
5	<p>Update</p> <p><u>Projects and Activities</u></p> <p>Vicky Etheridge introduced her new PA, Jan Griffiths to the Board. She questioned whether any of the residents had any further updates to add.</p> <p><u>Graffiti</u></p> <p>In response to a question from Christopher Smith regarding the removal of graffiti, Vicky explained the contractor had been changed recently as some of the equipment being used was not appropriate. She noted that £4,800 had been spent to date on graffiti removal.</p> <p><u>Alleygates</u></p> <p>In response to a question from Paul Lusher regarding the keys to the alleygate in Landsdowne Street, Nathan Johnson explained that he had a set of master keys. Paul explained the gate had been permanently locked the previous week.</p> <p>It was AGREED that:</p> <p>Nathan Johnson to check the status of the alleygate in Landsdowne Street, South Lynn.</p> <p><u>Community Action Groups (CAGs)</u></p> <p>Carl Edwards explained that recruitment for the Safer Neighbourhood Teams was ongoing. He highlighted the work of the CAGs and explained they met once every eight weeks. Posters had been distributed promoting these. Carl explained that some of the CAGs were still chaired by members of the Police, and so alternative chairs were being sought.</p> <p>Carl explained the CAGs helped to keep people informed and encouraged community involvement. It also assisted the Police in prioritising their work.</p> <p>Paul Lusher requested his thanks to Carl Edwards and his team be recorded in the minutes for their hard work in South Lynn particularly.</p> <p>It was AGREED that:</p> <p>Board members to encourage people to attend CAG meetings and contact</p>	NJ ALL

	<p>Vicky Etheridge or Carl Edwards if they were interested in becoming a Chair of a CAG.</p> <p><u>Kings Lynn Area Transport Strategy (KLATS)</u> John Eastgate explained that the KLATS was now out for consultation and drew Board members attention to the website if members wished to complete the survey. (www.norfolk.gov.uk/klats).</p> <p><u>Neighbourhood Charter</u> Vicky Etheridge outlined the concept of a Neighbourhood Charter and explained it was a process which encourage residents and service providers to work together to focus on local issues. It would also set out the roles and responsibilities of both parties.</p> <p>It was envisaged that a pilot Charter would take place on Fairstead, as a number of groups had expressed concerns around Cleaner, Greener issues. The Charter needed to be in place by 31st March 2008. Support would be given by Martin Honeywell, Neighbourhood Renewal Advisor. There would be involvement from the Borough Council, Police and Freebridge along with the members of the community. An initial meeting would need to be held with the residents and service providers. There needed to be genuine sign up to the Charter and acceptance of responsibility from both parties.</p> <p>The Chair explained that in terms of the Quality of Life Survey, Fairstead appeared to be satisfactory, although the Charter would be a valuable learning experience.</p> <p><u>Small Grants Fund</u> Paul Lusher noted that at a previous meeting, it had been agreed to put the scheme on hold until further information had been received from the West Norfolk VCA and he queried whether this information had now been received.</p> <p>It was AGREED that:</p> <p>Vicky Etheridge to contact the VCA regarding the information previously requested.</p> <p>Budget</p> <p>In response to a question from Daisy Line regarding funding allocated for the kickwalls, Vicky Etheridge explained that a set of goalposts had been erected in Pecks Field and there was some issues regarding finding appropriate spaces for the walls to be erected. Vicky noted that John Butters, Alleygate Project officer had identified another potential 15 alley gates that could be installed. This would cost approximately £40-£50,000.</p> <p>It was AGREED that:</p> <p>A formal proposal for the extra alleygates be brought to a future Board meeting.</p>	<p>VE</p> <p>VE/JB</p>
6	Review of Boards Work	

