

The notes of the Turnaround Project Steering Group meeting that was held on  
Thursday 15 November 2007  
at 2pm in the Board Room at Testway Housing Ltd

Present: Janet Blann (Chairman) – TVCS  
Rob Carroll – Hampshire PCT  
Brian Cowcher – TVBC (Items 1-5)  
Clive Graham – Andover Family Learning  
Debbie Pike – Testway Housing  
Mike Wickenden – HCC  
Lorna Bradley (Minute Taker)

**1 WELCOME AND APOLOGIES**

**ACTION**

Apologies were received from Verna Brown (Rob Carroll attended in Verna's place, and Martin Jeffery).

**2 MINUTES AND MATTERS ARISING FROM TURNAROUND PROJECT STEERING GROUP HELD ON 10 SEPTEMBER 2007**

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

**3 Meetings with Councillors**

The rescheduled meeting had taken place on 24 October 2007 with the 3 Alamein Borough Councillors; Cllr Phil North, Cllr Mrs Janet Whiteley and Cllr Len Gates. Issues raised had been an allotments scheme, land ownership and no ball game signs.

Cllr Mrs Whiteley had given some positive feedback about residents from Roman Way visiting the shop.

Debbie had also e-mailed Cllr Hughes to ask in what ways she would like to be kept informed and had received no response to date. However, he was kept informed about the Turnaround project by invitations to the networking lunch and other significant events.

**4 Funding for Projects**

Community Safety Partnership funding for the shop signage had been agreed.

**9 Test Valley Borough Council Scrutiny Committee**

The Scrutiny Committee meeting had been rescheduled from December 2007 to January 2008.

### **5 Collation of Attendance Information**

Mike reminded all that he had offered to collate and analyse attendance information, but had not received any requests to date. Janet to pass details from Sue Shepherd to Mike.

**Janet**

### **10 Turnaround Powerpoint Presentation**

Janet asked Lorna to e-mail her the presentation again.

**Lorna**

### **10 Turnaround Implementation Group**

Debbie would chair the next Implementation Group meeting on 29 November, then a rota would be drawn up for the Steering Group to chair. Lorna would continue to prepare the agenda and minute the Implementation Group.

**Debbie**

## **3 EVERYBODY ONLINE (EOL)**

The EOL launch would take place on 4 December 2007. Catherine Maxwell was leaving, and Christine Alexander would be line managed by a Regional Director. It was agreed that Debbie would e-mail EOL about line management for the future. There may be an opportunity to talk to BT team at launch.

**Debbie**

In the same e-mail, Debbie would also raise the issue of signposting to other agencies, e.g. Christine going into Young Mums Group. Clive agreed to take forward signposting for teenage girls.

**Debbie**

**Clive**

## **4 PROJECT REPORT**

Janet presented Kerry's project report and reminded all that Kerry had been off sick for one month. Club Alamein was running well, but needed to encourage more members.

Janet had distributed figures on the Neighbourhood Activities Co-ordinator budget.

## **5 SHOP**

A stakeholders meeting will take place on 22 November to discuss any issues that had arisen since the shop opened. Some of the issues already identified were:

- Lone working (Marianne now has two volunteers to assist with lone working)
- Agency attendance

- Unaccompanied children during half term
- Agencies taking responsibility for cleaning up
- Christmas opening hours
- Process of gathering information on who is coming into the shop and what for (to be reported back to Steering Group)
- Continuity issues due to not having a Shop Manager

The Steering Group are all to ensure that someone from their organisation attends on 22 November.

**All**

Marianne had a meeting scheduled with Age Concern and representatives re: sexual health advice to see if they could attend the shop. Rob agreed to take forward the query regarding sexual health advice, and would also look into someone attending the shop re: stop smoking service.

**Rob**

Brian distributed a revised timetable for the shop.

There was an issue regarding the size of the shop sign. The Planning department would send someone out to clarify whether retrospective permission is required.

