



Home Office

Crime Reduction & Community Safety Group

Tilley Awards 2009 Application form

Please ensure that you have read the guidance before completing this form. ***By making an application to the awards, entrants are agreeing to abide by the conditions laid out in the guidance.*** Please complete the following form in full, within the stated word limit and ensuring the file size is no more than 1MB. Failure to do so will result in your entry being rejected from the competition.

Completed application forms should be e-mailed to tilleyawards09@homeoffice.gsi.gov.uk.

All electronic entries must be received by 23:59 on **Thursday 30th April 2009**. No entries will be accepted after the 30th April. Receipt for the additional two hard copies is extended to the 5th May due to variance in postal delivery.

Any queries on the application process should be directed to Alex Birtwistle on 0207 035 4811.

Section A: Application basics

1. Title of the project: The Taverham Massive

2. Award category:

National

or

Violence Against Women

3. Key problem that the project is addressing *e.g. preventing theft of satnavs from city centre multi-story car park:*

Anti-social behaviour by young people in the Taverham area, especially on Friday nights.

4. Category of entry (please select which priority element the project addresses from the list on the Effective Practice Database - www.crimereduction.homeoffice.gov.uk/effectivepracticdatabase/) *e.g. Theft from vehicle*

Anti-social behaviour / criminal damage / diversionary activity

Author contact details

5. Name of application author: Kirsten Cooper

6. Name of organisation submitting the application: Broadland Community Safety Partnership

7. Full postal address: Broadland District Council, Thorpe Lodge, 1 Yarmouth Road, Norwich, Norfolk, NR7 0DU

8. Email address: kirsten.cooper@broadland.gov.uk

9. Telephone number: 01603 430510

Partnership agency lead contact details

10. Name of secondary contact from the lead partnership agency contributing to the project:

Insp. B. Pincher

11. Name of partnership organisation: Taverham Safer Neighbourhood Team, Norfolk Constabulary

12. Secondary contact email address: pincherb@norfolk.pnn.police.uk

13. Secondary contact telephone number: 01603 276762

14. Please mark this box with an X to indicate that all organisations involved in the project have been notified of this entry (this is to prevent duplicate entries of the same project):

X

2

Section B: Summary of application - In no more than 400 words use this space to provide a summary of your project under the stated headings (see guidance for more information).

Scanning:

The Taverham Safer Neighbourhood Team (SNT) was established in August 2007. Crime data analysis assessed the main trends of anti-social behaviour since January 1st 2007. This showed a problem on Friday evenings with youth related anti social behaviour, including under age drinking, large groups of youths congregating and criminal damage. A consultation was carried out with the general community that ran from August 2007 – October 2007 which highlighted anti-social behaviour as the major concern, supporting the crime analysis. The SNT dealt with the same youths and offences repeatedly.

Analysis:

The victims to this issue were the parishioners of the Neighbourhood including local businesses in the location where these youths were congregating. The offenders were groups of up to 30 youths aged 13-18 years. The SNT held an intensive and varied youth consultation, asking them how agencies could work with the community to tackle the anti-social behaviour and why these issues continued to keep coming up. The answers highlighted the young people felt bored, felt segregated from community, had nowhere to go and had nothing to do, and distrusted the Police and other agencies.

Response:

Taverham SNT called a meeting with Taverham Parish Council, Taverham High School, Youth Services, Broadland District Council, Housing Associations, and local businesses to discuss facilities for young people as a means of reducing anti-social behaviour. These businesses were (Budgens Supermarket, Bluewater Diving School, Tesco's Supermarket, One Stop Shop and The Otter Pub) and were chosen as anti-social behaviour reports had been received from them, or they had shown interest in supporting the SNT in community activity.

Partnership working increased access to resources, shared knowledge and strong links into the community. The meeting identified various possible responses to the problem, deciding that the most appropriate option was a youth club as this addressed the key issues highlighted in both consultations.

As a result, on 21/12/07, The Taverham Massive Youth Club was opened.

Assessment:

Quantative assessment (crime data):

There has been a 59% reduction in anti-social behaviour calls to the Police between 21/12/06-20/12/07 and 21/12/07 – 20/12/08.

The amount of criminal damage attributable to youths on a Friday night reduced from 19.4% - 8.2%

Qualitative assessment (focus group and community feedback):

- Reduced anti-social behaviour
- Increased positive attitude towards the Police from youth and residents
- The youth club has provided a positive, engaging environment for young people
- Increased community cohesion