<p><u>Outstanding Issues to be Addressed</u> Vicky Etheridge introduced this item and explained that the paper circulated outlined the issues that had yet to be addressed. These included community involvement. Vicky highlighted the need for a Board ‘away day’ and this ought to take place by the end of February 2008. The action plan also required completion. This would set out the Boards priorities for the next 18 months to two years and may prevent the need for the Board to meet monthly.</p> <p>Sylvia Pomeroy requested that issues regarding disabilities be included on the list of outstanding issues also.</p> <p>It was AGREED that:</p> <ol style="list-style-type: none"> 1) The outstanding issues on the Board review to include issues regarding disabilities 2) Vicky Etheridge to draw up a proposal for an away day and circulate dates. <p><u>Community Involvement – Feedback from Resident Board Members</u> Paul Lusher explained that the residents had recently met with the Neighbourhood Manager to discuss various issues and it had been agreed that the residents would meet separately and then meet with Vicky two weeks prior to the Board meetings. Paul concurred with the view that the Board required an away day, and stressed the need for this to be informal.</p> <p><u>Neighbourhood Teams</u> Irene Gammon took over the Chair for this item.</p> <p>Nathan Johnson explained there were four neighbourhood teams; these were in Fairstead, Gaywood, North Lynn and South Lynn. Nathan had circulated a paper outlining the anticipated additional cost of the Neighbourhood Teams in 2007/08, which was expected to be £126,000 in revenue costs based on five posts and £168,400 for capital costs. Nathan explained that the Borough Council supplied some of the equipment including their running costs and also covered the town centre and London Road areas as a direct cost to the Council.</p> <p>Nathan explained that the teams worked on a two week schedule and the majority of their time was spent in their allocated neighbourhood. They may work in other areas during the summer but only to carry out grass cutting. This would amount to one day per week for Gaywood, Fairstead and North Lynn areas and one day per fortnight for Reffley. Nathan also explained that the Council supported the work of the Civic Pride event.</p> <p>Nathan tabled a paper which outlined the number of staff in each neighbourhood team and whether the posts were funded by SSCF or the Borough Council.</p> <p>Nathan outlined the performance indicator BV199, which measured performance in terms of litter and detritus, graffiti and fly posting. There was discussion around the indicators which showed North Lynn to have performed worse regarding amounts of litter and detritus between 2003 and 2006. Nathan explained this was due to the inability of the vehicles to clean right to the kerbs. This had also been a problem in Downham Market previously,</p>	<p>VE</p> <p>VE/SD</p>
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	<p>where a leaflet drop had taken place to request that cars be moved in order that street cleaning could take place.</p> <p>Nathan explained that audits were carried out by a cross section of staff, these would cover fly tipping, litter and fly posting. Nathan highlighted that Fairstead Estate accounted for 30% of flytipping in the Borough.</p> <p>In response to a question from Chris Bamfield regarding numbers of black bags collected, Nathan Johnson explained that these were down in number, which may, in part, be due to the recycling bins.</p> <p>Chris Bamfield noted that dog bins had also been installed on Fairstead and Paul Lusher highlighted that they were well used in all areas. Stephanie Bilham explained that there was still an issue with dog fouling on Gaywood, even with the bins in place.</p> <p>Chris Bamfield explained that Barry Brandford's refuse and recycling team took a proactive approach to refuse collection and would visit businesses in the Borough to ensure they had arrangements for refuse disposal.</p> <p>Nathan highlighted that the response time for fly tipping currently stood at 0.2 days, which was supported by David Wilding. Nathan explained they had issued approximately 30 to 40 fixed penalty notices and were able to prosecute offenders. Carl Edwards welcomed this and noted this would be useful information for the Safer Neighbourhood Teams.</p> <p>In response to a question from Paul Lusher regarding the original paper for the Neighbourhood Teams taken to the Neighbourhood Board in 2006 and the numbers of officers in each area, Vicky Etheridge explained that the SSCF paid for five team members, whereas the Borough Council funded nine posts. Nathan explained that he had met with the individuals raising concerns around the paper and they had appeared to be satisfied with his responses. Nathan explained the teams were working well and there were good relationships between residents and the teams.</p> <p>Chris Bamfield questioned whether there was a consensus that the neighbourhoods had improved as a result of the introduction of the Neighbourhood Teams and the group agreed that the service had improved.</p> <p>It was AGREED that:</p> <p>A briefing be considered whereby information surrounding the neighbourhood teams be circulated.</p>	<p>VE</p>
<p>7</p>	<p>Any Other Business</p> <p>There was none.</p>	
<p>8</p>	<p>Dates, Times and Venues of Future Board Meetings</p> <p>Thursday 21st February 2008 at 6.00pm at Howard Junior School, Venue Room</p>	

	Thursday 20 th March 2008 at 6.00pm at the North Lynn Community Centre.	
	The Chair thanked everyone for attending. The meeting finished at 8.17pm	