



**Minutes of a meeting of the Neighbourhood Management Board
Held on 20th March 2008 at 5.45pm at
North Lynn Community Centre, Kings Lynn**

Present:

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| Chris Bamfield (Chair) | - | Borough Council of Kings Lynn & West Norfolk |
| Irene Gammon | - | Hillington Square Residents' Association |
| 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 |
| 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 |
| Jackie Nurse | - | North Lynn Linking Together project |
| Charles Joyce | - | Norfolk County Council |
| Geoff Daniel | - | BCKLWN |

Apologies

- | | | |
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| Carl Edwards | - | Norfolk Constabulary |
| Paul Lusher | - | South Lynn Forum |

Supported By:

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| Sarah Dennis | - | BCKLWN |
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		Action
1	<p>Informal Catch Up Amongst Board Members</p> <p>This meeting took place prior to the main Board meeting.</p>	
2	<p>Welcome, Minutes and Matters Arising</p> <p>The Chair welcomed everyone to the meeting.</p> <p>The minutes were agreed as an accurate record. There were no matters arising.</p>	

<p>3</p>	<p>Update</p> <p><u>Actions</u></p> <p>Vicky Etheridge explained this would also provide an opportunity for other Board members to update the group on what was happening in their area. Daisy Line reported that the St Edmundsbury Cohesion event was working well, with some good ideas coming forward. Initial progress had been slow, although Daisy would ensure that progress continued to be made.</p> <p>In response to a question from Charles Joyce regarding whether this event had been invitation only, Daisy explained this was not the case.</p> <p>The Chair reported that the consultation event with tenants in Loke Road had gone well and Michelle Parker had held an event the previous week. A consultation held in February 2008 had highlighted the need for a design group to be set up, and the first meeting of this new group had been held the week before. A set of outcomes had arisen from the meeting, for example what the park would look like and be used for. Michelle had also received input from Nigel Boldero, Shape Enabler free of charge as she had contacted EEDA requesting support.</p> <p>The Chair reported that work on the Friars play area was progressing well, and the official launch would be on 15th May 2008.</p> <p>Jackie Nurse reported that dog fouling was particularly bad in the Loke Road area of North Lynn. Daisy Line questioned the progress of the Small Grants Scheme and Vicky Etheridge reported that the meetings to discuss the grants had been poorly attended. Daisy questioned whether a summary report should be provided of the Scheme to date or consider a review of the Scheme guidelines. Vicky noted that residents could be asked why the Scheme and meetings weren't working for them.</p> <p>It was AGREED that:</p> <p>A summary of the Small Grants Scheme and its progress to date be brought to the next Board meeting on 22nd May 2008.</p> <p><u>Look Back over Actions / Achievements in 2007/08</u></p> <p>A presentation was available to all Board members outlining the achievements over the past year.</p>	<p>VE</p>
<p>4</p>	<p>Budget</p> <p><u>2007/08</u></p> <p>Vicky Etheridge had circulated papers outlining the capital and revenue spend to date and projections to 31st March 2008. Of the capital budget of £948,094, £441,055 had been spent as at the end of February 2008. To ensure that only 5% of the budget was carried forward into 2008/09, it was proposed that funding would be allocated to schemes currently part of the Borough Council's capital programme. These included the Walks Urban Park Project, Christmas</p>	

lights for King's Lynn and a CCTV upgrade. Borough Council resources previously set aside for these schemes would then be set aside for Safer Stronger capital initiatives in 2008/09.

Vicky explained there was also an underspend on the costs of purchasing and demolishing the Fairstead pub, although there had needed to be extra funding allocated to the consultant for preparing the MUGA applications and funding bid to Sport England.

The revenue budget of £784,660 for 2007/08 showed a spend as at the end of February 2008 of £368,529. To ensure that only 5% of the budget was carried forward into 2008/09, it was proposed that funding would be allocated to schemes currently included in the Borough Council's revenue estimates for 2007/08, with the funding being set aside from Council funds in 2008/09. These schemes would amount to £321,353.

