

Great Malvern: High Street local co-ordination group

Meeting: February 12th 2007

Notes made by Paul Squires, The Civic Trust

Present: John, Ann, Mal, Ginny, Antony, Jim, Carol, Simon, Christine, Dan, John, Paul (CT), Lynne (CT).

Each participant introduced themselves and offered some personal information regarding their skills, experience and passions.

Paul made gave an overview of the high street programme and presented a research document detailing learning from the USA and CT Ely project. Document attached.

The group defined the geography of the project as

Church ST
Worcester Rd
Graham Rd

The group suggested a small project could be the removal? Of a hedge at the library.

The group discussed possible identification of physical assets.

ACTION: Jim to map local assets, Simon & Anthony (district council) to supply Jim with current LA information. Paul to send Jim asset mapping tool. Document attached.

Group discussed terms of reference.

ACTION: Paul to start the process and send email to all participants to add to and then review at next meeting.

Group discussed how information from all groups may be distributed through out Malvern. A suggestion for a newsletter (deferred to marketing group) and a website.

ACTION: Dan and John to meet and propose website design and content at next meeting.

ACTION: Group to look at list of suggestions produced on the Plugging the Leaks evening to see what incremental actions can be made.

ACTION: Group decided to meet on every 3rd Monday in the month. Next meeting Monday March 19th 2006.

Meeting closed 7.15pm

Draft Terms of reference

The Local co-ordination group:

- Has an overview of the High ST. project in Great Malvern.
- Will nominate members to liaise with members of the other three groups to ensure a flow of information.
- Will prioritise local projects in consultation with the other groups
- Will seek with support members of other groups funding for local activities.
- Will be responsible for bringing together all four groups to share information and learning four times each year.
- Notes are taken at meetings to detail action. These notes are available to anyone
- Will be responsible for the recruitment of volunteers and with agreement of the other groups will provide terms of reference for any employment of staff and/or contractors

Some thoughts on process

- Voting: majority carries the day?
- Does the group want a chair – if so does the group want to elect a chair or have a revolving chair?
- Meetings to be no longer than 90mins if possible

Please add to and bring to next meeting.