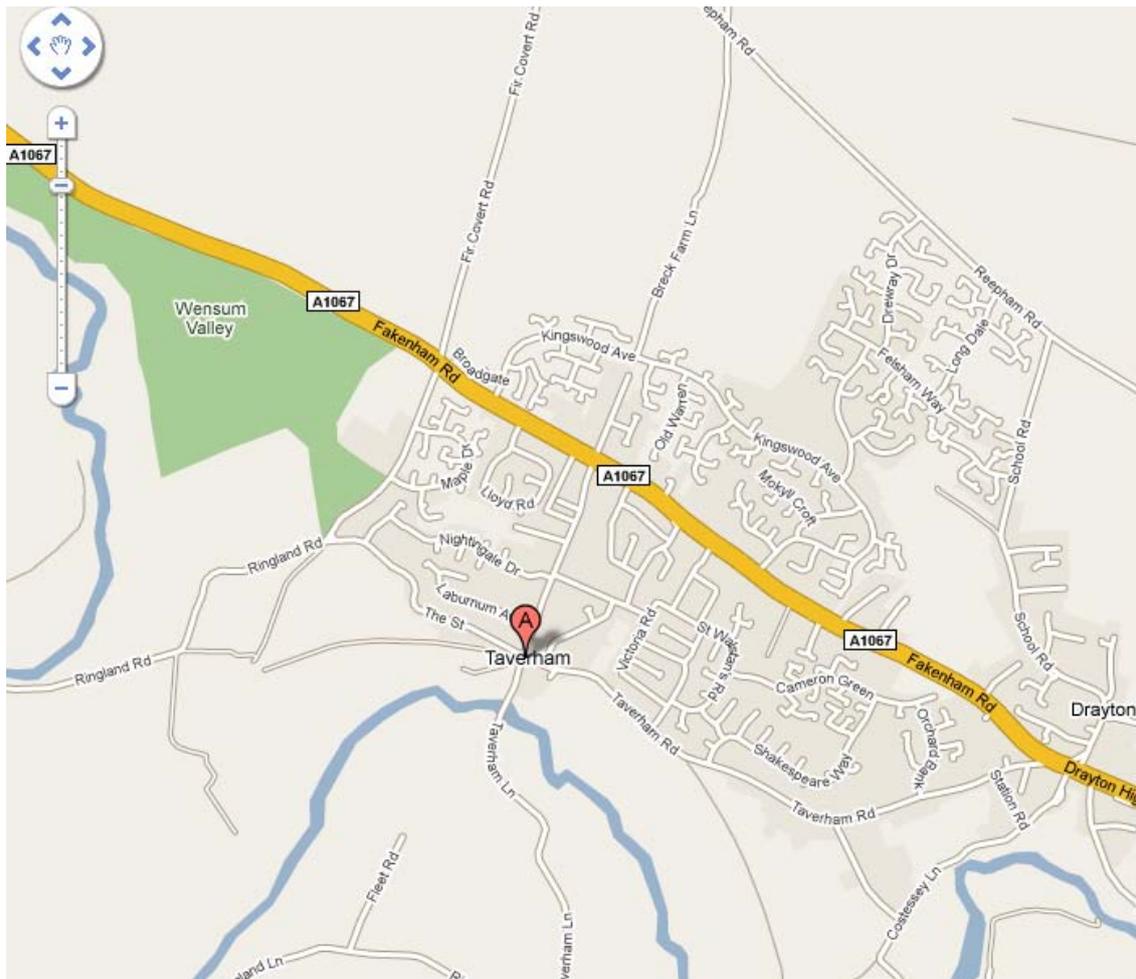
State number of words: 394

Section C: Description of project - Describe the project in no more than 4,000 words.
Please refer to the full guidance for more information on what the description should cover.

