

The notes of the Turnaround Project Steering Group meeting that was held on
Thursday 8 March 2007
at 2pm in the Board Room at Testway Housing Ltd

Present: Janet Blann (Chairman)-TVCS
Brian Cowcher-TVBC
Clive Graham-Andover Family Learning
Debbie Pike-Testway Housing
Kerry St John-TVCS
Mike Wickenden-HCC
Lorna Bradley (Minute Taker)

1 WELCOME AND APOLOGIES

ACTION

Janet welcomed everyone to the meeting. Apologies had been received from Jean Lannie (Clive Graham attended in her place).

2 MINUTES AND MATTERS ARISING FROM TURNAROUND PROJECT STEERING GROUP HELD ON THURSDAY 14 DECEMBER 2006

The minutes were approved as an accurate record of the meeting.

2.3 Turnaround Meetings Cycle

It was agreed that Lorna would recirculate the Steering Group and Implementation Group meeting schedules and check attendance for the next Implementation Group meeting on 21 March 2007.

Lorna

2.4 Terms of Reference

A lengthy discussion ensued on the draft Terms of Reference. The revised Terms of Reference (attached) reflect the discussion.

It was agreed that membership of both groups would be further refined after the presentation of the Action Plan on 20 March 2007.

It was agreed that representation from a publican on the Steering Group would be preferable, however this was unlikely at present. Kerry to positively engage and report back as part of her overall objectives.

Kerry

	Raising awareness of fire to be added to the Action Plan under low level nuisance.		Debbie
3	<u>FEEDBACK FROM KERRY ST JOHN</u>		
	Kerry reported that she would continue to produce a newsletter and an events flyer for future events. A Drum Club would be starting soon (date to be confirmed); an idea that had come from the community.		
	Kerry to produce a bullet point evaluation report for some events to show numbers attending etc. Each event to be evaluated.		Kerry
	Janet raised a general issue regarding the fact that some agencies assumed that Kerry would take responsibility for their events. This is inappropriate, and Janet would discuss with the agencies concerned.		Janet
	Clive suggested exploring "a peripatetic model of work for stop put events on". To be added to the Action Plan for further investigation.		Debbie
4	<u>KING ARTHUR'S WAY HALL COMMITTEE/COMMUNITY ASSOCIATION PUBLIC MEETING</u>		
	The public meeting is due to take place on 27 March 2007 to discuss with the community the proposal to become a CA.		
	Kerry raised a query regarding a rumour that the Youth Club at the Hall was ceasing due to withdrawal of funding for the Youth Club. Mike to ask Emily Meadows what the current situation is and stress the importance of this valued service. If it transpires that the issue is regarding payment of rent, Mike to discuss with Brian.		Mike Mike
5	<u>FUTURE WORK/DIRECTION FOR KERRY</u>		
	The first draft of the Action Plan needs to be agreed by the Implementation Group, as this would then give direction to Kerry's future work. Future agenda item.		Janet
	Debbie expressed concern that a formal review of the community priorities from the Participatory Needs Assessment had not taken place. It was agreed that the community audit could not take place until after the review. Debbie suggested		

	that a small Steering Group could review. Debbie would discuss with Kerry outside of this meeting.	ACTION
	<i>Post Meeting Note – Meeting arranged between Kerry/Debbie and John Morris (Testway Housing Trainee) for 10 April 2007.</i>	Debbie
6	<u>UPDATE ON SHOP</u>	
	Brian advised that funding had been approved, a planning application submitted and detailed costings had been completed. The next step was to schedule users into the shop. Brian to contact organisations that had expressed an interest. Mike to investigate any health and safety issues. It was hoped that the timescales for the planning application process and refurbishment of the shop would mean it would be available in Summer 2007. Debbie agreed that Testway would fund the cost of the opening event, subject to generic branding.	Brian Mike
	It was agreed to add branding of the shop to the Action Plan.	Debbie
7	<u>KEY INFORMATION TO TAKE TO TURNAROUND IMPLEMENTATION GROUP</u>	
	It was agreed that the Steering Group Minutes would be issued to the Implementation Group (with the exclusion of any confidential issues), along with Terms of Reference for both groups.	Lorna
8	<u>FUNDING</u>	
	As reported earlier, an application for lottery funding would not be submitted. An application for funding to refurbish the kitchen at King Arthur's Way Hall was discussed. It was agreed that Janet would offer to assist the Committee with completing the application. Janet will liaise with Dawn Elson to get the forms from Awards4all.	Janet Janet
9	<u>ANY OTHER BUSINESS</u>	
	<u>IT Equipment for Shop:</u> Mike queried what progress had been made with the BT bid for IT equipment for the shop. Debbie to check progress with David Gleave.	Debbie
	<u>Community Advocate:</u> Debbie had written to the Leader of the Council asking for a nomination for a Community Advocate	

for the Implementation Group. She had subsequentl
three Councillors, but had no response to date.

ywrittento

10 **DATE OF NEXT MEETING**

Monday 14 May 2007 at 2pm at Testway House.