



**Minutes of a meeting of the Improving Neighbourhoods Board
Held on 24th March 2009 at 6.15pm
at Lynnsport Leisure Park, Greenpark Avenue, Kings Lynn**

Present:

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| Chris Bamfield (Chair) | - | BCKLWN |
| John Eastgate | - | Norfolk County Council |
| Robert Clarke | - | Freebridge Community Housing |
| Charles Joyce | - | Norfolk County Council |
| Sally Webb-Jones | - | Resident Representative |
| Jane Dearling | - | Resident Representative |
| Stephanie Bilham | - | Resident Representative |
| Jimmy Yallop | - | Resident Representative |
| Jane Cudworth | - | Resident Representative |
| Richard Rockcliffe | - | Norfolk County Council |
| Geoff Daniel | - | BCKLWN |
| Daisy Line | - | Communities of Interest |
| Ashley Yallop | - | Communities of Interest |
| Vicky Etheridge | - | Improving Neighbourhoods Team |
| Carl Suckling | - | Improving Neighbourhoods Team |
| Michelle Parker | - | Improving Neighbourhoods Team |
| Paul Lusher | - | Improving Neighbourhoods Team |
| John French | - | Improving Neighbourhoods Team |
| Sue Payne | - | Improving Neighbourhoods Team |
| Jim Cambridge | - | Improving Neighbourhoods Team |
| Nick Davison | - | Norfolk Constabulary |
| Chris Spinks | - | Norfolk Constabulary |
| Rebecca Cant | - | Norfolk Constabulary |

Apologies:

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| Nick Daubney | - | BCKLWN |
| Julia Bivon | - | Children's Services |
| Pat Brodowski | - | Job Centre Plus |
| Sue Lowe | - | Age Concern |

By Invitation:

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| Dominic Spurrier | - | Age Concern |
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Supported By:

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| Sarah Dennis | - | BCKLWN |
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| 1 | <p>Welcome, Introductions and Apologies</p> <p>The Chair welcomed everyone to the meeting. Apologies were as noted above.</p> <p>Members of the Board introduced themselves. The Chair explained that, in Sue Lowe's absence, a Vice Chair would need to be appointed for the meeting. It was proposed that Jimmy Yallop be appointed Vice Chair for the duration of the meeting.</p> <p><u>Communities of Interest – Disability Representative</u></p> <p>The Chair explained that at the recent Advisory Committee for People with Disabilities, no representative had been nominated to sit on the Neighbourhood Board. This would continue to be raised at the Advisory Committee. Geoff Daniell explained that he sat on the Advisory Committee and could undertake the role on the Board in the interim.</p> | |
| 2 | <p>Minutes of the Meeting held on 27th January 2009 and Matters Arising</p> <p>The minutes were proposed as an accurate record by Jane Cudworth and seconded by Stephanie Bilham.</p> <p><u>Matters Arising</u></p> <p><u>Alleygates</u></p> <p>In response to a question from Robert Clarke regarding where alleygates were situated, Carl Suckling advised that a report was currently being compiled listing all alleygates installed and the responsible person for each one. A revised alleygate report was circulated at the meeting.</p> <p>Ashley Yallop questioned whether the alleygate report took account of the recent audits undertaken in areas of the town.</p> <p>Charles Joyce arrived at 6.25pm.</p> <p><u>Graffiti</u></p> <p>The Chair explained that funds had been allocated from Safer Stronger towards the graffiti removal, along with Partnership funds. Graffiti was being cleared quickly and the report circulated showed that the five SSCF areas were making good use of the equipment.</p> | |
| 3 | <p>Budget Update</p> <p>Carl Suckling explained that the budget report showed the rephrasing of some of the programme into 2009/10, although there was no impact on the overall budget. Carl explained the MUGAs were nearly all complete, although work on</p> | |

the MUGA in South Lynn would not start until next year.

Carl reported that there was a budget shortfall in the alleygate programme and additional funding of £25,000 was requested in order to complete priority works, specifically in South Lynn and Hillington Square. There was discussion around where the alleygates would be on Hillington Square. Nick Davison expressed his support for the alleygate scheme, but noted the need for any installation to be evidence based and should not create additional challenges.