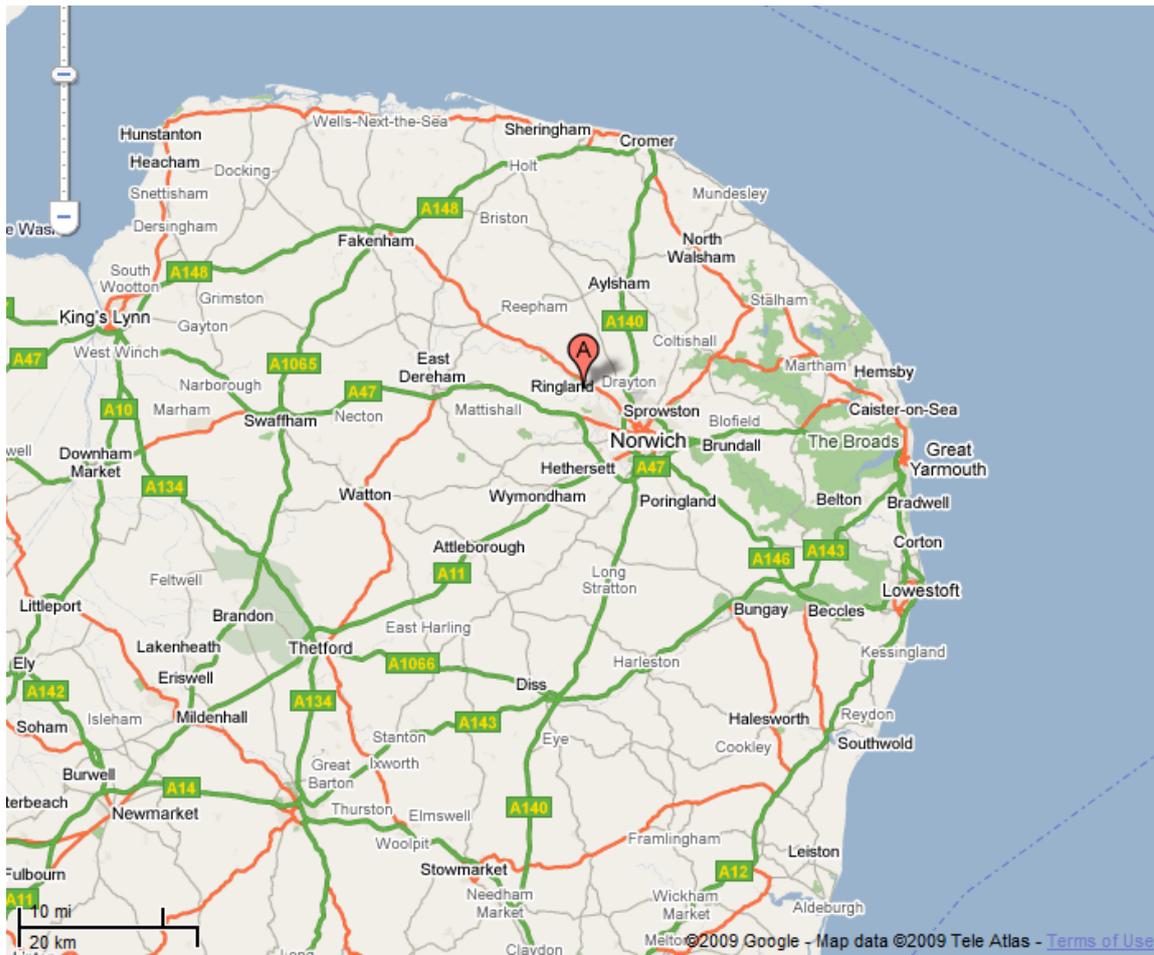
Scanning:

Taverham is a village within the Broadland district in Norfolk, approximately 6 miles outside Norwich. The Norfolk Data Observatory (2007) shows Taverham to have 4,170 houses and a population of approximately 10,420, 20% of whom are aged 0-15, and a further 5.4% are aged 15-19.

Below is a map of Taverham. The marker shows the road where the youth club was established at the village hall.



Below is a map of Norfolk, and the marker shows the geographical position of Taverham in the County.



Broadland is a low-crime area, and has the lowest crime rates in East Anglia (2007/2008), which is reflected in levels of crime and disorder in Taverham. For example, between October and December 2008, there were 198 crimes in Taverham and 76 incidents of anti-social behaviour (ASB). Despite this, Feeling Safe is the top priority of Broadland residents (Broadland Community Plan 2008-2011), and the ASB experienced in Taverham on a Friday night was high compared to other Broadland villages. Residents felt intimidated, angry and upset about the effect that ASB had on them personally and on their community. ASB was the primary concern of residents which was reiterated to the Taverham Safer Neighbourhood Team (SNT) following their inception in 2007.

Scanning Phase 1: (August 2007 – October 15th 2007)

Taverham SNT was established in August 2007. This provided Taverham residents with access to a dedicated policing team who could address the day-to-day community safety issues that affected their quality of life. The SNT engaged with the community to understand what type of crime and disorder affected them. The methods of engagement detailed below were chosen as they gave the greatest coverage of the community, giving people various opportunities to voice their feelings and experiences.

How the SNT engaged:

- Attended every Parish council meeting (3 in this period)
- Created a Safer Neighbourhood Action Panel (SNAP) from key agencies and community groups who hold a public meeting every 3 months to hear public concerns and set priorities for partnership action to address the issues raised.
- Held a SNAP meeting

- Visited each school (3 junior and 1 senior) weekly
- Met with district and County councillors for the area
- Met with partner agencies working in the area - Broadland District Council, Housing Associations and Norfolk County Council to develop partnership working
- Visited Home-watch co-ordinators
- Advertised through posters, leaflets and the local media about the SNT and how they could be reached
- Visited sheltered housing and residential homes
- Visited local businesses
- Visited local churches

This engagement period identified common issues that affected the quality of life of the local community. These were:

- large groups of young people congregating on the streets (who were deemed responsible for the following):
 - anti-social behaviour
 - noise nuisance
 - under-aged drinking
 - verbal abuse

Analysis:

The trends identified through the scanning period needed further investigation, and the following questions were asked:

- 1) **Who** is committing the offences?
- 2) **Where** are the offences being committed?
- 3) **When** are the offences being committed?
- 4) **Why** are the offences being committed?

The results of the analysis led to answer for 3 of these questions.

