**St James Big Local Notes of 30 September 2013 Meeting at The Windmill Restaurant**

**Present:**  Alan, Anna, Helen, Tommy, Trevor, Betul, Fiona, Annemarie, Samia, Feroz, Linda Mo

**Apologies:** Ingrid, Jason, Michael

**Chair:** Tommy

**Note Taker:** Betul

Helen - expressed her concerns – suggestions she has made previously not brought to the meeting – steering group ignored ideas – concerned about random meetings, concerns about spending, no transparency, I don’t know where and when the worker was agreed. This is how I feel and I am disillusioned.

Tommy - apologised for what he heard from Helen, promised to start putting meetings in line from this week. If you have any concerns you have to inform Trevor or the Chair. We need to start working as a team from this week.

Anna – Sent an email to everyone to stating that she wished to resign. She expressed her reasons for resigning – she doesn’t agree with things happening in the background, there are clique that leave lots of people feeling excluded. Decisions made outside of meetings.

Tommy – apologised to hear of Anna’s resignation

Helen – said she is not interested in coming to general meetings. She wants to be involved in specific subgroups, focussing on specific topics for example volunteering.

Mo doesn’t want to be part of general meetings. I think that the four different groups which we have chosen are interesting ‘and productive and the general meetings are unfocussed we don’t seem to achieve much at them.

Tommy – The Chair of the meeting needs to be chosen in advance of the next meeting.

Anna - one person shouldn’t represent everyone and everyone should have equal status

Annemarie - spoke on behalf of the group to say that we were sorry that they had these concerns and that they felt that they had to leave the group as a result. She said that group did not want them to leave, so that maybe that they could consider taking a break from the group, and maybe come back when they felt ready. They would be welcome back at the Steering Group. They would also be welcome (and very needed) as active members of their working parties.

Helen – thanked Annemarie for her comments and said that she would like to remain an active member of the Community Working Group.

**Anna and Helen left the meeting at this point**

**Chairing the meetings**

Tommy – what do we want to do? Should we continue with a rotating Chair or have a permanent Chair what do we want?

Samia – I don’t think we should rota every month/meeting and maybe we should have a chair for six months this would be better.

Fiona – one side of the table seems to want to see a permanent Chair, while others want to see the opposite more importantly why are people leaving or not staying?

Mo The chair should have input in the activities organised and be more involved with all the activities and just attend the general meetings i.e. Tommy’s event. There are some communication problems which affects people’s involvement.

Trevor - everyone is right we agreed that the meetings would have a rotating Chair and that Anna would be the official Chair for Big Local – the application for the Getting Started application. We also agreed that if noone volunteered to Chair a meeting Anna would automatically Chair or the deputies (Tommy and Saima) in Anna’s absence.

General Discussion – There was general confusion about (and disagreement with) Anna’s statement that decisions had been made outside of the Steering Group meetings. While details of the September Market Event had been developed together by the Events and Geeks Working Groups, and presented to the wider group at the 16th September meeting. All agreed that the working parties had been given delegated powers, on the understanding that key decisions are agreed or endorsed by the steering group.

Mo – what are these meetings for? Is the question to answer? Many people come only once and decide not to come again – small groups should continue this meeting should be about strategic discussion and decisions We need to know what are the responsibilities of the Chair and the deputies are.

Tommy - we agreed that the chairing of the meeting should rotate so that everyone gets a chance to chair the meeting and because Big Local wants to have a named Chair; we need to have a named Chair so that we can get our grants.

Saima – we need to agree another chair for Big Local and have a rotating Chair but it should be for 6 months or 3 meeting so that we have consistency. There should be a selection process, rather than expecting people to volunteer.

Jason – we should have criteria for the Chair and people wanting to be chair should demonstrate that they meet that criterion.

Tommy – can we decide this later? At the next meeting. We now need to carry on with the agenda.

**Report back from the Getting Started working Party – Getting Started Proposal**

Trevor – the getting started working party meet last week and they agreed that the working parties (Community, Activities Events, Innovation (Business and Enterprise) and Geeks/Visioning) should continue as they have proved to be productive. The working parties should have proportionate share of the Big Local Getting Started grant/budget, minus general/core costs e.g. meeting room costs, administration of the Steering Groups. All the working parties or themes should have the same thread, increasing diversity, getting more people involved especially young people. Annemarie has given some examples of SMART objectives for each group area of activity.

Annemarie I have written suggestions, people don’t have to be wedded to my suggestions but he groups need to make sure that their objectives have clear SMART outcomes = Specific, Measureable, Attainable, Relevant and Time-bound

Trevor – the outcomes of the getting started phase should be:

* Production of an outline 10 year plan
* Collection of data ( the context of the area and reasons for the action/objectives of the plan)
* Assessment of the areas needs, opportunities and threats
* Increase participation
* Increase awareness of St James Big Local

Each working party should arrive at its own recommendations. Allocate their portion of the budget (£2000). And if they choose to have a worker, they’ll need to explain how they will use the worker or the salary portion of the budget. The total budget suggested for allocation for a worker is £10,000 (this issue of a worker will have to be discussed in detail at a future meeting). Out of that £10,000, £2,000 should probably be allocated for the general management of steering group/area. The experience from other areas is that areas that don’t have a worker, progress in the area can be slower. The Getting Started phase should have an element of experimentation and having a worker will make the steering group confront how they might manage a worker(s) in the future. The Getting Started budget is small so Local Trust consider that the risks are relative small/acceptable.