Chares Joyce requested that reduced prices be sought for individual gates and also questioned who would have access to keys for the gates. Carl Suckling reported that there was only one supplier locally that could cut the gate keys and keys would only be issued to individuals on production of a letter of support.

Carl Suckling explained that work on the Loke Road play area had commenced and the estimated date for completion was 20th April 2009. A decision was expected in April 2009 for the Access to Nature bid for the Community Parks.

It was **AGREED** that:

The budget for alleygating be increased by £25,000 in order to complete priority works on Hillington Square and South Lynn.

Street Lighting

Vicky Etheridge explained that after completion of the street lighting works on Fairstead, Norfolk County Council anticipated that there would be 136 lighting columns belonging to the Borough Council and 46 belonging to Freebridge Community Housing that would not have been upgraded. The cost of updating these lights was anticipated to be between £62,000 and £75,000 for the Council's lights and between £45,000 and £52,000 for Freebridge's lights. It was proposed to allocate £10,000 of Safer Stronger funds towards the replacement of all 182 lights. It was anticipated that this would assist in drawing in other funds towards the total cost.

Charles Joyce noted that some areas would have to wait five years before their lights were replaced and noted that only the Borough Council appeared to be doing as they had promised. John Eastgate explained that the issue was not around availability of funding, but the need to prioritise lighting replacement in accordance with the County Council's risk register. Works on Fairstead had been brought forward as a gesture of goodwill. The Private Finance Initiative (PFI) was actually a five year programme.

The Chair explained that street lights in High Street and Norfolk Street would be updated in the summer and this would assist with the night time economy.

Stephanie Bilham reminded the Board of the request for lighting to be installed on the Rookery footpath in Gaywood, although a decision had been taken not to fund at the time but to look at again in the future. The Chair explained this project had been to install completely new lighting and had been subject to a number of safety issues. John Eastgate considered that this was a project the Crime and Disorder Reduction Partnership (CDRP) should fund.

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| | <p>It was AGREED that:</p> <p>1) A contribution of £10,000 be allocated from Safer Stronger funds to support the improvements of the remaining street lights in the Fairstead area</p> <p>2) Lighting on the Rookery footpath be investigated and brought back to a future meeting of the Board.</p> | VE |
| 4 | <p>Improving Neighbourhoods Team Report</p> <p>Carl Suckling drew Board members attention to the team report circulated with the agenda. The following items were raised:</p> <ul style="list-style-type: none"> • North Lynn work places – this would be at St Augustines • Lack of numbering on some street lights – numbers to use were 0844 800 8008 for street lights and 0844 800 8009 for other highway issues • Three wii fit consoles had been purchased with the Cohesion Area Based Grant • The role of the Urban Sports Coordinators • Floodlights on the MUGAs and delays by EDF Energy • The need to attempt to gain information on numbers using the MUGAs • Discussions were ongoing regarding the Fairstead pub site and this would be brought to the Board in June 2009. (This was identified as still being confidential). <p><u>Older Persons Activity Coordinator</u></p> <p>Dominic Spurrier introduced himself and explained that he was responsible for coordinating activities and opportunities for older people. Dominic outlined some of the ongoing activities:</p> <ul style="list-style-type: none"> • Programme of walks – approximately 360 people were involved • Hunstanton tea dances – average attendance 34 • Tea dances in Three Holes – average attendance 54 • 14 exercise classes in the West – overall attendance approximately 600 <p>Michelle Parker highlighted the new trim trail at the Loke Road play area which Dominic was also involved with. Paul Lusher reported that they were working with Dominic to hold walks in each of the five SSCF areas.</p> <p>Dominic Spurrier explained that not everyone was confident about the distance they were able to walk, and so there was a focus on building that confidence to enable people to take part. In response to a question from Vicky Etheridge regarding the provision of family walks at weekends, Dominic explained part of his role was to investigate what other activities were available to people. Vicky noted that some intergenerational walks could prove beneficial. In response to a question from Robert Clarke regarding reporting issues in the SSCF areas whilst on one of the walks, Dominic Spurrier explained this could be considered.</p> | |

Neighbourhood Partnerships Presentation

Carl Suckling and Sue Payne gave a presentation on the work of the Neighbourhood Partnerships and their work to date. Carl explained that the Partnerships were responsible for embedding resident and service provider joint working, involve more residents in decision making, establish shared priorities and each Partnership would have funding to put their action plan in place.