- 1) A group of young people were identified as causing the ASB. This was a mixed sex group aged 14-17. The majority of the young people lived in Taverham. Some were from the neighbouring parish of Drayton, whilst some were travelling into the area from other parts of Norwich.
- 2) The offences were being committed around the Taverham area, with little specific pattern geographically.
- 3) The analysis of the timing of the offences provided some invaluable information. The levels of ASB were much higher on Friday evenings than any other night of the week. On average, eight incidents of ASB complaints were made directly to the Police every night. Whilst this does not sound like many, this should be put into context. The majority of complaints were received between 7 and 10:30pm.

The one question we didn't know the answer to was why the offences were being committed. This led to a further period of scanning.

Scanning Phase 2: (October 29th 2007 – Dec 5th 2007)

This consultation period concentrated on young people of 13+ (as the complaints related to teenagers), and was supported by Taverham High School.

Aim:

To understand why some of the young people in Taverham were causing ASB, and to engage them in identifying and supporting the implementation of the interventions that would form the 'Response' element of the problem-solving process.

Methods:

- Held school assemblies to explain the consultation and with opportunities for young people to put thoughts forward
- Held 3 focus groups put together by the school. 1 focus group was made up of 4 school council members, 1 was a group of 6 young people who displayed behavioural difficulties in school and in the community and 1 group was a random selection of 6 pupils from years 9, 10 and 11

- Informal consultation with young people on the street
- Visited young people at community groups e.g. football clubs, Scouts and Girl Guides

These methods were chosen to ensure that as many young people in the community were reached as possible, and to make the process inclusive, so that young people, whether associated with ASB or not, had an opportunity to give their opinion.

Results:

The results of the youth consultation identified three main themes:

- Boredom: young people wanted somewhere to go and somewhere they could meet.
- Young people felt segregated from the wider community. They felt unwanted, and these feelings had led to resentment and disrespect.
- The consultation also showed that the young people had little trust for the Police or authorities.

Response:

A partnership meeting between Taverham SNT, Youth Services, Taverham High School, Broadland District Council, Taverham Parish Council, Budgens Supermarket, Bluewater Diving School, Tesco Supermarket, One Stop Shop and The Otter Pub was held to consider the possible responses to the youth consultation, with the aim of reducing the youth-related ASB concerns raised by the wider community.

The issues were discussed at the partnership meeting, and the following were prioritised when defining the problem that the response should meet:

- Reduce young people congregating on the street
- Reduce ASB (noise-nuisance, under-aged drinking, criminal damage and verbal abuse were grouped under this heading)
- To provide something for young people to do to reduce feelings of boredom
- Support integration between young people and wider community

These priorities were chosen as they captured the main themes of complaints and concerns raised from both consultations.

The responses considered, along with the pros and cons for each idea are shown in the table below to demonstrate the decision making process.

Idea	Pros	Cons
Youth Shelter	<ul style="list-style-type: none"> • provide youth with somewhere to go • provide youth with somewhere to meet 	<ul style="list-style-type: none"> • Would not address under-age drinking concerns • May not help young people to feel more wanted within the community • Time involved to gain planning permission • Expensive to purchase
Fund a dedicated youth outreach worker	<ul style="list-style-type: none"> • Could help young people to trust agencies more • Worker could promote pro-social behaviour • Worker could provide link between young people and local agencies 	<ul style="list-style-type: none"> • Funding would not be sustainable • Expensive • Would not provide youth with somewhere to go • Would not provide youth with somewhere to meet
Hold a youth event e.g. concert on a regular basis	<ul style="list-style-type: none"> • Local businesses and community could get involved 	<ul style="list-style-type: none"> • Would not address issues of ASB each week

	<ul style="list-style-type: none"> • Would provide youth with somewhere to go • Would provide youth with something positive to do 	<ul style="list-style-type: none"> • To have enough money and time to organise, a regular event is realistically only every 6 months which isn't regular enough
Youth club	<ul style="list-style-type: none"> • Would provide youth with somewhere to go • Would provide youth with somewhere to meet • Could be held weekly • Could be jointly resourced by agencies • Could help young people to trust agencies more • Local businesses and community could get involved • Parish council could provide venue free of charge • SNT could engage with a number of young people through positive activity on a regular basis • Safe environment • Could reduce under-aged drinking 	<ul style="list-style-type: none"> • Wouldn't provide somewhere for young people every night of the week • Youths may not attend

This meeting concluded that the most feasible option considered was a youth club. It could draw on existing resources and have the maximum effect for minimum money, and be sustained.

It was agreed that the club would open on a Friday evening (as this is when ASB peaked). Bluewater Diving School agreed to provide £1,000 and Broadland Local Strategic Partnership provided £500. Budgens Supermarket offered to provide refreshments for the club free of charge, and the Parish Council provided the venue free of charge. The SNT provided a PCSO on each Friday evening to the club, Taverham High School provided a member of staff, and Youth Services offered set-up support and a youth-worker. Broadland District Council assisted in identifying funding streams that the club could access.

