**Streetworks: Norwood2TulseHill**

**Steering Group meeting**

**Tuesday 20 October 2015 (2.00pm)**

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

**Action notes**

**Present:**

Norwood Forum: Noshir Patel (Chair) (NP) and Jan Ware (JW)

Tulse Hill Forum: Erica Tate (Vice-Chair) (ET)

Lambeth Councillors: Councillor Mary Atkins (MA)

Lambeth Council officers: Abu Barkatoolah (ABa), Sarah Coyte, Andrew McFee (AMcF) and Saleem Patel (SP)

Landolt & Brown: -

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

Support officers: Tim Stephens (Admin.) (TS)

Also present: Bryn Lockwood (local resident and Sustrans)

**Apologies:**

Tulse Hill Forum: Margaret Pierre-Jarrett (MPJ)

Lambeth Council: Councillor Anna Birley (ABi)

Landolt & Brown: Adam Brown (ABr)

Support officers: Georgina Wilson (Outreach) (GW)

1. **Minutes/actions/matters arising (06.10.15)**

Notes approved.

All actions completed except those listed in action points on last page, and see points below:

* Gantt chart: implications of other schemes and road resurface schemes: map: ABa would circulate to the SG once completed. The Norwood section of the Lambeth Local Plan was noted to be out of date.
* EIA: a decision on whether or not to undertake needed to be taken formally, and SC volunteered to lead on this and its conduct. Noted now that training had been delivered to a few Steering Group members, the EIA should be conducted as early as possible.
* Community engagement: GW to submit written progress report to next meeting, including links with local events up to Christmas (JW would produce an embryo list). The community bid form should be circulated to Steering Group members and published on website and promoted via email, Twitter, blog etc. Other amended existing actions are listed in action log.
* Forum websites: Tulse Hill and Norwood Forums would make combined bid for the available approx. £1k LFN funding.
1. **Finance**

ABa would circulate the approved commissioning report to all Steering Group members.

The necessary invoice would be sent to TfL, and a Council internal arrangement had been put in place so as to pay the monies to Norwood Forum.

The Norwood Forum treasurer (Sunil de Sayrah) was producing a monthly list of expenditure for audit purposes.

1. **Feedback from last co-design workshop**

In absence of ABr, not discussed in detail, but the success and positive nature of the evening was noted.

ABa suggested consideration be given to the possibility of bringing forward the (yet to be devised) works to Station Rise to August 2016, since otherwise there would be a long period of back office activity. Early implementation of this part of the scheme would prove successful project delivery. The possible allied works to Avenue Park Road entrance would also need to be considered. Report to be submitted to next meeting

1. **Specific workshop to discuss parking**

The need to hold a specific workshop on car parking, involving all (businesses, business customers and all workshop participants) was discussed.

In the light of a discussion with the CPZ Lambeth borough-wide survey consultants, SP would undertake the necessary parking stress survey rather than via the BID questionnaire.

The need to hold the workshop in the light of the results of the completed parking stress survey was recognised. There were different segments of retail shops and other activity that needed to be represented in the survey. One focus should be on enabling people to move from car to cycling. The survey should be via targeted hot spots (hard copy) and also on-line (e.g. via survey monkey) with link from the Streetworks website.

In the light of the urgent need for parking data, it was agreed to spend £300 to enable ET to arrange for Tulse Hill youth to undertake a survey the next week (half term).

1. **Developing the package of measures for delivery**

Not discussed further.

1. **Communications plan**

Not discussed further.

1. **Web development (Streetworks and Forum websites)**

Forum requirements: BL would investigate one possible platform (commonplace) and report back.

Streetworks website: GW to action the following:

* Load public documentation such as the Gantt chart, community bid form and map. All should contribute to the blog.
* Obtain guest bloggers.
* Consider whether or more comprehensive website was required, in discussion with ABr on his requirements (and in light of BL investigation above).
* Increase the social media presence of Streetworks through tweets etc.
1. **Apprenticeship and Elmgreen School involvement**

Elmgreen School participation: ABa was to attend a progress meeting on 23 October 2015. Views of pupils should be sought for surveys, and also pupils of other schools who travelled through the area. School travel plans would be another source of data, and would be followed up at the appropriate time.