Publicity Event

Discussion took place about a publicity event. A suggested date was 8 December 2007 as this would tie in with a Christmas Craft and Fun Day at the Hall. Debbie reminded all of the need for adequate notice of this type of event, especially if Testway's Community Involvement Team would be required, i.e. Dave Kane with the sports cage. It was agreed that Brian would raise at the stakeholder meeting on 22 November, with a view to postponing any event until February 2008. Whichever date was selected, Marianne would organise the event. Debbie advised that the Testway PR team had no spare capacity at the moment to be involved in publicising/assisting with the event, however Marianne should contact the PR team for the Askalot logo.

**Marianne**

One of the ideas for an event was to have various food stalls along the shop parade. Debbie suggested a focus on diversity and hard to reach groups (one of the ways to do this would be through ethnic food stalls).

**6**      **ALAMEIN COMMUNITY ASSOCIATION**

Janet had distributed figures on King Arthurs Hall. However, some money from Verna and a contribution from Mike were not shown.

Janet to investigate whether there was a broom or brush available at the Hall. Clive suggested having children's tables and chairs. Janet confirmed there was some money for tables and chairs already allocated.

Clive asked whether there was a plan for putting computers or laptops into the Hall. Debbie noted that as EOL becomes successful, it would be logical for greater numbers of people interested in IT to move across to the Hall, as that had greater capacity. Andover Family Learning will be liaising with Christine Alexander on EOL.

Brian advised that a window at the Hall had been smashed recently.

Mike reported that the Community Association were building in strength and capacity, and they had made considerable progress in the last year.

**Janet**

**7**      **ACTION PLAN**

Debbie reported that one update from a Co-ordinator was outstanding. Once that update was received, the Action Plan would be distributed with the next Turnaround Implementation Group papers.

**Debbie**

**8**      **KEY INFORMATION TO TAKE TO TURNAROUND IMPLEMENTATION GROUP**

Debbie to add the following to the Implementation Group agenda:

- Update on EOL
- Update on Shop
- Action Plan (Turnaround specific, and non-specific)
- Community Audit

**Debbie**

**9**      **COMMUNITY AUDIT**

Debbie advised that an opportunity had arisen to showcase the

Turnaround project, however the bid must be submitted by 30 November and baseline information and comparative feedback were missing.

A survey had been compiled (framed questions based on the Participatory Needs Assessment in 2005), sent to all 300 Alamein residents, and results would be input onto SNA survey software to enable analysis and evaluation. A door knocking exercise (21 volunteers) would take place 19-23 November for those who had not responded, then telephone interviews (12 volunteers) for Testway residents. Data would be input by 23 November, evaluated on 26 November, and the bid submitted by 30 November. A copy of the survey had been sent electronically to members of the Steering Group, and a copy of the results would be sent to the Steering Group during the first week in December.

**Debbie**

Testway were taking the opportunity of including an additional customer profiling questionnaire for the 375 Testway properties in Alamein Ward.

The cost of printing and delivery of the survey was £1,030.34, a cost which Testway had borne. David Gleave had kindly assisted with providing addresses and labels and had asked for a contribution of £43 to cover the cost of the labels. Brian agreed to discuss with David Test Valley Borough Council absorbing the £43.

**Brian**

Debbie expressed her thanks to David Gleave for his assistance with the addresses, and the prompt, efficient turnaround of information.

**10 ANY OTHER BUSINESS**

Information from Fun Day in September: Debbie asked for information on what had come out of the Fun Day in September. Brian to ask Marianne to send details to Debbie.

**Brian/Marianne**

Play Co-ordinator: Clive suggested that Kelly White be invited to the next Turnaround Implementation Group meeting.

**Debbie**

**11 DATE OF NEXT MEETING**

Meeting schedule for 2008 to be drafted and sent to Steering Group.

**Lorna**

Meeting closed at 3.35pm