Charles Joyce questioned what monitoring procedures were in place for those third parties receiving Safer Stronger funds. Vicky Etheridge explained that the majority of funding passed through the Borough Council and was not given directly to a third party. Where this did happen visits were often made to the project or event. In response to a question from Charles Joyce regarding whether the Clean Up teams were monitored, Vicky explained that there had been a full discussion regarding the work of the Team at the previous Board meeting, as well as through the Quality of Life survey and the work on the Neighbourhood Charter. Vicky would also be commissioning an evaluation of the Safer Stronger fund before she went on maternity leave. Daisy Line suggested that the VCA could undertake the review of the small grants fund, and request that all projects in receipt of funding should provide evidence around how they had spent the funding and what they had achieved. Vicky explained that when funding had been allocated groups were made aware that they may have to provide feedback.

It was **AGREED** that:

- 1) Revenue and capital spend to 29th February 2008 be noted
- 2) A contribution of £421,443 be allocated from the SSCF funds in 2007/08 towards the Borough Council's capital programme, with a contribution to be received back from the Council in 2008/09
- 3) A contribution of £321,353 be allocated from the SSCF funds in 2007/08 towards items in the Borough Council's revenue estimates for 2007/08, with a contribution to be received back from the Council in 2008/09.

Outline Budget 2008/11

Vicky Etheridge had circulated a paper outlining the revenue and capital projections for 2008 to 2011. Vicky explained that some of the funding for 2008/09 had already been allocated. Due to a change in the way the Safer Stronger funding was allocated, there may be greater flexibility regarding timescales and carry forward of funding. At present there was a sum of £151,783 unallocated capital for 2008/09. Vicky reported that there would be a monitoring system in place for the MUGAs and the Sports Activity Motivator post. Charles Joyce reiterated the need to ensure that there was a proper

	<p>system of monitoring in place. Vicky explained there needed to be an element of trust with community groups. The Chair explained that where funding was allocated for the purchase of equipment, for example, this would be easy to monitor and ensure the purchase had taken place. In response to a question from the Chair regarding the spend on graffiti removal, Vicky Etheridge explained that £7,800 had been spent in 2007/08 and there was no projection included in 2008/09.</p> <p>Vicky explained that due to the amount of unallocated capital in 2008/09, the Cleaner, Greener subgroup may need to meet to discuss allocation of the funds and then bring back to the Board.</p> <p>It was AGREED that:</p> <ol style="list-style-type: none"> 1) The revenue projections for 2008/09 to 2010/11 be noted 2) The capital projections for 2008/09 be noted 3) The Cleaner, Greener subgroup to meet to discuss the potential unallocated balance of £151,783 capital funding in 2008/09. 	
<p>5</p>	<p>Feedback from Away Day and Approval of Action Plan</p> <p>Vicky Etheridge had circulated a paper outlining the action plan that had arisen from the Board away day held on 21st February. The aims of the day had included looking at what worked well and wasn't working so well. Members had looked at the strengths, challenges, opportunities and threats and determined solutions and actions as well as a timeline for implementation.</p> <p>The Chair asked if the Board members were happy to implement the action plan which had been circulated. John Eastgate briefed the Board on how the day had worked and the benefits of a 'bottom up' approach also. Jackie Nurse expressed how pleased she was that the issue of empowering communities had been raised at the away day. The Chair explained there would need to be further detail in the action plan which could be agreed at the next Board meeting.</p> <p>Daisy Line questioned whether someone could be employed in the individual communities to help 'upskill' members of the community in order to encourage engagement. The VCA would be able to assist with this if required.</p> <p>Sue Lowe highlighted the importance of ensuring that different methods of communication were available to members of the community in order to engage as many of that community as possible. Vicky Etheridge noted that one of the actions to come from the Board away day had been a 'Communications Audit' whereby all Board members chose their preferred method of communication.</p> <p>Jackie Nurse explained that there were still some sections of the community that were not being reached by the Programme and were still 'hidden' to a degree. These members of the community needed someone to represent them.</p>	

