

Test Valley PARTNERSHIP



Notes of the Turnaround Implementation Group meeting
held on Thursday 29 November 2007
at 2pm in the Board Room at Testway Housing Ltd

Present:

Janet Blann	Martin Jeffery
Lorna Bradley (Minute Taker)	Jean McLeod
Verna Brown	Debbie Pike (Chairman)
Brain Cowcher	Sarah Smith
Dawn Elson	Kerry St John
Clive Graham	Richard Watson
Margaret Inness	Mike Wickenden

1 WELCOME AND APOLOGIES

ACTION

Apologies were received from Dave Ball, David Gleave, Cllr Mrs Sandra Hawke and Marie Spanswick.

2 MINUTES AND MATTERS ARISING FROM TURNAROUND IMPLEMENTATION GROUP MEETING – 26 SEPTEMBER 2007

The Minutes were agreed as a true record.

4–Fun Day

Brian Cowcher distributed an evaluation of the Fun Day. He added that we need to capture ongoing involvement/commitment/engagement. Mike Wickenden advised that environmental pledges made on the day would be followed up, and a meeting had been arranged to discuss. Janet Blann noted that Residents Action Groups could be formed for future events.

Mike

6–Branding

Sarah Smith updated on behalf of Marie Spanswick

- Marie to circulate communication plan to all next week
- Shop and EOL launch opening appeared in Together magazine and Andover Advertiser
- Progress report has gone to Steering Group
- Shop shutter to be painted
- Sign to go on side of shop

Marie

**Brian
Marie**

- Postcards to be distributed around the neighbourhood. It was agreed that Marie should send some to PCSO's, Neighbourhood Wardens and Marianne Piggin for distribution. Marie also to send some to each agency for them to distribute/have available in reception etc.

Marie

Marie

Kerry asked whether Marie had a poster ready for schools. Sarah to ask Marie to contact Kerry and confirm.

Sarah/Marie

3 MINUTES FROM TURNAROUND STEERING GROUP MEETING-15 NOVEMBER 2007

The Minutes from the Steering Group had been attached for information only and were noted.

Brian Cowcher reported the date for Scrutiny Committee had been changed to March 2008.

4 FEEDBACK FROM NEIGHBOURHOOD ACTIVITY CO-ORDINATOR

Kerry St John gave a verbal update (report attached). Kerry was visiting schools on 30 November to promote the Christmas events and the EOL launch, and distributed a list of the activities to the group. It was noted the sheet was headed "half term", Kerry to amend before more are distributed. She asked for volunteers for the Family Fun Day on 8 December - please contact Kerry if anyone is able to assist.

Kerry
All

Kerry asked if Marie would be able to do a press release. Debbie to ask Marie to go back to Kerry.

Debbie

Kerry/Margaret Inness would shortly be advertising for a youth worker to run the 5-12 years youth group. Dawn Elson had secured funding from the Local Network Fund, for 6 months only. Kerry to liaise with Richard Watson to ensure this appears on the Action Plan under "youth".

Kerry/Richard

5 UPDATE ONEOL

Debbie Piker reminded all that the EOL launch was 4 December, and asked that all attend, diaries permitting. Catherine Maxwell would be leaving on 5 December, meaning Christine Alexander would report to a Regional Director.

6 **SHOP**

Brian gave an update on the shop, which had a positive start with 296 visitors (over 35 scheduled openings) as at 7 November. End of school time/early evening is a popular time. A meeting of stakeholders took place on 22 November and the following was discussed:

- Opening hours (over ambitious to open morning and afternoon everyday)
- Suggestion made to condense the schedule
- Agencies to “buddy up” to alleviate long working issues
- Discipline of people coming in and numbers
- Marianne talking to Age Concern and representatives re: sexual health, with a view to them taking a “slot”
- Standard of cleaning
- Data collection (Christine will set up a database)
- Need for greater publicity
- Residents Event in February half term
- Management of the shop
- Recruitment of volunteers
- Christmas closure (closed from 21 December - 7 January)

Brian/Marianne will compile a revised schedule – based on 3-6pm, which will be in place from 7 January 2008.

Brian/Marianne

Marianne will investigate funding/proposal for a Shop Manager before Christmas. Martin Jeffery advised he may be able to provide some money for this, but it would have to be in place before 31 March 2008. Marianne to e-mail the Steering Group so this can be taken forward via e-mail for speed.

Marianne

Marianne

7 **ACTION PLAN**

Verbal updates were given from Clive Graham, Sarah Smith, Kerry, Mike Wickenden, Martin, Richard and Verna Brown.

Action Plan Co-ordinators to record their comments on the Action Plan.

All

Sarah asked for a steer on when the progress report should go out. It was agreed that it should be issued before the Christmas break. Sarah to feedback to Marie. At the same time, Marie to issue the revised shop schedule (Brian/Marianne to supply to Marie), Christmas activities information and youth

**Sarah/Marie
Brian/Marianne**

	workeradvert(KerrytosupplytoMarie).		Kerry
8	<u>ACTIONPLAN–NONTURNAROUNDSPECIFIC</u>		
	Debbie advised that this would be reviewed in March 2008. Measuring success would be discussed by the Steering Group, then fed through to the Implementation Group.		Debbie Janet
9	<u>COMMUNITYAUDIT</u>		
	Debbie advised that an opportunity had arisen to showcase the Turnaround project, however the bid submission data was 30 November.		
	A survey had been compiled (framed questions based on the Participatory Needs Assessment in 2005), sent to all 300 Alamein residents, and results input onto SNAP survey software to enable analysis and evaluation. A door knocking exercise and telephone interviews had taken place.		
	Headlines so far:		
	<ul style="list-style-type: none"> • Improvement – visible presence of police • Issues – parking, lighting, residents don't know about Turnaround (increased profile needed) 		
	Once the responses had been collated, Debbie would feed back to the Implementation Group.		Debbie
10	<u>ANY OTHER BUSINESS</u>		
	<u>Key Individual Networks</u>		
	Martin advised that the government were pushing the key individual networks agenda. For this purpose, Turnaround is a key individual network.		
	<u>Diversity Network in Test Valley</u>		
	Janet reported that the Diversity Network sits under the Voluntary Sector Forum. A workshop had taken place in October, and the report and information would be made available in due course.		Janet
	<u>Local Strategic Partnership (LSP)</u>		
	Janet advised that the LSP had looked at how the Local Strategic Plan fits in with the new Hampshire Local Area Agreement (LAA). Janet would be championing community involvement. Debbie advised that David Gleave had produced		

very useful information on the Alamein Ward, to be used when promoting areas of deprivation.

Christmas

Debbie ended the meeting by wishing all a very happy Christmas and New Year.

11 FUTURE MEETING DATES

Steering Group: 17 January 2008, 2pm, Testway House (info only)

Implementation Group: 23 January 2008, 2pm, Testway House