If we agree to this approach there will be overlaps between themes/working parties for example organising an event on the High Street should have input from the Innovation, Events/Activities, Community and Visioning parties – because the objective of an event might be to get more businesses involved, resident recruitment campaign, surveying residents at the event the idea of the working parties is to improve the efficiency of area (allowing us to look in greater detail at projects and initiatives) it is not about having separate initiatives - all the activities need to integrate.

Mo – it might be useful to have several projects with different people involved from other parties because of their skill sets, such as data management. It worked very well on the high street event, with the Geeks providing the questions.

Fiona – we haven’t decided on what needs to be done. There should be a series of meetings with different purposes e.g. who will work with schools? We have to get started.

Trevor – In the getting started application we need to show what we will do and the expected outcomes of that activity and how the money requested will support that activity and outcomes. Unfortunately or fortunately there is a simple application form to complete. The area shouldn’t be worried about making mistakes or things going wrong, this phase will also provide the area with opportunity to learn from failures and successes.

Annemarie – clarified that the recommendations don’t have to be followed. How do we allocate our resources?

Trevor the time period to deliver this phase of the pathway should take between 12 – 18 months, but the delivery time period is down to the area. Each working party needs to look at delivery times.

Fiona – managing volunteers can be difficult we need to decide who will manage this

Trevor - Fiona is right we need to think how we will manage ourselves and others. It would be better to set clear goals so that people volunteer with purpose, then they will know their outcome of their involvement. There could be internships. Did the group agree with the 3 current themed groups (Innovation, Visioning and Community/Events)?

Fiona – we need a group/people to do marketing and publicity?

Trevor – Annemarie has said there needs to be smart objectives and in the report she has provided some examples with outcomes and she has provided a template of how we can set those objectives.

Annemarie – you can fill the form in any way you want the lists of activities and objectives are only examples.

Annemarie – 5 days before the general meeting each group should prepare something to share with the rest of the group

**Report back from Working Parties**

Community

Samia - the community group suggests that we divide the area into 10 smaller areas, to make the engagement easier- door knocking with simple survey to find out what ideas people have. Introduce a gardening competition to involve families and children with a prize - a ticket for Kew Gardens. We could also use Resident Associations to collect data.

Trevor – you might be giving yourself too much work, this phase is about trying things; I would suggest just choosing 2 or 3 streets to pilot your approach and the work should Qualitative and not Quantative.

Samia – we have to mindful of not asking to many questions and collecting information that we will not use and make sure that we report things back to people, people get fed up of being asked questions but never get to hear what’s been done with that information.

Fiona – from the beginning we should be looking to see what we want from questions and frame the questions on the objective.

Linda we should not try to reinvent the wheel, we should see how other Big Local areas have recruited Street Champions

Feroz – we need to be mindful that there are a lot people who live above shops and those are probably the hardest to reach. We shouldn’t forget working with existing groups e.g. there is a mental health centre who we could tap into, however this centre attracts people from other boroughs.

Geeks

Fiona – there were over 100 wishes on the washing line. I have been looking at survey monkey to help us put together questionnaires surveys but we will have to pay a subscription. From the high street event there is lots people talking about planting trees, cycling facilities...

Area profile – schools could help us with this a teacher is interested in joining us and there will be a meeting next week; is anyone interested in coming to the meeting?

We should be using established groups in the area, churches, youth clubs etc. Hannah is collating a list. Please send Hannah the details of any local groups which Big Local should speak to.

We now have a format for coding people’s age, ethnicity and we will be age to judge people’s happiness scale by age, ethnicity and gender

Annemarie – the information can be used to identify is particular groups are more, or less, happy with the area

Activities and Events

Mo – the photography aspect of the high street event went well, people enjoyed having their photographs taken and these will look good on the website and they show the diversity of the area. My wish for St James has been translated into many languages. The washing line drew attention. At least 75 people wanted to join big local and over 100 people wrote their comments. Most people like the area, but there was a common theme about the drug dealing in the area – people wanting it stopped. Overall the high street event was a success

Innovation

Betul – Sainsbury’s and Tesco’s have funding for community projects which we can apply for. The group has had difficulty meeting so it is not moving as fast as I would like.

We need see what apprenticeship schemes are about, so that we can match local unemployed young people with those opportunities.

We want to hold regular seminars to encourage entrepreneurship

We want to interact with local business so that we could offer work experience to young people.

Lots of people on the Steering Group expressed support for these ideas.

Mo I have seen that the Council wants to support a pop-up shop project I’ll share the link

**AOB**

Fiona – there is a fund to buy trees and I am told that it costs about £350 to buy and have a tree planted. If our group put up £2000 out of the Getting Started budget and persuaded other funders to contribute £3000, we could get a further £5000 from Mayor of London Trees for Cities. I will share the details by email.

Walk around St James Street

Tommy – there was about 18 people there. It was very interesting looking at things that you see every day but don’t notice the details. E.g. There is a shopfront that should be protected, we should get in touch with planning to ensure that it gets protected; perhaps we could start a petition

Fiona – we should ask Neil if we can film the walk and put it on YouTube / link to our website for those people who cannot attend in person.

Purpose of the next meeting

Mo what is the purpose of the next meeting?

Trevor to agree how we progress with the Getting Started application, receive more informed thoughts from the working parties, as they now have a format to cost they’re ideas and show how they would like to spend their allocation of the Getting Started budget

**Date of Next Meeting**

21st October at the Windmill

**Chair for the meeting**

Annemarie volunteered to chair the meeting

**Tommy thanked everyone for attending and working positively**