	<p>Vicky Etheridge explained that Manton Community Alliance had extended an invitation to Board members to visit them in April. The Manton Estate was a similar size to North End and North Lynn and they had done a great deal of work around community involvement and enterprise. One third of the residents on the estate had been involved in their work.</p> <p>It was AGREED that:</p> <p>1) A meeting to be held between the Chair, John Eastgate and Paul Lusher to discuss further details of the action plan for the Board</p> <p>2) All members of the Board to ensure they return their communications audit to Jan Griffiths as soon as possible</p> <p>3) Available dates in April for the visit to the Manton Community Alliance be emailed to Board members.</p>	<p>CB/JE PL</p> <p>ALL</p> <p>SD</p>
<p>6</p>	<p>Centrepoint Phase Two</p> <p>Vicky Etheridge had circulated a paper outlining the works required to complete the regeneration of Centrepoint. The cost of the second phase was expected to be £26,288. There had been some queries raised concerning the land ownership issues and whether the site would remain open to the public in the future and how the Board could ensure this was the case, as well as the Board financing an initiative on private land.</p> <p>The paper outlined two options which were as follows:</p> <p>1) Set up a formal legal agreement between the Borough Council and the landowner (Freebridge Community Housing) on behalf of the Board. This could set out the conditions relating to future maintenance and access of the site.</p> <p>2) Develop a set of guiding principles to be endorsed by the Board and members of the West Norfolk Partnership. These principles could include a commitment to maintain the property for the public good.</p> <p>With option 1, there may be implications for monitoring and enforcement for the Borough Council. This option could also have an adverse affect on mutual trust and partnership working. With option 2, this would be a very informal and therefore non enforceable agreement.</p> <p>The Chair noted there had been a great deal of positive feedback around the works at Centrepoint and these works would ensure the whole area was of the same standard.</p> <p>Charles Joyce questioned why these works had not been included with the original works to Centrepoint and queried whether it had been due to Freebridge not removing the canopies from the maisonettes. Christopher Smith explained there had been a delay with the canopy removal due to various legislative requirements and the site being a notifiable construction programme. A licence for their removal had also been required which had involved a tendering process. This had meant their removal had taken some time.</p>	

	<p>Jackie Nurse stated she was not happy with the funding being spent on phase two of the works. The Chair requested that the Board decide between option one and two. Charles Joyce noted that option two, with a set of principles may suffice, although these may not hold in the future.</p> <p>Christopher Smith suggested that Freebridge, as the landowner, could write to the Chair of the Board, stating their assurances that there would continue to be public access to the site and if there were to be a redevelopment at any point in the future, then any funds committed from the Safer Stronger fund would be reimbursed. He noted that this may set a precedent and he could not guarantee that in other areas where Safer Stronger funding had been committed that the same agreement could be put in place.</p> <p>It was AGREED that:</p> <p>The Director of Housing at Freebridge Community Housing draft a letter to the Chair of the Improving Neighbourhoods Board stating Freebridge's intention to keep Centrepont open and accessible to the public and that, if at any point in the future the site were to be redeveloped then any Safer Stronger funds committed to the site will be returned in full to the Safer Stronger programme.</p>	CS/CB
7	<p>Suggestions for Items for Meeting on 17th April 2008 and the Quality of Life Survey</p> <p>The Chair suggested that members of the Board may like to contribute to future agenda items or items for debate. Charles Joyce raised the issue of lack of transport between North Lynn and Fairstead, and explained that for some residents running a car was too expensive. Vicky Etheridge questioned whether there was a genuine need for public transport between these two locations. Transport had been discussed at the action planning stages some months previously.</p> <p>Jackie Nurse explained that there were issues with the quality of life in North Lynn and some groups had withdrawn from using facilities in North Lynn. Jackie considered that parts of the area did not look particularly good and would put people off coming to the area. She noted that Fairstead had received lots of funding and North Lynn had received comparatively little.</p> <p>The Chair explained that the reason Fairstead had received so much funding was that it had been one of the most deprived areas and so had attracted the Safer Stronger funding. Jackie Nurse highlighted how attractive Centrepont looked.</p> <p>Christopher Smith explained that the Quality of Life survey showed North Lynn to have lots of issues. The Police had designated North Lynn as a restart area and were in the process of talking to Borough Councillors. It was anticipated that the Survey would help bring in the appropriate resources to the area. Jackie Nurse explained that the Survey would not necessarily highlight issues such as the number of boarded up houses.</p> <p>Christopher Smith explained that the majority of North Lynn had been at the end of the programme to bring homes up to the decent standard.</p>	