Carl Suckling outlined some of the advantages of the Partnerships, which included:

- Good links between residents and agencies
- Improving communication
- Face to face contact with residents
- Resident engagement with projects
- Quick wins, which included provision of disposable cameras in the Friars area to capture any issues.

Carl outlined some of the challenges facing the Partnerships, for example:

- Strengthening the buy in of partner agencies and organisations
- Lack of flexibility in attending meetings
- Capacity and confidence of residents
- Pressure of timescales
- Uncertainty post 2010

Sue Payne outlined the common themes between the Partnerships and their respective areas, such as:

- Communication
- Need to build community spirit and pride
- Resident involvement
- Community facilities
- Anti Social Behaviour
- Needs of both children and young people and older people

Sue explained that community spirit and pride would impact on the other issues.

Sue praised the Neighbourhood Trainees for their hard work and outlined some examples of their work to date. Sue also highlighted the need for members to 'sell' the Partnerships and encourage others to get involved.

Jane Dearling questioned the need for some publicity about the resident board members to promote who they were and what they did. Vicky Etheridge added that an article would be drafted for the Citizen newspaper. There was discussion around the need for more publicity for the SSCF programme and that the communications strategy would be brought to the next Board meeting. Vicky explained that Laura Beveridge, Partnership Assistant spent quite a lot of her time drafting press releases for the Safer Stronger programme.

In response to a question from Nick Davison regarding the frequency of the

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| | <p>neighbourhood meetings, Carl Suckling explained that initially these would need to be monthly and eventually quarterly with task and finish groups set up for specific projects. Carl confirmed these would be public meetings.</p> <p>Nick Davison noted his support for this concept and he would be responsible for ensuring there would be Police engagement with the committees and help shape their priorities. He would be requesting that the Safer Neighbourhood Teams and the Inspectors participated and contributed towards the Neighbourhood Partnerships.</p> <p>There was discussion around member's ability to attend all meetings. Carl Suckling explained that as each Partnership developed there would be common themes that may require input from individual Board members.</p> <p>Paul Lusher, Chris Spinks, Rebecca Cant, James Cambridge and John French left the meeting at 7.15pm.</p> | |
| <p>5</p> | <p>Governance Framework and Code of Conduct</p> <p>Vicky Etheridge explained that at the last Board meeting, members had split into groups to discuss the roles and responsibilities of Board members. Vicky had circulated a paper that took account of these discussions and used the Acceptable Working Practices document adopted some time ago to add further information. Members were asked to consider the paper and report any comments to Vicky before the Partnership Management Group considered the paper. Vicky explained that, once signed off, this would be the only document in use to set out the framework and code of conduct.</p> <p>Jane Dearling questioned the Board champions and the issue of Board deputies. Vicky explained that once the Neighbourhood Partnerships were properly established, a request for deputies could be made. Vicky explained that the following members were champions for various themes:</p> <ul style="list-style-type: none"> • Older People – Sue Lowe • Young People – Ashley Yallop • People with Disabilities – Geoff Daniel • Diverse Communities – Daisy Line <p>It was AGREED that:</p> <p>All Board members to give consideration to the roles and responsibilities of the Board and feedback comments to Vicky Etheridge, prior to sign off by the Partnership Management Group.</p> | <p>ALL</p> |
| <p>6</p> | <p>Draft Action Plan 2009/10</p> <p>Vicky Etheridge explained that a great deal of the Neighbourhood Team's time was being taken up around assisting the Trainees and getting the Neighbourhood Partnerships up and running. Vicky explained the Partnerships would identify their own priorities, although the action plan circulated would act as a framework for the individual Partnerships. Vicky outlined some of the ongoing work, for example the project with Hertfordshire University on</p> | |