Assessment:

Assessments have been conducted on both a quantitative and qualitative basis, using Police crime and ASB data, a focus group of 8 young people who regularly attend the club, and community feedback collected through the Taverham Safer Neighbourhood Action Panel.

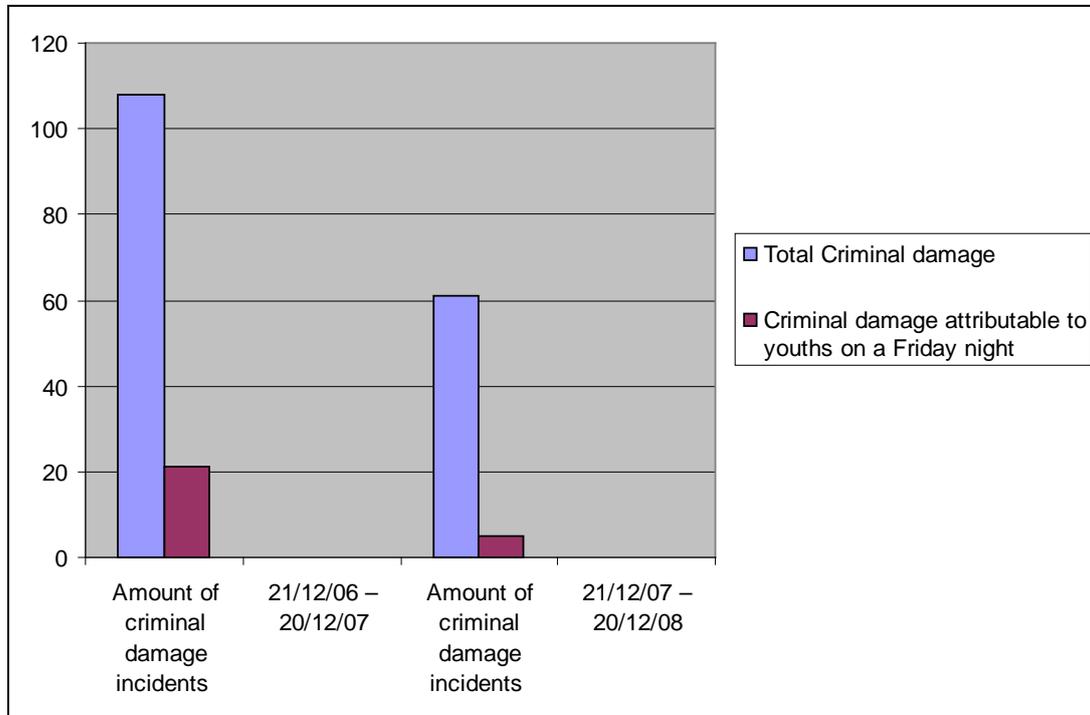
These assessments of the Taverham Massive youth club have identified the following areas of success:

- Reduction in crime and ASB incidents
- Community engagement in partnership working
- Development of youth diversionary activities
- Inclusion of hard-to-reach groups

These areas will be detailed in turn, to provide evidence of why they have been identified as

successful. The assessment will then reflect on the initial aims of the project and will show how the project has met those aims. The assessment will conclude with statements community members and agencies.

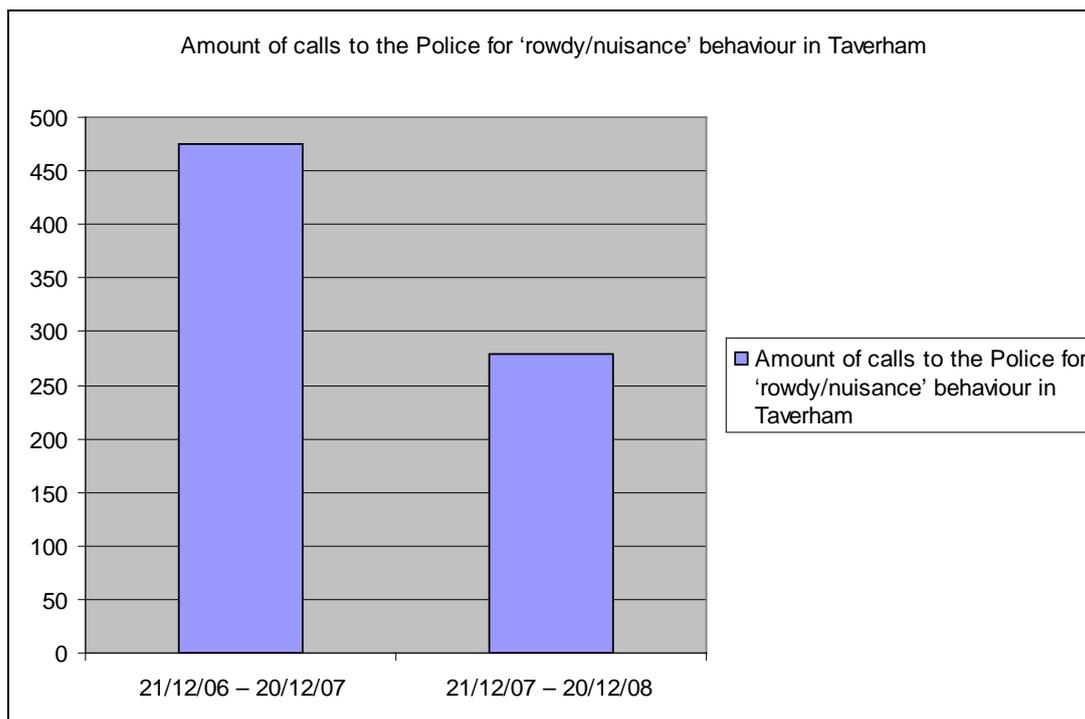
Reduction in crime and anti-social behaviour incidents



