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|  | **Steering Group meeting****Tuesday 17 November 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) (part)

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

Lambeth Councillors: Anna Birley (ABi) and Jackie Meldrum (JM) (part)

Lambeth Council officers: Abu Barkatoolah (ABa), Sarah Coyte, Victoria Dioh (VD) and Saleem Patel (SP)

Landolt & Brown: Adam Brown (ABr)

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

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

Also present:

Bryn Lockwood (local resident and Sustrans) (part)

Sunil de Sayrah (SdS): local resident

**Apologies:**

Norwood Forum: Jan Ware (JW) (part)

Lambeth Council: Councillor Mary Atkins (MA)

1. **Minutes/actions/matters arising (03.11.15)**

Notes approved.

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

* Website: ABr to provide workshop material to GW for uploading. All Steering Group notes and other documents previously requested to be uploaded by GW. Blog to be updated – e.g. outcomes of workshops by GW. The project would continue to use the existing website for the foreseeable future.
* Norwood Road at Brockwell Park: ABa to consider whether works to improve highway (particularly pavement) on Norwood Road alongside Brockwell Park in proximity to Rosendale Road junction would meet necessary TfL criteria and ascertain when such works would otherwise be undertaken. These works could be funded by temporarily viring Streetworks monies not to be spent until later in programme.
* Retail survey: SC reported on outcomes of meeting at High Trees. Ideas for upskilling young people, community benefits and rewards had been developed. SP reported that the previous car parking survey results had been forwarded to ABr. He would resupply the retail survey brief to enable arrangements to be finalised, including questions, and ensure the survey was undertaken quickly. The analysis of survey results would need to be done professionally, and would inform the later borough-wide CPZ survey. BL would supply the template questionnaire used for the Rosendale Road shops project, and advise if material was also available to enable a token voting system to be installed in a local retailer (as a supplement to the main survey). ABi would advise on expected timescale for BID survey so any implications could be considered. Results on Norwood Road were required by early January. Survey for Tulse Hill end also needed to be programmed for a few months hence.
* Station Rise: ABa had an officer meeting the following week on the possibility of bringing forward works to Station Rise and report further to the next meeting. This would plug the gap in the programme from the end of public involvement to works beginning and so show good faith and successful implementation of one part of the project. It would be important that the quality of the proposed works was not compromised by rescheduling. Implications for Avenue Park Road residents and Elmgreen School would also need to be considered. A proposal would need to be developed and then consulted upon.
* Station Rise parking bays for Twist: issue was now thought to be resolved between Twist and Council officers.
* Forum websites: JW would provide necessary information to facilitate joint bid to LFN by Norwood and Tulse Hilll Forums.
1. **Funding for Norwood Forum**

Norwood Forum was still not fully set-up as a supplier on Council financial system and the funding payment date could not be advised. VD would hold necessary officer meeting the next day to seek to resolve and advise accordingly. Community representatives expressed their continued dissatisfaction with this ongoing problem which was impacting adversely on both Forums but especially Norwood Forum and wasting Steering Group time.

SdS reported on the already severe impact on the financial position of Norwood Forum by having to meet the ongoing Streetworks community involvement costs without receipt of proposed Council funding. He tabled documents showing the current budget position and the forecast position over the remainder of the financial year. For the next meeting he would provide a consolidated budget (e.g. breakdown the general meeting costs and separate out the cost of the purchased laptop).

1. **Co-design workshop #3 (10 November 2015): feedback and next steps**

Noted the good level of attendance including new attendees at the November workshop, and the unsurprisingly mixed feedback on outcomes (analysis in course of preparation). If car parking was to be removed/moved, there had been a strong preference for wider pavements rather than the alternatives. Solutions for the narrower section of Norwood Road (car parking and retail survey results required) and the York Hill/Norwood Road junction would take longer to develop and would necessitate a further workshop.

Few businesses had been represented at the workshops, so attracting their attendance at the next workshop would be important as well as reaching them through the one to one retail survey (see above). ABi, ABa and SP would seek to address through the BID Small Business Saturday and discussion with former Town Centre Manager

ABa and ABr would discuss and report to the next Steering Group meeting on the Tulse Hill Gyratory: development of vision workshop. The gyratory had originally been installed in the 1970’s, and one key objective of its removal would be to facilitate the development of Tulse Hill as a place. The design of the solution would be the responsibility of TfL and developed through workshops. TfL would be invited to attend the Steering Group discussion.

It was agreed that the next workshop would cover the following (some issues being subject to other discussions before next Steering Group meeting):

* Review of progress so far
* Summary of the garnered ideas
* Video on success of Herne Hill scheme. Video to explain initial cynicism and how wider pavements and less parking have helped all including shopkeepers. Ideas to be finalised via email
* Explanation on how the issue of car parking would be resolved
* Station Rise: consultation, design and phasing
* Design pallett of materials
* Plans for future workshops (TS to make necessary bookings):
* Tuesday 19 January 2016: Tulse Hill Gyratory: development of vision. It was agreed this workshop should be held at The Tulse Hill Methodist Church and not as previously agreed at St. Martins Youth Centre (adjoining City Heights Academy).
* Tuesday 16 February 2016: remaining Norwood Road issues for resolution.