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| | <p>Fairstead to reduce obesity.</p> <p>Vicky explained that, in response to the recommendations made in the mid term evaluation, the appropriate National Indicators had been added to the action plan. She highlighted the importance of ensuring that work was not completed in isolation but linked to other strands, for example the Sustainable Community Strategy.</p> <p>Richard Rockcliffe highlighted a recent credit union conference and explained funding of between £2,000 and £5,000 was required for start up costs. Charles Joyce questioned what the common bond would be. Sue Payne reported that Sue Lowe and Jonathan Toye were working on a proposal for a community bank. Robert Clarke explained that Freebridge had allocated funding to a union that would underwrite loans taken out by their tenants.</p> <p>The Chair expressed an interest in the action to ensure that numbers of long term unemployed did not increase significantly and what was happening locally. Nick Davison explained that West Norfolk fared quite well in this regard and that the recession had had little impact so far due to the nature of employment in the West.</p> <p>It was AGREED that:</p> <ol style="list-style-type: none"> 1) Robert Clarke and Richard Rockcliffe to discuss credit unions outside of the Board meeting 2) Further investigation on the unemployment rates in the West be carried out. | RC/RR |
| 7 | <p>Any Other Business</p> <p><u>Mainstreaming – Undertaking a Service Review</u></p> <p>The Chair explained that there was a potential shortfall in the Council's budget and all Borough Council functions were to undergo a service review. The Improving Neighbourhoods Team would be included in this review between May and October 2009. The Chair highlighted the need to ensure that aspects of the SSCF Programme could continue after 2010. Board members attention had been drawn to the report and a small group of members may be required to participate in the review. Vicky Etheridge explained that the Board meeting on 2nd June 2009 would consider mainstreaming and requested volunteers for a separate discussion.</p> <p>It was AGREED that:</p> <ol style="list-style-type: none"> 1) Nick Davison be contacted to provide a representative from the Police 2) Jimmy / Ashley Yallop, Jane Cudworth and Daisy Line be nominated to participate in the service review. <p><u>Kings Lynn Growth Partnership Consultative Group</u></p> <p>Vicky Etheridge introduced this item and explained that King's Lynn had achieved Growth Point Status which would see 7,000 new homes built in</p> | ND JY/AY /JC/DL |

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| | <p>King's Lynn in the next 20 years. This would have implications for the supporting infrastructure. Vicky had attended the Group on the Neighbourhood Board's behalf and a representative was sought for a consultative group. The group would meet 8 weekly.</p> <p>It was AGREED that:</p> <p>1) The Friars Community Group be added to the list of Local Interest Groups</p> <p>2) A member of the King's Lynn Growth Partnership be invited to speak to the Neighbourhood representatives, outside of the formal Board meeting, and a decision then made as to who would represent the Board on the consultative group.</p> <p><u>North Lynn Discovery Centre</u></p> <p>Jimmy Yallop explained that the North Lynn Discovery Centre had submitted a bid to Investing in Communities (IIC) for a learning and skills centre at the Centre. This would ensure the Centre could continue to provide a service for those Not in Employment, Education or Training (NEET) and provide a training facility. Letters of support were required to accompany the bid.</p> <p>In response to a question from Charles Joyce as to who would sign a letter, the Chair explained he would be happy to do so on behalf of the Board. The deadline for receipt of the letter was 25th March 2009.</p> <p>It was AGREED that:</p> <p>1) A letter of support be drafted to accompany the Discovery Centre's bid to IIC for a learning and skills centre</p> <p>2) The letter to be signed by the Chair of the Board with organisations represented on the Board to be included in the letter.</p> <p><u>Next Meeting</u></p> <p>It was AGREED that:</p> <p>Mainstreaming and the exit strategy for the SSCF programme be agenda items at the next meeting on 2nd June 2009.</p> | <p>VE</p> <p>VE/SD</p> <p>CB/SD</p> <p>VE/SD</p> |
| <p>8</p> | <p>Date of Next Meeting</p> <p>The next Board meeting would take place on Tuesday 2nd June 2009 at 6.15pm in the Wembley Room at Lynnsport Leisure Park.</p> | |
| | <p>The Chairman thanked everyone for attending.</p> <p>The meeting finished at 7.46 pm</p> | |