	<p>Consideration was being given to bringing the North Lynn aspect of the programme forward in the light of results from the Survey. Christopher highlighted the importance of challenging agencies in terms of targeting resources in areas of need.</p> <p>Daisy Line supported Jackie's view regarding funding in North Lynn although noted that the Board as a whole had made the decisions surrounding allocation of funding and also expressed how welcoming the North Lynn community were to everyone.</p> <p>Vicky Etheridge explained there was a greater concentration of social housing in North Lynn owned by Freebridge and it was important in any discussion around the area to note the work that is due to take place over the next year, for example work to Pecks Field, MUGA at Kings Way, improvements to Loke Road Rec and investment in the Discovery Centre and St Augustines.</p> <p>Geoff Daniel explained he often received complaints from residents around the bus service being far superior on Fairstead compared to North Lynn. Charles Joyce explained this may, in part be due to the fact that Fairstead was on the hospital route. The Chair explained that the Kings Lynn Area Transport Strategy (KLATS) may assist with issues such as these and there was to be a workshop presentation held by KLATS representatives on Monday 31st March.</p> <p>It was AGREED that:</p> <p>1) Discussion of issues around the results from the Quality of Life Survey and how best to target resources be included on the agenda for the next Board meeting.</p>	VE/SD
8	<p>Any Other Business</p> <p><u>North Lynn Community Centre Car Park</u> Jackie Nurse reported that she had spoken to Vicky Etheridge regarding a proposal to fund the surfacing of the area around the Community Centre due to the fact cars were parking on the grass. She questioned whether Safer Stronger could fund 40% of the cost. Vicky Etheridge questioned whether users of the Centre were mainly from North End and North Lynn or from outside the area. This factor was what distinguished the funding of the works at Centrepoint, Fairstead, which had been fully funded by Safer Stronger funds. In response to a question from John Eastgate regarding events at the Centre and the subsidising of these, Jackie explained that charges were made for hire and these subsidised the Centre costs. The Centre had to be self financing. Jackie stated that if funding was provided she could not guarantee that the Centre may not be handed back to the County Council in three years time as this was the length of the current lease.</p> <p>It was AGREED that:</p> <p>A fully costed proposal to be brought to the next Board meeting.</p> <p><u>Alleygates</u> Christopher Smith questioned whether the Alleygates Officer's role included</p>	JN/VE

	<p>overseeing installation. He explained that there was an issue in South Lynn regarding some gates that had been installed but may need to be changed in light of the NORA development. Sue Payne reported that the Alleygate Officer had held discussions with the NORA project officer.</p> <p><u>Board Membership</u> Jackie Nurse reported that this was officially her last meeting as the representative for North Lynn as she had been a stand in member until the resignation of Helen Mace. Vicky Etheridge explained that the Board had agreed at the outset that members were required to live in the area which they represented. A review could be undertaken of this process if required. An interview type process may be required if there was more than applicant. Two people had expressed an interest in becoming the resident member for North Lynn and North End.</p> <p>It was AGREED that:</p> <p>1) The requirement for a resident Board member to be residing in the area that they represent be waived for the next Board meeting in order that Jackie Nurse may attend as resident Board member for North Lynn and North End</p> <p>2) A paper be brought to the next Board meeting outlining the proposed process for the election of resident Board members.</p>	VE
9	<p>Dates and Times of Next Meeting and Close</p> <p>It was agreed that no Board meeting be held in April and that the next meeting would be held on Thursday 22nd May at 6.00pm at Howard Junior School (venue to be confirmed).</p>	
	<p>The Chair thanked everyone for attending.</p> <p>The meeting finished at 7.40pm</p>	