JM would provide GW with contact details for the Hainthorpe Road TRA contacts so a mini-workshop could be held.

1. **Co-design workshop with businesses**

See minute 3 above.

1. **Equality Impact Assessment: conduct**

Consideration was given to whether to conduct the EIA on the design outcomes or the engagement process, and it was agreed to assess the latter. The task and finish group would undertake this with assistance from ABi and NP. Guidance culled from the Council intranet would be provided..

1. **Elmgreen School: feedback**

SC reported on the successful recent meeting with Mr. Moore at The Elmgreen School. The group of 13-14 years old children were mostly female, and all had volunteered for the project. A further meeting was to be held on 19 November, and weekly sessions would then follow. ABr agreed to attend the first meeting with the pupils. City Heights Academy was being kept informed on progress, and were keen to run a similar scheme later.

1. **Apprenticeship programme update**

Due to lack of time, issue not discussed. Update to be sent to Steering Group members by email (ABa & SC). Steering Group members could also raise any views by email response.

1. **Websites and on-line engagement tool update**

Due to lack of time, issue not discussed. Update to be sent to Steering Group members by email (SP). Steering Group members could also raise any views by email response.

1. **Evaluation**

SC now required completed Streetworks co-production self-assessment questionnaires before the forthcoming task and finish group on Monday 23 November (6:00-8:00pm) at James Wilson café, where the following issues were to be discussed:

* Learning from the Open Works project
* Evaluation of the feedback results from the questionnaire
1. **Communications plan: update**

GW had circulated by email shortly before the meeting:

* Comms Plan: Progress
* Estate Residents Engagement Plan

Due to lack of time, these updates were not discussed. Steering Group members should raise any views by email.

1. **Risk and programme**

Due to lack of time, issue not discussed. The Finance delay would be reflected in a revised risk register and update sent to Steering Group members by email (ABa). Steering Group members could also raise any views by email response.

1. **Any other business**

St. Martins Estate bid: details had been sent by ET earlier that day. It was agreed:

* Such funding bids should always be submitted on the community bid form.
* New steering group agenda items should be submitted with better notice
* The focus of the event should be for a representative of the Steering Group to explain the nature of the Streetworks project, present the mini-workshop, encourage attendance at the 19 January and subsequent co-design workshops and sign-ups to the mailing list.
* A reduced bid of around £300 or less with further breakdown of costs could be considered at the next Steering Group meeting or beforehand. SC would advise ET.

Twist at Station Rise (26.11.15): NP would staff. ET and others from Tulse Hill Forum could staff first few hours only (in view of EGM that evening). NP could not staff the stall on 17 December.

The meeting ended at 5:50-pm.

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| **Action Points** | **Action owner** | **Due date** |
| 1. Website:
 |  |  |
| * Ideas and actual content required. Tulse Hill youth and digital input and Elmgreen School pupil ideas would assist further
 | All | Ongoing |
| * Upload all Steering Group action notes, risk register, programme (Gantt chart), community bid form, map and workshop material
 | GW | Immediate and ongoing |
| * Use now to publicise ongoing activity
 | 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 (not discussed) |
| 1. **Forum websites: joint bid by Tulse Hill Forum and Norwood Forum to LFN**
 | **JW, ET & SC** |  |
| 1. **Gantt chart: monitor implications of changes to neighbouring roads, and Norwood masterplan**
 | **ABa** | **Ongoing** |
| 1. **Norwood Road at Brockwell Park (in proximity to Rosendale Road junction): works to improve highway (particularly pavement). TfL criteria and funding schedule**
 | **ABa & SP** | **01.12.15** |
| 1. **EIA:**
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| * **Conduct referred to evaluation task & finish group**
 | **SC** |  |
| * **Examples of EIAs to be circulated to all Steering Group members.**
 | **SC** |  |
| * **Equalities champion**
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| 1. Finance: payment of monies due to contractor, Norwood Forum etc.
 | VD | 01.12.15 |
| 1. **Parking stress survey.**
 | **SP** |  |
| 1. Retail survey: to be conducted after Christmas by Tulse Hill-based youth.
 | SP |  |

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| **Action Points** | **Action owner** | **Due date** |
| 1. Tulse Hill Gyratory: development of vision workshop.
 | ABa & ABr | 01.12.15 |
| 1. **Station Rise works: earlier implementation (feasibility)**
 | **ABa** | **01.12.15** |
| 1. Co-design workshop (08.12.15): proposed content
 | ABr & ABa | 01.12.15 |
| 1. Community engagement plan:
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| * 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 |  |
| * Council estate residents
 | GW with SC |  |
| * Monthly written progress reports
 | GW with SC |  |
| 1. Apprenticeship/school participation:
 | ABa |  |
| * 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 |  |
| 1. **Risks report: monthly**
 | **ABa** |  |
| 1. Twist at Station Rise:
 |  | 01.12.15 |
| * Streetworks stall (3:00pm-8:00pm) (26.11.15, 17.12.15 & 2016 dates):
* Volunteers to staff (GW to seek further assistance by email)
* Publicity and sign-up material inc. pop-up game
 | AllGWGW |  |