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|  | **Steering Group meeting****Tuesday 2 February 2016 (3:30pm)****The Old Library 14-16 Knights Hill SE27 0HY****Action notes** |

**Present:**

Steering Group:

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

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

Lambeth Councillors: Jennifer Brathwaite (JB), Mary Atkins (MA)

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

Landolt & Brown: Adam Brown (ABr)

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

High Trees CDT: Grace English

Also present:

Local resident and Sustrans: Bryn Lockwood (BL) (part)

Support officers:

Georgina Wilson (Comms. & Outreach) (GW)

**Apologies:**

Anna Birley

1. **Declarations of interest**

GW declared an interest in the Streetworks website.

1. **Welcome, introductions and apologies**

All introduced themselves and apologies were given as above.

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

Waylett Place car park – being progressed.

Merchandising – ongoing

Budget review – complete

Apprenticeships – **Andrew McPhee to attend Steering Group meeting on Tuesday 1st March**

TfL presentation – **Action SM to come back to ABa about presentation on 16th March**

Regeneris/schools work – **Action ABa/SC to follow up with Regeneris**

Shared licence with Regenis – **Action SP to chase**

Contact Herne Hill Forum – Giles Gibson to be invited to next Steering Group meeting. SP to contact station manager at Tulse Hill station about permission for display boards.

Twist market – ET asked JB to look into the possibility of assistance with parking suspension for the future twist markets. **Action JB**.

Alleyway – Abr notified the group that Interfleet are carrying out topographic surveys on behalf of Southern Rail. **Action SP and ABr to follow this up in case of possible impact on Elm Green project.**

BL joined the meeting.

1. **Update on comms plan and review**

GW introduced this item. Items in red are where progress towards target is 40% or lower. Items in green are 80% or above.

There was a discussion about progress towards the various targets:

Email addresses (23%) – all agreed that in hindsight this was a challenging target. A number of people who might have previously communicated via email are using social media.

Twitter (120%) – see above.

Workshop attendees (109%) – this is very positive. JB asked for a demographic breakdown of workshop attendees. **Action GW**

Newsletters - this should be possible to improve upon. **Action GW to contact individual members of Steering Group for articles, interviews, write ups.**

Texts – only recently purchased mobile phone

Articles – no new articles but could do updates on Lambeth Talk and Weekender. Also Local Government Today article can be added to the total. **Action: MA to do press release for gyratory meeting.**

Website – still low, action planning meeting to take place immediately after Steering Group meeting today.

Web hits – Google Analytics in place since November, 675 unique visits which is encouraging progress.

Online sign ups – haven’t used this yet

Facebook likes – this has increased slightly in the last week

Instagram – not currently a target and works best where there are good quality photos. **Action: SP to send on pictures to GW. GW to investigate Instagram.**

Youtube – film from this morning’s walkabout will be ready soon. Also material from the Elm Green survey at last week’s Twist.

Forum engagement/community groups – can be combined to form one category.

1. **Feedback from disability group meeting**

ABr fed back on this – he met with a wheelchair user and Cllr Meldrum this morning. It was very helpful particularly in terms of looking at crossfalls. There will be some areas of conflict between wheelchair users and partially sighted people. Other issues included spaces for wheelchair parking and access to shops/accessible toilets. Not all issues raised will be within the scope of this project.

1. **Engagement with businesses, cycling groups**

**Action: SP to speak to Rheanne Holm about business engagement**. ABa has contacted BL outside the meeting. **Action: BL to feed back about how best to engage with cyclists.** MA volunteered to support this piece of work. ABR, ABa, GE to attend event on 10th February at the hub aimed at developing local businesses social media presence.

1. **Workshop with estate residents 11th February (and other workshops)**

9th Feb – first gyratory meeting at the Hub

11th Feb - the meeting will take place at All Nations Christian Centre on York Hill.

23rd February – St Martins Community Centre. Chris from St Martins TRA is keen to be involved in facilitating.

8th March – wrap up on gyratory

Leaflets for all four upcoming events will be distributed this weekend. Focus should shift slightly to cover more of the Tulse Hill area.

**Action: GW to liaise with SP over area for distribution**

1. **Station Rise concept design**

ABr introduced this item

There is an appetite for removing some of the parking (there is also an enforcement issue). Some parking to be retained on the south side. Vehicle circulation will need close consideration. Possible pavement widening on north side. There was a discussion about the optimum extent of the vehicular turning space. Servicing for the shops and access for refuse vehicles needs to be accommodated. ABa noted that this was an opportunity to transform the space. The group agreed that we should aim for a 6m turning space. SP noted that a survey would need to be carried out of the businesses and their needs. **Action SP/SC to draft survey questions before sending on to High Trees.**

1. **Technical design meeting**

ABa confirmed this will take place on 3/2/16 with a view to looking at works that can be brought forward in the programme, eg footway works.

1. **Project management training and questionnaire**

ABa has drafted questionnaire for those taking part in the training programme. **Action: all to provide comments to ABa by end of week.**

1. **Finance update**

SdS presented this item. Approx £11k has been spent to date from the £32k budget. Project management training for young people will come out of this budget (up to £9k). Improvements to the website are due to take place – SP confirmed that additional funding is available for this. ABa confirmed that the budget for engagement for 2016/17 will be £20k. SdS and SC will meet quarterly to review the budget. A meeting will be held to draft the budget for 2016/17 (SdS, SC, SP). SdS raised a query about invoicing from Creative Connections **Action: GW to check this**

1. **Risk Register**

ABa has updated the risk register. Possibility of funding shortfall moved from amber to green. Scope of Norwood Road proposal moved from amber to green.

1. **Any other business**

ABa notified the group that his last day working for Lambeth would be 24th March.

ABr reminded the group that the next meeting would take place on Wednesday 17th February to accommodate the first round of project management training on 15th/16th February. **Action: GW to check Louise (THF admin) availability to cover, as SC will be on leave**

The meeting ended at 5:30pm.

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| **Action Points** | **Action owner** | **Due date** |
| 1. SM to liaise with ABa about presentation on 16th March
 | SM | 12.2.16 |
| 1. ABa/SC to follow up with Regeneris about tie in with schools work
 | ABa/SC | 12.2.16 |
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| 1. SP to chase re: shared Commonplace licence with Regeneris
 | SP | 17.2.16 |
| 1. SP and ABr to arrange meeting with Southern Rail re: alleyway
 | SP/ABr | 17.2.16 |
| 1. GW to provide demographic information about workshop attendees
 | GW | 17.2.16 |
| 1. GW to contact individual steering group members for write ups, reviews et
 | GW | ongoing |
| 1. MA to provide press release for gyratory meeting
 | MA | 8.2.16 |
| 1. SP to send Norwood Road pictures to GW
 | SP | 17.2.16 |
| 1. GW to investigate setting up Streetworks Instagram account
 | GW | 17.2.16 |
| 1. SP to speak to Rheanne Holm about engagement with businesses
 | SP | 17.2.16 |
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| 1. BL to speak to ABa about engagement with cyclists
 | BL | 17.2.16 |
| 1. GW to liaise with SP about leaflet distribution area
 | GW/SP | 5.2.16 |
| 1. SP/SC to draft survey questionnaire for Station Rise businesses
 | SP/SC | 22.2.16 |
| 1. All to provide additional comments on project management training questionnaire to ABa
 | All | 5.2.16 |
| 1. GW to check invoicing from Creative Connection
 | GW | 17.2.16 |
| 1. GW to check Louise’s availability to minute next SG meeting on 17.2.16
 | GW | 12.2.16 |
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