1. **Training**

The training to be provided would need to be recorded for evaluation purposes. The provider for the project management training had been identified, and further discussions were to be held.

AMcF explained he headed-up a small team of Lambeth Council officers responsible for delivering 300 apprenticeships over the next two years. Apprenticeships were structured learning places, typically four days at the place of work and one day in college. The training element for young people (16-18) was 100% funded by government, and for 19-24 it was 50% funded, with the salary being met by the employer. .

The team produces the necessary apprenticeship framework and identifies the training provider. In their work with private companies etc., an apprenticeship place was expected per £1m contract – so seven places would be the norm for the Streetworks project. The project should therefore be working to ensure that contractors and consultants established apprenticeships, and this requirement was in place for Landolt & Brown and TfL. Lambeth Council had arrangements in place with existing framework contractors such as Conways.

AMcF would produce a mix of programmes and skill sets, including the possibility of an outreach and community engagement apprenticeship framework. ABa would circulate contact details for AMcF so any further queries from Steering Group members could be raised. The apprentice service could nominate contractors to provide a careers advice presentation in schools, noting that a similar service in outside the school environment would also be beneficial. The architect apprenticeship and involvement of Lambeth College needed to be firmed up. ABa would report further on apprenticeships to the next meeting.

1. **Risk register**

The risk register needed fresh consideration. The risk of public antagonism had been successfully mitigated so far, and the list of community projects needed consideration. Momentum had been maintained. Press enquiries should be referred to NP. A press release would be appropriate at the relevant time.

1. **Project evaluation**

SC tabled a summary of Narrative Theory of Change on the Streetworks project and would lead on the necessary evaluation.

1. **Programme**

Not discussed further.

1. **Any other business**

Meeting schedule: ABi had asked if meeting dates could start at 4:30pm or be moved to Fridays. Other members advised that Friday meetings and a start later than 3:30pm would not be possible. NP would discuss further with ABi.

The meeting ended at 4:30pm.

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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 |
| * Use now to publicise ongoing activity
 | GW | Ongoing |
| * Load public documentation such as the Gantt chart, community bid form and map. All should contribute to the blog.
 | GWAll | 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 |
| 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 |  |
| * Lead on undertaking EIA
 | SC |  |
| * Equalities champion
 |  |  |
| Finance: payment of monies due to contractor, Norwood Forum etc | SP |  |
| Parking stress survey | SP |  |
| Car parking workshop | 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 |  |
| * Mini workshop material: tool kit to be devised, using map from ABr and combining the past and future workshops
 | GW & SC |  |
| * Promotion on remaining workshops
 | GW |  |
| * Youth
 | GW with MPJ, ET and ABi |  |
| * Council estate residents
 | GW with ABi and ABa |  |
| * Monthly written progress reports
 | GW | 03.11.15 |
| Station Rise works: earlier implementation | ABa | 03.11.15 |
| Co-design workshop (10.11.15): recommended structure | ABr & ABa | 03.11.15 |
| Forum websites: Tulse Hill Forum proposal | ET & SC |  |
| Apprenticeship/school participation: | ABa | 03.11.15 |
| * Report back
 | AMcF |  |
| * Job opportunities/apprenticeships/work experience for local people: briefing note
 | ABa |  |
| * Pre-employability training and adult learning opportunities via Lambeth College.
 | MPJ |  |
| * Adults with learning difficulties
 | JM |  |
| * Elmgreen School involvement: briefing note
 | ABa |  |
| Risks report: monthly | ABa | 03.11.15 |
| Twist at Station Rise:  |  |  |
| * suspension of parking bays: funding
 | SP |  |
| * Volunteers to staff Streetworks stall (3:00pm-8:00pm) (26.11.15, 17.12.15 & 2016 dates)
 | All |  |