**Streetworks Norwood2TulseHill**

**Steering Group meeting**

**Tuesday 3 November 2015 (2.00pm)**

**The Old Library 14-16 Knights Hill SE27 0HY**

**Action notes**

**Present:**

Norwood Forum: Noshir Patel (Chair) (NP)

Tulse Hill Forum: Erica Tate (Vice-Chair) (ET) and Margaret Pierre-Jarrett (MPJ)

Lambeth Councillors: -

Lambeth Council officers: Sarah Coyte and Saleem Patel (SP)

Landolt & Brown: Adam Brown (ABr)

Transport for London (TfL): -

Support officers: Tim Stephens (Admin.) (TS) and Georgina Wilson (Outreach) (GW)

Also present:

Bryn Lockwood (local resident and Sustrans)

David Janner-Klausner (Commonplace) (part)

**Apologies:**

Norwood Forum: Jan Ware (JW)

Tulse Hill Forum: -

Lambeth Council: Councillors Mary Atkins (MA) and Anna Birley (ABi)

Lambeth Council officers: Abu Barkatoolah (ABa)

Landolt & Brown: -

Transport for London (TfL): Simon Mouncey (SM)

Support officers: -

1. **Minutes/actions/matters arising (20.10.15)**

Notes approved.

All actions completed except those listed in action points on last page, and see bullet points below. Others discussion is recorded under the respective agenda headings.

* EIA: SC was progressing and would report back to the next meeting on how the EIA should be conducted. SC would also circulate examples of EIAs to all Steering Group members.
* Finance: The previously reported internal arrangement had not proved possible. Norwood Forum was now set up on the system but it would be two weeks before this went live. NP to send invoice now to SP for whole £32k, so SP can post purchase order at earliest opportunity. The Steering Group asked for their concern at the continuing delays to be recorded. ABi was aware of the position.

1. **Website (additional item)**

GW would link with ABi on uploading required documents to existing website since current format only allowed these to be posted in the blog section.

David Janner-Klausner from Commonplace attended the meeting at 3pm, at the invitation of Jan Ware, to explain their offer:

* A web-based tool to enable all residents to express views on planning and public realm issues. The site was built using architects drawings etc supplied by the client.
* Users register to use the site, supplying personal information (bespoke)
* Users post anonymous views tagged to a geographical location on the online map, providing a (colour-coded) statement about the issue and the degree of personal concern or support for it, with possible annotation of the mode of transport concerned.
* The system should be complemented by face to face interviews and paper-based questionnaires (to be available for collection from a convenient location in the area concerned and advertised through council newspaper).
* Users could be asked if they were prepared to be involved in follow-up work on their views.
* Responses would be monitored and advice given to the client on possible action to improve quantity or breadth of responses.
* A dashboard of evaluation results was provided, and this information was downloadable to a spreadsheet. This included contributors personal data.
* This online consultation tool would cost around £5k (plus VAT) for one year, with a discount for two years.
* A design feedback site could also be provided, which would be more costly.
* The Commonplace website was usually embedded in host websites.
* The tool had been used for neighbourhood planning, e.g. Woughton, Milton Keynes.
* Approximately 10 working days was required to set up the online consultation site, with the design feedback site taking longer.
* It would be unusual to combine the online consultation tool and design feedback site on one site.
* He would provide links to example websites and a quotation.

David Janner-Klausner then left the meeting.

It was agreed this tool might well prove useful for the gyratory stage for the project, but ideas were already too far advanced for the Norwood Road stage. The issue would be considered further in the light of consideration of the received proposal.

1. **Evaluation**

SC circulated a Streetworks co-production self-assessment questionnaire asking for responses by the following Tuesday (this would also be sent by email).

It was agreed to hold a further evaluation session {the agreed date and time of 17 November (6-8pm) subsequently proved not possible} at James Wilson café to enable:

* Learning from the Open Works project
* Examination of the feedback results from the questionnaire and consider the necessary approach to co-production.

1. **Feedback from Youth mini-workshop**

GW reported on the workshop held with 10 young people aged 14-24 (some with a disability) based at the Rathbone Project. A mini-version of the last co-design workshop had been conducted, and there was positive feedback. SC was collating views.

The model of explaining the purpose of the Streetworks project and then conducting a mini-workshop to obtain views (using the prepared tool kit) had proven to be a good vehicle for future outreach work.

ET reported on the team buzz meeting held the previous day with young people (mostly from St. Martin’s Estate). The group had been previously involved in a consultation exercise, understood the importance of negotiation and wanted to be consulted face to face. Whilst the group included young people from a number of local areas, it would be necessary to go to other specific areas to get a cross-section of views. They had suggested that an older group of people should undertake consultation via social media. The opportunity to learn new skills such as motor engineering would be very welcome. They had suggested they conduct a retail survey, and MPJ undertook to lead on the design of the necessary training package, including analysing results via survey monkey. Issue to be discussed further at the next meeting

1. **Co-design workshop (10 November 2015): recommended structure**

SP reported that the spec. for the parking stress survey had been drafted, and this would be reviewed with ABr along with the existing 2013 data. The area to be covered was under consideration; this could be 50 metres alongside roads or more for streets likely to be the subject of displacement. The short term parking bays along Norwood Road near Lansdowne Hill would be included. The survey would be held over three days, including a Saturday. A retail survey was also to be undertaken, involving the Business Improvement District (BID) group, and the Steering Group wanted the community to conduct this and also ascertain where parked car drivers were spending their time in the town centre. SC undertook to establish any synergy with forthcoming work with Regeneris on the economic vision of Norwood and Tulse Hill. SP would consider the most effective way forward on the surveys and community involvement and report further.

