



**Minutes of a meeting of the Neighbourhood Management Board
Held on 22nd May 2008 at 6.00pm in the
Wembley Room, Lynnsport, Kings Lynn**

Present:

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| Chris Bamfield (Chair) | - | Borough Council of Kings Lynn & West Norfolk |
| Irene Gammon | - | Hillington Square Residents' Association |
| Elaine Appelbee | - | Neighbourhood Manager |
| Carl Suckling | - | Deputy Neighbourhood Manager |
| Sharon Ludford | - | Community Development Officer |
| Sue Payne | - | Community Development Officer |
| David Wilding | - | FANG |
| Wally Glynn | - | FANG |
| Stephanie Bilham | - | Gaywood Park Action Group |
| Sue Lowe | - | Age Concern |
| John Eastgate | - | Norfolk County Council |
| Christopher Smith | - | Freebridge Community Housing |
| Paul Lusher | - | South Lynn Forum |
| Nick Dean | - | Norfolk Constabulary |
| Christopher Smith | - | Freebridge Community Housing |

Apologies:

- | | | |
|----------------------|---|-----------------------------|
| Councillor N Daubney | - | BCKLWN |
| Councillor G Daniel | - | BCKLWN |
| Jackie Nurse | - | North Lynn Linking Together |
| Pat Brodowski | - | Job Centre Plus |

Supported By:

- | | | |
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| Wendy Vincent | - | BCKLWN |
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		Action
1	Welcome The Chairman welcomed everyone to the meeting.	
2	Introductions At the invitation of the Chairman, those present introduced themselves.	

	<p>Elaine Appelbee, Neighbourhood Manager providing maternity cover for Vicky Etheridge explained that her colleague (Pam) and herself would be in King's Lynn 3 days per week and looked forward to visiting Board Members.</p>	<p>Action EA</p>
<p>3</p>	<p>Minutes and Matters Arising</p> <p>The minutes were agreed as an accurate record.</p> <p>Matters Arising</p> <ul style="list-style-type: none"> • Item 3 – Update: Elaine explained that her colleague Pam would be looking at the small grants programme and bring a report to the Board in September 2008. • Item 4 – Budget: The Chairman announced that a grant of £114,346 had been approved by Sport England. • Item 5 – Feedback from Away Day: The Chairman reported that he had met with John and Paul and identified ideas for taking the action plan forward. The ideas had been discussed with Elaine and Pam and it was AGREED that a paper would be brought to the Board for consideration at their meeting in July. • Communications Audit: Elaine reported that Jan, Vicky's PA had collated the responses to the communications audit received so far. There were three outstanding responses. Three members had asked for IT training, three members had asked for IT support and 1 member had asked for an answer phone. Elaine invited the Board to consider if they wished the needs to be costed and if found to be reasonable the Board give authority to the Chairman to approve the necessary expenditure. It was AGREED that delegated authority be granted to the Chairman to approve the costs identified. • Manton Neighbourhood Management Project: those present were reminded that a visit to Manton would take place on 23 May 2008. • Item 6 - Centrepont Phase 2: it was confirmed that Christopher Smith, Director of Freebridge Community Housing had sent a letter to the Chairman of the Improving Neighbourhoods Board stating that there would continue to be public access. A copy had been placed on file. • Item 7 - Quality of Life Survey: it was reported that Pam and Elaine would be looking at how to progress this with the Board and would form a major agenda item for the next meeting. • Item 8 – North Lynn Car Park: it was reported that no costings had yet been received. John Eastgate agreed to contact Sharon Ludford to discuss this issue further. 	<p>EA</p> <p>EA</p> <p>AII/CB</p> <p>EA</p> <p>JE/SL</p>

	<ul style="list-style-type: none"> • Board Membership: Elaine explained that she had held a useful discussion with current resident Board members about a fair process. Some excellent suggestions had been put forward. It was AGREED that a paper would be brought to the Board meeting in July with the aim to put the recruitment process into effect in early September 2008. 	EA
4	<p>Graffiti Removal – Report from C Bamfield, Head of Leisure and Public Space</p> <p>Irene Gammon from the Hillington Square Residents’ Association chaired the meeting for this item and invited Chris Bamfield to present the report.</p> <p>Chris Bamfield reminded those present that the Board had allocated £7,800 of funding for graffiti removal in 2007/8 which had now been spent. The work was carried out by a private contractor addressing any graffiti whether this was on public or private property belonging to individuals or companies. The Board were advised that there were currently no arrangements in place to continue with an active programme of graffiti removal.</p> <p>It is proposed that the Board support a multi-agency initiative to properly resource and deal with graffiti on public and private property on an ongoing basis. A purpose built graffiti removal vehicle be obtained with a member of staff trained to deal with various types of graffiti. The vehicle and staff appointment would be made by the Borough Council and become a sustainable part of the Street Cleaning service. It was explained that the role would cover:</p> <ul style="list-style-type: none"> • The removal of all graffiti on public and private property throughout the borough. • After graffiti work had been addressed, the post would have an ongoing programme of street sign cleaning and painting of street furniture. <p>The capital cost was estimated at £50,000, Contributions had been obtained from the County Council, Crime and Disorder Reduction Partnership, Borough Council of King’s Lynn and West Norfolk. It was highlighted that there was a shortfall of £19,000. It was therefore proposed that the Board fund the £19,000 shortfall from the unallocated capital resources. Members were advised that the revenue cost of the vehicle, a member of staff and chemicals was £26,000 per annum. Revenue contributions had been received from the County Council, Borough Council of King’s Lynn and West Norfolk and Freebridge Community Housing. Support had also been requested from other Housing Associations. There would be no requirement for any ongoing revenue funding from the Board. The report recommended that the Board support the provision of a graffiti removal service with a maximum of £19,000 in Capital.</p> <p>The Board were invited to ask questions.</p> <p>A discussion followed which included the following:</p> <ul style="list-style-type: none"> • Graffiti would be removed from private properties, provided that the owner signed an indemnity. • Each case would be considered on its own merits. 	

