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|  | **Steering Group meeting****Wednesday 17th February 2016 (3:30pm)****The Old Library 14-16 Knights Hill SE27 0HY****Action notes** |

**Present:**

Steering Group:

Norwood Forum: Noshir Patel (NP) (Chair) Sunil de Sayrah (SdS)

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

Lambeth Councillors: Mary Atkins (MA)

Lambeth Council officers: Abu Barkatoolah (ABa), Steve Wong (SW) and Saleem Patel (SP)

Landolt & Brown: Adam Brown (ABr) Tom Pond (TP)

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

Also present:

Local resident and Sustrans: Bryn Lockwood (BL)

Lambeth Cycling Representative: Charlie Holland (CH)

Support officers:

Georgina Wilson (Comms. & Outreach) (GW)

**Apologies:**

Anna Birley, Sarah Coyte, Saleem Patel

1. **Welcome, introductions and apologies**

All introduced themselves and apologies were given as above.

1. **Notes and actions from previous meeting**

ET and GW joined the meeting

1. **Feedback from workshops**

ABr stated that 2 people attended the last event at York Hill but that they found the workshop useful

ET suggested that more engagement was necessary such as St Martins where they were more engaged

GW explained the church venue was suggested by a local person living in the area that had come to the community leaders meeting

ET suggested more door knocking was needed to engage York Hill Estate

NP & ET proposed a potential gazebo pop-up at York Hill Estate

ABa suggested an event in Spring

ET explained that the venue owner would be happy for a short talk and leaflet handouts on a Sunday at Church service

CH Suggested Bike Marking event which would be collaborative

MA suggested a need to find out what people want on the estate and check who was already being engaged

NP Suggested a fun day on the estate

MA Action Ask Housing Estate Officer what can be done?

ABr & BL Suggested it would be only be to give information on the project not consultation

1. **Feedback from PM course**

NP Fed back – explained it was useful, regarding exam the poll was taken with student s and majority opted for exam to be on the 2nd day

ABa Possibly explore having the exam on another day but would incur more costs

ABa Action to Add ET to another Cohort for the course

1. **TfL Presentation**

SM Explained the presentation will be 16th March there will be around 65 people present at 55 Broadway 10th floor. 6-7 people required max including Elm Green Students. 30 minute slot. Slides are prepared outlining who what where when why.

ABr Suggested notifying Elm Green immediately as there have been some difficulties in school trips

ABa SM ABu action arrange to meet to discuss further

ET Action speak to Ariana re conveying the PM training and benefits

SM Action invite Sam & GLA?

NP Action Invite Val / Florence

GW happy to attend

1. **Poetry slabs bid**

Steering group reviewed and approved the BID for £350.00

NP to attend event

ABr Action to arrange to meet Janet and provide maps for event GW to put in touch

Various discussions around how poetry slabs could work in the area whether permanent or temporary

1. **Elm Green School design phase and request for funding**

ABr fed back on this – the trip planned 11/02/16 was cancelled. Immediate action required to move project forwards. Asked if we could have extra funding for visual minute taker in 2/3 sessions, GW explained it was £150.00 for half day plus materials and the extra cost for high res pictures is £250.00. ABr agreed we could take pictures in house.

Payment of 2 sessions agreed by Steering group GW Action to contact artists for booking.

SC Action to confirm the 1.5 hour slots over next 3 weeks with head of Elm Green

Action ABr to confirm dates with Sarah and to feedback to GW for bookings

UK suggested engaging with schools with Sustrans

MA suggested ABa & SC to approach City Heights re safety and cycling

BL Talked about how quiet ways could affect City Heights

ET Suggested City Heights focus on safety and Elm Green Focus on design

BL Action speak to Sustrans to give a brief on the project

MA Speak to Chair of Jubilee School

NP Talked produced a BID for event he attended for a Caribbean food night at Portico Gallery and got 10-15 signups. He asked for £50.00 towards the cost of a display table

MA Asked if we could have BID’s prior to event in future

BID payment of £50.00 agreed by steering group

1. **Station Rise concept design / scheme design**

ABa Fed back – asked SP to check about parking with residents with the 3 bays and how much station rise generates financially. SP Action to carry out parking survey

ABr Fed back on the round-about and showed map– 6 meters was too to go around, small 7 meters would be better, potential to increase south pavement and straighten north side and introduce new parking bays. York stone and granite could be used

NP spoke about the planters being arranged Action NP put fresh view in touch with ABr to check dates as it may affect the work

ABr discussed putting in 8-10 cycling parks by parking bays temporarily until there is more space. Sweat paths approaching the station could be looked at and can be tweaked ongoing

ABa suggested incorporation a street market infrastructure in the plan ABr to Action

ABa to arrange meeting with ABr to discuss further

Various discussions around the location of the market (station rise or station alley or both)

ABa suggested addition of seating ABr noted

All agreed with the design and discussed implementations going forwards

1. **Comms update**

GW Fed back – not much change **GW Action send update of website by end of week**

1. **Waylett Place car park design**

ABa Fed back – will have more information at the end of the week

1. **Engagement with Businesses and cyclist**

ABa introduced this item- cyclists already discussed– ABr would like to have a meeting with GE re engaging with businesses on Monday

ABr and Aba discussed moving lampposts and lighting and engagement for this including various options

GW Action check video for with disabled gentleman on Station rise and circulate

1. **AOB**

B questioned if Station Rise would still be done first. ABa explained it would not be done first in the project

BL told group about event Friday 26th Trailing Sustrans quiet way New Park road, suggested it could be a good example to see what effect this could have and how it changes the road

BL Action- circulate event to group

ABa Asked if group would like a tree specialist to come to a Steering Group meeting to explain the variations, all agreed

ABa Action add Dave Paul to meeting – bring survey report for trees and potential locations for more / other trees

The meeting ended at 5:30pm.

Next Meeting is 3.30pm Tuesday 1st Match and the Old Library

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| **Action Points** | **Action owner** | **Due date** |
| 1. MA Ask Housing Estate Officer what can be done at York Hill
 | MA | 01.03.16 |
| 1. ABa Add ET to another Cohort for the PM course
 | ABa/ET | 26.02.16 |
| 1. ABa,SM, ABu action arrange to meet to discuss presentation to TFL further
 | ABa | 26.02.16 |
| 1. ET to speak to Ariana re conveying the PM training and benefits to TFL (liaise with GW for contact details)
 | ET/GW | 26.02.16 |
| 1. SM to invite Sam & GLA to Presentation
 | SM | 01.03.16 |
| 1. NP invite Val / Florence to participate in presentation
 | NP | 26.02.16 |
| 1. ABr arrange to meet Janet (Poetry Slabs) and provide maps for event GW to put in touch
 | ABr | 23.02.16 |
| 1. SC confirm 1.5 hour slots with head teacher for next 3 session as Elm Green
 | SP | 23.02.16 |
| 1. Abr & SC to confirm exact dates for booking visual artist
 | ABr | 19.02.16 |
| 1. Book Visual Artists for Elm Green
 | GW | 19.02.16 |
| 1. BL speak to Sustrans to give a brief on the project with City Heights
 | BL | 01.02.16 |
| 1. SP carry out parking survey on Station Rise
 | SP | Ongoing |
| 1. ABr incorporation street market infrastructure in the plan for station rise
 | ABr | Ongoing |
| 1. NP put freshview in touch with ABr to confirm project information on Station Rise
 | NP | 01.03.16 |
| 1. Circulate update on Website
 | GW | 20.02.016 |