	Total Criminal damage	Criminal damage attributable to youths on a Friday night	Percentage attributable to youths on a Friday night
Amount of criminal damage incidents 21/12/06 – 20/12/07	108	21	19.4%
Amount of criminal damage incidents 21/12/07 – 20/12/08	61	5	8.2%

Table 2. Changes in levels of criminal damage in Taverham between 2006/2007 and 2007/2008 (criminal damage includes all damage so it could include damage caused in domestics etc)

These figures shows not only a dramatic effect on Friday evenings but also a dramatic annual reduction of criminal damage (N.B. the youth club occasionally opens on other week nights when youths congregate with nothing to do and is an immediate alternative to just moving them on).



	21/12/06 – 20/12/07	21/12/07 – 20/12/08	Percentile reduction
Amount of calls to the Police for 'rowdy/nuisance' behaviour in Taverham	475	279	59%

Table 3. Reduction in calls to Police about rowdy / nuisance behaviour between 2006/07 and 2007/08

Community engagement in partnership working

The Taverham Youth Club engaged with local residents, young people, hard to reach groups, local businesses, Taverham Parish Council, Taverham High School, Broadland District Council, Broadland Community Partnership (LSP), Broadland Community Safety Partnership (CDRP), Youth Services and Wherry Housing Association. This engagement has been crucial to the success of the club through empowering communities to identify local responses to local problems.

The Hallmarks of Effective Partnerships were introduced by the Home Office in 2007 to provide guidance for partnership working in order to improve practice. These have been applied to the partnership working in the development and support of the Taverham Youth Club in order to assess its effectiveness.

Hallmark	How did the Taverham partnership meet this Hallmark?
Empowered and Effective Leadership	The Taverham partnership has empowered local community members and groups to make decisions alongside local agencies to improve community safety in Taverham. They have been invited to give their views, and to have a role in the identification and implementation of the

	response. The SNT provide effective leadership to the partnership and ensure that the focus of the club continues to meet its initial aims, which are checked quarterly by the partnership at the SNAP meeting.
Intelligence-led Business Processes	Quantative Police data was used to identify the problem at the outset. This is monitored each day by the SNT. Qualitative data was also compiled through consultations and used by the partnership to identify the most appropriate response. Qualitative and quantitative data is reviewed by the partnership at quarterly SNAP meetings.
Effective and Responsive Delivery Structures	The partnership has been developed to ensure it reviews community safety issues in Taverham, and provides effective and efficient responses to them. This partnership is effectively the delivery agent and is accountable to the Safer Neighbourhood Action Panel.
Engaged Communities	Local businesses, Taverham Parish Council and Taverham High School are members of the partnership who identified a response to the ASB and community concerns. They also contributed to identifying the actions that needed to be taken to start the club, and provided financial and other resources that enabled the club to be set up. They are involved in the running the club in terms of volunteering at the club and on-going resource provision.
Visible and Constructive Accountability	The club is reviewed at quarterly SNAP meetings which is a public forum. This ensures that the local community have a regular forum to discuss the club, and that any concerns or decisions are visible. Any actions required are checked for progress at the next meeting.
Appropriate Skills and Knowledge	The partnership is made up of a mixture of people, those with local community knowledge, and agencies with specialist skills and knowledge. This mixture was successful in forming the most appropriate local response. The inclusion of Youth Services as a specialist agency, for example, has ensured the club is legally established and managed and a dedicated, experienced youth worker attends the club each Friday.

Development of youth diversionary activities

The Youth Crime Action Plan 2008, the DCSF Aiming High for Young People Strategy 2007, and the Audit Commission's Tired of Hanging Around national report 2009, all stress the importance of reducing crime and disorder by increasing provision of facilities for young people.

These strategies reflect the feelings voiced by the Taverham youth and wider community and the evidence provided in these strategies have been successfully used to support funding bids.

The assessment in this case, is that the provision of youth diversionary activities in Taverham has greatly reduced ASB and strengthened community cohesion. The most crucial element in the development of this scheme has been the community engagement in the scanning element which identified the type of provision wanted by young people and how this could be

supported by the community and agencies in practice. The level of engagement in this activity is evidenced by the attendance records kept by the SNT. There are regularly between 40 and 70 young people attending on a Friday. A young person who regularly attends the club and was part of the focus group stated 'The club has helped keep a lot of people out of trouble because we have somewhere to go and keep off the streets.'