	<ul style="list-style-type: none"> • The post holder would firstly address the removal of graffiti and then continue to work on a programme of maintenance duties. • Urgent requirement for the removal of any racist graffiti. • Cleaning and removing of algae from signs. • How to mainstream/deliver. • Equipment for the post holder to include a camera to enable him/her to take photographs and pass onto the police. • Joint working. <p>It was AGREED that the Board support the provision of a graffiti removal service up to a maximum of £19,000 in capital.</p>	CB
5	<p>Community Involvement – drawing on the Neighbourhood Board’s knowledge and experience to develop the Strategy/Action Plan</p> <p>The Board were invited to participate in a workshop which would draw on their knowledge and experience to develop the strategy/action plan.</p> <p>The Board were divided into groups and asked to answer the following question:</p> <p><u><i>What needs to happen to enable residents to be involved in improving their neighbourhoods?</i></u></p> <p>The answers/comments to the following questions are detailed at Appendix 1 and attached to the minutes of this meeting.</p> <p>It was AGREED that an action plan would be drawn up using the headings for the strategy identified through this workshop.</p>	All
6	<p>Evaluation/Mid Term Review – identifying the questions/issues that the Neighbourhood Board would like the Evaluation to consider</p> <p>The Board were invited to put forward questions that they would like the evaluation to consider.</p> <p>The questions are set out at Appendix 2 and attached to the minutes of this meeting.</p> <p>It was AGREED that the questions would be incorporated into the evaluation brief to be drawn up at a meeting between Elaine and Ian Burbidge on 23 May 2008.</p>	EA
7	<p>Any other Business</p> <ul style="list-style-type: none"> • National Neighbourhood Event – Paul Lusher reported that he had attended the national neighbourhood Event with Philip Eke last week and had made contact with Oldham, Coventry, Lowestoft and Doncaster neighbourhoods. Invitations had been received from Lowestoft and Oldham to attend events during the year. South Lynn would be holding 	

	<p>an event in September 2008 and it was suggested those from Oldham, Coventry, Lowestoft and Doncaster be invited to attend. The Chairman suggested that local neighbourhoods from North Lynn, Gaywood and Fairstead also be invited to attend.</p> <ul style="list-style-type: none"> • Interview for National Magazine – Paul Lusher explained that he had been contacted by a national magazine asking if he would be prepared to be interviewed on how this Neighbourhood Board operated, what it had achieved, etc. The interview would take place during mid-June. • Greener Grants Fund – The Chairman reported that he had received an email from Michelle Parker, Greenspace Project Officer. Last year the under spend on the Green Grant fund was £8,000 from the original £12,000. Approval was therefore required from the Board to carry over the allocated funds to this year. It was AGREED that approval be granted to carry over the allocated funds to this year. • MUGA, Fairstead – The Chairman reported that following the funding from Sport England, tenders had been prepared. It was unlikely that it would be ready for the summer. • Football in the Community and other groups/Monitoring of monies - Elaine explained that Carl Suckling, Deputy Neighbourhood Manager would be looking at a monitoring system and would report back to a future meeting of the Board. 	EA/CS
8	<p>Date of Next Meeting</p> <p>Thursday 17 July 2008. The venue would be Fairstead Community Centre or Gaywood High School. It was AGREED that a schedule of future meetings dates be prepared and venues identified at the next meeting.</p>	SD
	<p>The Chairman thanked everyone for attending.</p> <p>The meeting finished at 8.00 pm</p>	

APPENDIX 1

WEST NORFOLK PARTNERSHIP – NEIGHBOURHOOD MANAGEMENT BOARD - 22 MAY 2008

AGENDA ITEM 6

QUESTIONS FOR EVALUATION

What have we done well?

What have we not done so well?

What have we learnt?

What could we/can we do differently?

What have we missed?

What it has been like to be a Board Member?

Is Board the right make-up?

Have we been realistic in expectations?

Have we achieved what we set out to achieve?

What is awareness in the community?

Have we built in sustainability?/How might we?

How does Neighbourhood mesh in?

Analysis of where money has gone and impact?

What other resources has it brought in?

How good has the “knitting” been?

Quality of communication – how have we done/how could we improve?

APPENDIX 2

WEST NORFOLK PARTNERSHIP – NEIGHBOURHOOD MANAGEMENT BOARD - 22 MAY 2008

AGENDA ITEM 5

Community Involvement – drawing on the Board’s knowledge and experience to develop the Strategy/Action Plan

<u>Values</u>	<u>Achieve and Motivate</u>	<u>Joined-up Responsive working together</u>	<u>Developing Community Champions</u>	<u>Communication – clear, effective, 2-way, transparent</u>	<u>Appropriate Support</u>
Open/Easy to do (go to people) Respect	Motivate and Inspire Incentive Real results – residents see these Sense of purpose/benefit Build momentum – publicise existing achievements	More agency involvement – local level	Identify needs/ Informal “local” champions Community Liaison Officer Local contact – can relate to Programme to develop project leaders	Communicate what’s happening Information Communication – inform and involve Task list and being asked Communication – website/newsletter Meetings, etc	Consult/support to deliver change Support, advice and training for residents Support residents – infrastructure, variety, choices