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|  | **Steering Group meeting****Tuesday 1st March 2016 (3:30pm)****The Old Library 14-16 Knights Hill SE27 0HY****Action notes** |
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**Present:**

Steering Group:

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

Tulse Hill Forum: Erica Tate (ET) part (Chair) Grace English (GE) part

Lambeth Councillors: Mary Atkins (MA) Anna Birley (Abi)

Lambeth Council officers: Abu Barkatoolah (ABa), Saleem Patel (SP)

Landolt & Brown: Tom Pond (TP)

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

Also present:

Lambeth Apprenticeships: Andrew McPhee

Sustrains: Bryn Lockwood (BL) part

Support officers:

Georgina Wilson (Comms. & Outreach) (GW)

**Apologies:**

Sarah Coyte

1. **Welcome, introductions and apologies**

All introduced themselves and apologies were given as above.

1. **Notes and actions from previous meeting**
2. ABi suggested that as it was not MA’s ward and that JM would be better Action ABi to contact JM
3. Done
4. Done
5. Outstanding for GW to do if free
6. Outstanding cannot invite GLA
7. ABi and NP to action
8. Done
9. In hand ABa
10. Done
11. Done
12. Done
13. In hand
14. Ongoing
15. To be completed – maybe not necessary
16. Done

ABa noted an action missed was to arrange a meeting with Southern Rail’s Paul Best which was booked for 4th March (10am)

ABi stated that planters were removable and not fixed and that she has spoken to Twist market regarding this

ABa will be meeting Trevor Virtue to discuss longevity of Market and infrastructure required long term

ABi Action to set up a walk-about with other officers to look at shop frontages etc. Confirm funding from GLA and see how this could be used to further support the market. Speak to Councillor Jack Hopkins to support meeting re long term Market

1. **Apprenticeship**

AM Introduced this and explained that there would be 2 apprentices, 1 within the council and 1 highway scheme via TfL

Ages were specified at 18+ and apprenticeships would last 18 months to 2 years

NP asked if they could come from West Norwood or Tulse Hill. AM explained they would do their best

ABa said highways would allow a day release, but questioned where the funding would paid for training as it was outside the current budget

SM asked if it was just for school leavers

Discussion held around age range ABi expressed openness for all ages AM explained funding may be difficult for over 25s though there were other schemes in place

Discussion were held around the pay rate and it was expressed that the steering group would like to demonstrate that they were in favour of the London Living Wage

AM explained the council pays London Living Wage -20% generally and London Living Wage is in review and apprenticeships are different from normal entry level staff

SM explained that Mayors policy is the London Living Wage

Actions

MA confirm the rates with AM

ABi speak with Councillor Jack Hopkins

AM report back to steering group

Discussions around other ways of attracting funding to support apprenticeships

ABi Action look into current budgets and scope

1. **Business engagement**

GE Began explaining we needed to scope out the requirements

ABa Had meeting with Margret and agreed to engage with previous and capture what was gathered beforehand in proposals

GE Community members would continue to be part of the process, no special training could be included though some basic training was given, more could have been done with more time.

Actions

ABa to produce documents needed for GE

GE to produce questions to circulate to SC ABa and ABr

GW to organise window stickers for businesses windows

GE agreed to encourage business sign ups and include Station Rise, and complete process by March. Asked if any groups could forward more volunteers

Action GE to create a blurb for a call out for volunteers to send to GW

NP encourages hand-outs ABr had previously to be made into booklet

TP to speak with ABr to see if this could be done

1. **Finance update**

Members reviewed the current budget and commented

JW suggested the Event column was low

Discussions around social media use and budget

Action SC and GW to have meeting to see where budget is and Marketing etc

GW to do £10 fb add for next event

GW to organise flyer delivery with SP if possible before weekend

GE to do costings suggested maybe around £3500

ABa to arrange meeting with SdS and SC to discuss budget before end of financial year

1. **Bids consideration**

Friends of Norwood Park:

Read bid

Discussions around the event and marketing close to celebration event

Agreed £300

JW to discuss publicity, our advertising on reverse side and having a table at the event

Baby Tots:

Read bid

Discussions around the vastness of the BID

Agreed to support the first part

MA to discuss bid with Natalie

Agreed around £350.00 to test

BL entered

Northwood House:

Read bid

£400 agreed but support required

Discussions around the approach and information we gather or explain

No agreement made on the approach GW speak with ABr to look at scope

Tulse Hill Forum:

GE left

Discussions held, confirmed that forum websites were agreed initially but budget and requirements needed to be confirmed for both forums

ET entered

Actions: ET and JW to meet to discuss requirements and budget, to be added to agenda for discussion at next steering group meeting

1. **Next co-design workshop**

ABi fed back on this – explained that she felt the last gyratory workshop was not participatory.

Discussions held around the approach that should be taken

Agreed that we need to ensure we are gaining enough ideas for what people want, change to visioning event rather than wrap up event

Action: ABr to demonstrate what closing the 4 arms would mean with illustrations and to have moveable bus stops and greening

BL we need to sell the brief and possibilities

ABa we could have 2 further workshops on the gyratory, there is no confirmed end

Actions: SP to arrange a 15000 leaflet drop GW to organise flyers

SP confirmed he is leaving his role in Lambeth on 11th March

ABa explained SW would take over the role as Project Manager

1. **AOB**

Overun time.

1. **Project management training and questionnaire**

Overun time

The meeting ended at 5:50pm.

Next Meeting is 3.30pm Tuesday 15th Match at the Old Library

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| **Action Points** | **Action owner** | **Due date** |
| 1. NP and ABi to invite Val / Florence to participate in presentation
 | ABi  | 15.03.16 |
| 1. ABi Set up a walk about with other officers to look at shop frontages etc.
2. Confirm funding from GLA and see how this could be used to further support the market.
3. Speak to Jack Hopkins to support meeting re long term Market
 | ABi | 15.03.16 |
| 1. MA confirm the exact pay rates with AM
 | MA | 15.03.16 |

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| **Action Points** | **Action owner** | **Due date** |
| 1. ABi speak with Jack Hopkins re London Living Wage and look into other budgets to see if there is any other scope
 | ABi | 15.03.16 |
| 1. AM report back at next steering group meeting with update
 | AM | 15.03.16 |
| 1. JW to speak with FONP re bid and publicity
 | JW | 15.03.16 |
| 1. MA to speak with Natalie re bid and testing
 | MA | 15.03.16 |
| 1. ET and JW to meet to discuss requirements and budget, to be added to agenda for discussion at next steering group meeting
 | JW and ET | 15.03.16 |
| 1. ABa to produce documents needed for GE to create and produce survey– list of businesses
 | ABa | 10.03.16 |
| 1. GE to create a blurb for a call out for volunteers to send to GW
 | GE | 15.03.16 |
| 1. GE to produce costings for survey and circulate to ABa, SC, SP
 | GE | 15.03.16 |
| 1. GW produce window stickers
 | GW | 15.03.16 |
| 1. SC and GW to have meeting to see where budget is and Marketing etc
 | GW and SC | 10.03.16 |
| 1. ABr to demonstrate what closing the 4 arms would mean with illustrations and to have moveable bus stops and greening for next workshop
 | Abr | 08.03.16 |
| 1. GW to do £10 fb add for next event and organise flyers
 | GW | 05.03.16 |
| 1. SP organise delivery of 15000 flyers and boundary
 | SP | 05.03.16 |