Inclusion of hard-to-reach groups

The youth club, whilst intended to provide for all young people in the area, was specifically established due to complaints of ASB by a group of disaffected young people in the neighbourhood.

How do we know if we have achieved this?

41 young people from Taverham who regularly attend the youth club had been involved with the Police due to ASB or offending, and had had interventions ranging from first warning letters to a final warning (some may have had more than one intervention):

32 first warning letters, 3 Acceptable Behaviour Contracts, 3 individuals have had stop and account forms – 1 of these young people has had 10 stop and accounts, 5 Reprimands, 1 Final Warning.

This shows that the club has successfully engaged with the youths associated with ASB. The club is also regularly accessed by 33 children who have never been associated with ASB, showing that the club is open to all young people, and increases cohesion between the groups.

An individual example of how the Taverham youth club has successfully engaged hard-to-reach groups is a teenage male from a travelling family who was previously very anti-Police, struggled at school, and is seen as a leader amongst his peers. The SNT have provided him with lifts so that he can attend the club and his attitude towards the Police is now very positive, and his behaviour in the community and school much improved. He has not been the cause of any complaints of ASB within the community since the youth club opened, and is an active and enthusiastic member of the club, especially enjoying the opportunity to practice and develop his DJ-ing skills.

Taverham High School has recognised the value of Taverham youth club in engaging with hard-to-reach students, and have actually changed the working pattern of one member of staff so that her work at the youth club is classed as working hours as they have identified a marked improvement in engagement with these youths since the club has been opened, as it has provided a less formal environment where relationships and self-esteem can be developed.

In order to conclude, it is necessary to compare these achievements against the initial aims of the project. The table below shows how we have met those aims.

Aim	Source	How do we know this has been achieved?
Reduce amount of young people congregating on the streets	General consultation <i>Scanning period 1</i>	* 40-70 young people attend the club each week * Complaints are no longer received about youths congregating

<p>Reduce ASB (including noise nuisance, criminal damage, under-aged drinking and verbal abuse)</p>	<p>General consultation <i>Scanning period 1</i></p>	<ul style="list-style-type: none"> * Amount of calls to the Police for 'rowdy nuisance behaviour' has reduced by 59% in a 12 month period * 41 of the regular attendees have been associated with ASB and received a proportionate intervention, showing that the target group have been engaged
<p>To provide something for young people to do to reduce feelings of boredom</p>	<p>Youth consultation <i>Scanning period 2</i></p>	<ul style="list-style-type: none"> * Youth club has been established * A variety of facilities are on offer at the club * Funding is used to update and increase facilities as often as possible * Statements recorded in focus group with young people who attend: <ul style="list-style-type: none"> > "I come to play pool, get some food and see my mates" > "I like it because there's lots of things to do" > "It's really lively and great fun" > "We've got somewhere to go and stuff to do"
<p>Support integration between young people and wider community</p>	<p>Youth consultation <i>Scanning period 2</i></p>	<ul style="list-style-type: none"> * The focus group of young people unanimously agreed that the local community had been well supported by the local community * Local businesses provided funding / equipment / refreshments * Parish Council provided a free venue * Statements from Parish Council and District Councillor
<p>Improve relationships between young people, the SNT and partner agencies</p>	<p>Youth consultation <i>Scanning period 2</i></p>	<ul style="list-style-type: none"> * The SNT and Taverham High School staff state that young people approach them more often, abuse and resistance has reduced and information/concerns from young people regarding ASB is shared * Statements recorded in focus group with young people who attend: <ul style="list-style-type: none"> > "I wouldn't have spoken to any of the Police before the club started but I always do now." > "I'd never liked the Police before, I get on alright with them now."

		> "The SNT are alright, I get on with them."
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It is important that the overall assessments of success should be made by the local community and not by agencies. Therefore, below you will see the assessments made on the effect of Taverham Youth Club by Taverham Parish Council, a local District Councillor, and Taverham High School.

Further to your enquiry about our Friday night youth initiative, I can only say that "Massive" appears to have been an unqualified success to date! As Parish Clerk, I can confirm that I now rarely receive calls from residents complaining of ASB on the part of young people "on the rampage" on their way home from the Sandy Lane site late in evenings. This improvement is, moreover, not just confined to Friday evenings, when "Massive" is open – the initiative seems to have had a positive impact on young people's behaviour in general. I think that most of the credit for this change must go to our Safer Neighbourhood team officers, whose enthusiasm for, and commitment to, the project is outstanding.

I do hope that this momentum for change and progress will continue, especially with regard to encouraging more volunteers from the local community to give some of their time to support our officers' work with "Massive". As a one-time youth club volunteer helper myself, I can vouch for this being an enjoyable experience – sometimes challenging and often frustrating, but also educational, fun and, ultimately, very rewarding. It's also a very good way of reminding ourselves of our own teenage years and overcoming our adult perception of young people as aliens! In this respect, I would very much like to see "Massive" raise its profile within our local community so that it can discover the positive things which our young people have to offer.