The agreed structure for the forthcoming co-design workshop was as follows (ABr to action unless otherwise stated):

* A summary of the main highlights from feedback so far
* Update on other community consultation - e.g. the mini-workshops and schools. Seek volunteer for council estate residents’ consultation (GW and SC)
* A focus on road capacity and the reality of the narrow pavement and highway along Norwood Road around Waylett Place and the competing demands of pedestrians, cyclists, car parking and motorised road users.
* Consideration of new locations for car parking spaces (e.g. if parking is reduced by 25%, where would the remaining 75% be best located).
* Consideration of options for demarcation for cyclists given lanes reserved solely for cyclists were not possible.
* Review of capacity at existing bus stops (e.g. the 322 bus might stop only in Robson Road and not also at Norwood Road Sainsbury’s). Information on bus stop loads would be helpful.
* Views on the principle of bringing forward of the (yet to be devised) works to Station Rise.

This would lead to decisions at the December 2015 workshop, in the light of the car parking etc. survey data.

It was agreed that the January 2016 workshop be held on Tuesday 19 January 2016 at St. Martins Youth Centre (adjoining City Heights Academy).

1. **Apprenticeships and Elmgreen School involvement**

MPJ reported on her discussions on apprenticeships with Lambeth College; they would require a job description which they would then advertise. ABr would discuss with ABa and ABi and report further to the next meeting.

SC reported recent positive discussions with the Principal of City Heights Academy and would report further to next meeting.

1. **Communications plan: progress report**

GW was in consultation with ward councillors on reaching council estate residents. In order to ensure involvement in phase 1 of the project, a volunteer would be sought from those present at the November co-design workshop. A representative of the Steering Group, ward councillor and the volunteer could then run a pop-up stall on 23 November at either outside the Deerbrook Surgery or York Hill Estate to canvass views. It was expected the Deronda Estate would be the focus for council estate involvement for the Tulse Hill gyratory stage of the project.

SC would wish to liaise with GW before each Steering Group meeting to decide what issues needed to be reported.

The workshop had been promoted by email, and flyers would be delivered the coming weekend.

1. **Any other business**

Next meeting and time: a number of Steering Group members would be unable to attend on the suggested alternative date and time. It was agreed to meet later on the Tuesday (3:30pm - 5:30pm) in the hope this would assist ABi and others.

The meeting ended at 4:55pm.

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| **Action Points** | **Action owner** | **Due date** |
| Website: |  |  |
| * Ideas and actual content required. Tulse Hill youth and digital input and Elmgreen School pupil ideas would assist further | All | Ongoing |
| * Method of uploading documents (currently blog only) | GW with ABi |  |
| * Use now to publicise ongoing activity | GW | Ongoing |
| * Load public documentation such as the Gantt chart, community bid form and map | GW | Ongoing |
| * All to contribute to the blog | All | Ongoing |
| * Obtain guest bloggers | GW | Ongoing |
| * Increase the social media presence of Streetworks through tweets etc. | GW | Ongoing |
| * Website: professional development and management | All | Ongoing |
| * Commonplace proposal and quotation | SP | 17.11.15 |
| Gantt chart: monitor implications of changes to neighbouring roads, and Norwood masterplan | ABa | Ongoing |
| Road resurface schemes: map | ABa |  |
| EIA: |  |  |
| * Decision on undertaking an EIA | SC |  |
| * How to conduct the EIA. | SC |  |
| * Examples of EIAs to be circulated to all Steering Group members. | SC |  |
| * Equalities champion |  |  |
| Finance: |  |  |
| * Finance: payment of monies due to contractor, Norwood Forum etc. | SP |  |
| * Send invoice | NP |  |
| Parking stress survey | SP |  |
| Retail survey | SP |  |
| Co-design workshop (10.11.15): feedback | ABr & ABa | 17.11.15 |
| Station Rise works: earlier implementation | ABa |  |

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| **Action Points** | **Action owner** | **Due date** |
| Community engagement plan: |  |  |
| * Community bid form – circulate to SG, on website, promote via email, Twitter, blog etc. | GW |  |
| * Promotion on remaining workshops | GW |  |
| * Youth | GW with MPJ, ET and ABi |  |
| * Team buzz Youth: retail survey project and training | MPJ and ET | 17.11.15 |
| * Council estate residents | GW with SC |  |
| * Monthly written progress reports | GW with SC | 17.11.15 |
| Forum websites: Tulse Hill Forum proposal | ET & SC |  |
| Apprenticeship/school participation: | ABa | 17.11.15 |
| * Lambeth Council support: report back | AMcF |  |
| * Job opportunities/apprenticeships/work experience for local people: briefing note | ABa |  |
| * Pre-employability training and adult learning opportunities via Lambeth College. | ABr |  |
| * Adults with learning difficulties | JM |  |
| * Elmgreen School involvement: briefing note | ABa |  |
| * City Heights Academy involvement | SC | 17.11.15 |
| Risks report: monthly | ABa | 17.11.15 |
| Twist at Station Rise: |  | 17.11.15 |
| * Suspension of parking bays: funding | SP |  |
| * Volunteers to staff Streetworks stall (3:00pm-8:00pm) (26.11.15, 17.12.15 & 2016 dates) | All |  |