*Regards
Sandra Parkinson
Clerk, Taverham Parish Council*

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The Taverham Massive Youth Club provides a safe and fun environment for young people, and as a result of providing this facility, ASB in Taverham has reduced. The youth club is accessible to all young people, and through financial support from local businesses and grants from agencies, we do not charge an entrance fee. The club has a drop-in format so that young people feel free to come and go as they please. There have been various activities staged that the young people identified that they were interested in. The Matthew Project has visited to raise awareness about drug and alcohol misuse. Open Road visited with a mobile garage, giving young people the opportunity to learn about mechanics. A DJ gave a workshop on beat boxing and DJ skills and a graffiti artist helped the young people to design and complete a mural. Prison Me No Way is a multi-agency workshop for young people to deter them from offending who will be visiting. The partnership working between Taverham High School and the SNT has shown young people that there is support inside and outside school. The young people have taken responsibility for their behaviour, and are now very open with school and SNT staff as they seem determined to not be associated with anti-social behaviour. The winning formula that has helped to reduce ASB has been the building of relationships between partner agencies, the community, and the young people.

Glynis Killington

The Taverham Massive Youth Club was established as a partnership project and is an ongoing priority for the Taverham; Drayton; Ringland and Honingham Safer Neighbourhood Action Panel. The object was to address ASB on Friday evenings in Taverham by providing young people with a venue to attend giving them the opportunity to socialise and participate in interesting activities.

As Chairman of the panel I am very keen that the project continues as it has been very successful in reducing ASB on Friday evenings much to the satisfaction of local residents. Great credit has to be given to the local constabulary for their input in establishing and running the youth club and particular appreciation must be accorded to our PCSOs for their leadership and hard work. In addition thanks are due to local businesses for their very tangible and practical support.

The panel is very proud of the achievements so far and I hope that the club continues to prosper in providing a focal point for young people and as a result assists in the reduction of ASB.

*Cllr Roger Foulger
Chairman Taverham, Drayton, Ringland and Honingham
Safer Neighbourhood Action Panel*

State number of words used: 3980

Section D: CDRP/CSP Authorisation –

Applications submitted by eligible Police forces outside England & Wales should be authorised by the BCU Commander or individual of equivalent rank.

15. Name of CDRP/CSP: Broadland Community Safety Partnership

16. Name of CDRP/CSP Chairperson: Cllr Simon Woodbridge

17. Contact email address: Cllr.Simon.Woodbridge@Broadland.gov.uk

18. Government Office (entries from Wales should state Home Office Crime Team) area e.g. GO East Midlands: GO-East

19. Can you confirm that the partners listed carried out the project as stated?

Yes No

20. Can you confirm that the details stated are factually correct?

Yes No

21. Is there any reason why the contents of this application should not be made publicly available? If so please state the reason/s and refer to guidance concerning sharing Tilley application submissions.

Yes No

22. Please add any comments in support of this application:

This project has been an excellent example of community and youth engagement with SNTs

and partners leading to a reduction in crime and disorder, thus increasing the quality of life for residents and reducing the fear and perception of crime. This model has been replicated in other SNT areas around the county following the success in Taverham and has been recognized strategically as an important model to recreate. It can therefore be seen as a measure in the Norfolk action plan relating to The Youth Taskforce Action Plan as a means of community engagement and anti-social behaviour reduction in each district.

Section E: Pre-marking - this page will not be provided to sift teams to prevent any bias in marking.

23. Has this project been submitted to the pre-marking service?

Yes

No

24. If yes please state pre-marking reference: PM0945

Checklist for Applicants:

Have you read the process and application form guidance?

Have you completed all five sections of the application form in full including seeking authorisation from your CDRP/CSP Chairperson?

Have you checked that your entry addresses all aspects of the judging criteria?

Have you advised all partner agencies that you are submitting an entry for your project?

Have you adhered to the formatting requirements within the guidance?

Have you checked whether there are any reasons why your project should **not** be publicised to other police forces, partner agencies and the general public e.g. civil or criminal proceedings pending in relation to your project?

Have you inserted your project name as a footer note on the application form?

Go to View-Header and Footer to add it.

Have you saved you application form as a word document and entitled your message '**Tilley 09 entry (followed by project name in brackets)**' before emailing it?

Once you are satisfied that you have completed your application form in full please email it to Tilleyawards09@homeoffice.gsi.gov.uk by 30th April 2009.

Two hard copies (in colour if colour charts/diagrams etc have been used) must also be posted to the Tilley Awards Team at Home Office, CRCSG Communications Unit, 4th Floor, Fry Building (SE Quarter), 2 Marsham Street, London, SW1P 4DF and be received no later than the 5th May 2009.