**Minutes: St James Big Local Steering Group Meeting**

27th January 2014 7pm, Windmill Restaurant, High Street Walthamstow

**Present:** Annemarie Cancienne (meeting chair), Betul Cunnighame, Wendy Davis, Trevor Mbatha (Locality rep), Tommy Anderson, Hugh (Stow Fest Rep), Tara McNicholas, Fabien Ho, Jamie Abbott, Alan Horne (CREST)

**Apologies:** Fiona Cobb, Maureen Gallaccio, Claire Binns, Linda Samsum, Michael Bowles, Hannah Guthrie, Betal Cuninghame, Hannah Worth, Feroz Khan (Waltham Forest), Ingrid Abreu Scherer (the Mill), Jason Tetley, Saima Arif

Meeting Objectives: Progress/further develop plans set out in ‘Getting Started Application’ including HR arrangements for support staff.

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| Item |  | **Actions & lead person** |
| **1.**Introductions | All introduced themselves and their reasons for attending |  |
| **2.** Feedback from Getting Started Application, including on employing a worker  | TM: a Job Description (JD) needs to be submitted outlining the specific tasks identified for the worker, along with the HR support and management arrangements to be made. TM suggested 3 options & considerations for management of worker: * Crest as financial partner – but are they willing to take on this role?
* Ascham Homes – this would require a new partnership with an organisation that is local but not based in the immediate area
* Waltham Forest Community Action – financial concerns

FH also suggested potential for sharing the support worker with William Morris Big Local. AH confirmed CREST have the capacity and are interested in providing the necessary HR support. Consensus decision made that CREST are the best option. Process targets for getting to hire were agreed:* **ACTION**: TM to circulate a draft JD to steering group by Friday 31st January
* **ACTION**: Steering group to have 1 week to comment (to Friday 7th Feb)
* **ACTION**: TM to collate comments & to submit to Big Local Trust for approval
* **ACTION**: TM to recruit employment panel from steering group members
* Job to be advertised by 10th Feb
* Applications due by 28th Feb
* Target interviews w/c 10th March
* Advertising in Waltham Forest magazine was mooted, but needs a 3 week lead time. Other circulation options are word of mouth, twitter, Facebook group(s), others….?

(Follow up note: job description was delayed by 1 week so all dates pushed back by 1 week - Job advertised by 17 Feb; applications by 6 March, interviews by 17 March) | **Trevor to lead** |
| **3.** Designated Neighbourhoods | WD presented the idea of St James Big Local seeking ‘designated neighbourhood’ status under the localism act. This would enable the creation of a community defined ‘neighbourhood plan’ that would form a statutory planning document for the area. WD circulated a written background to this idea. She declared an interest in this as designated neighbourhoods are eligible for funding from the Mayor of London & this may help support the ‘Rooms of Our Own’ women’s housing scheme she is promoting in the area. A consensus was reached that while interesting, St James Big Local may or may not be the correct forum for this role: greater resources, a more established community vision and better knowledge of the implications are all needed. Steering committee to reconsider the proposal in June 2014. **ACTION**: Steering committee to consider the designated neighbourhood topic again after June 2014. | **Note, review in June** |
| **4.** Publicity and events | FH suggested a more committed branding exercise for the area – promoting the St James Big Local (SJBL). TA suggested that a one year anniversary street party could be organised to celebrate the Big Local. Concerns were raised as to the content of both ideas & consensus was that branding and events need to be coordinated around more tangible projects. It was felt an event would be best if focused on either a ‘call to action’ (get involved in this specific manner/around this point), or a celebration of something concrete. Each working group was asked to come up with a suggestion relating to their work around each of those two ideas (with the events team having a good call to action around their 3 roads)**ACTION**: Each working group to meet before the 10 march meeting, and come up with a contribution to a future event, both along the theme of calling residents to action, and celebrating a success associated with that working group. These ideas to be brought to the next steering committee to help plan for a future event.There was some enthusiasm for SJBL to take part in two existing events:  Walthamstow Arts Trail (May). Suggestions included * A stand at St James’ Park, in partnership with Friends of St James’ Park – though it was noted this is outside the SJBL area
* A treasure hunt around the SJBL area – perhaps with local residents asked to display meaningful objects of personal history. This could end with entries being submitted in the CREST shop.
* A window display in the Crest shop could help attract visitors.

JA suggested that each of the working groups could aim to have a project ready to launch in time for the Arts Trail event, though it was felt unlikely that there would be space to include a launch in the event itself. All entries to take part in the Arts Trail are due 1 March. Tommy implied the events group might be able to take this submission forward, but if they aren’t able to meet and gather a submission before the due date, is there a spin-off group who could pull something together? Main idea discussed was around a treasure hunt, with people submitting their answers at the Crest shop.**ACTION**: Events group to try to meet in February and pull together a proposal for the arts trail by 1 March along the lines of the above discussion. A representative of the events group to be in touch by 20 Feb if unable to do this, and see if another small group from steering committee can put together a submission - TMc and FH were possible alternative planners, among others. The nationwide ‘Big Lunch’ (1st June). Suggestion was that SJBL could take part in this with a street party(ies). **ACTION**: Events group to discuss the 1 June Big Lunch, and see what work may be needed and who might be able to help organise this (the worker?) |  |
| 5.??  |  |  |
| **6.** AOB | Stowfest – Hugh introduced Stowfest September 12th – 14th, a Walthamstow wide folk & music festival. Entirely run by volunteers this is in its 4th year & they are hoping to get as many people & groups involved as possible. Anyone with ideas is welcome & encouraged to get involved. They want this to be multicultural & eclectic. Anyone interested to get in touch with Hugh Markhouse Community Forum have asked SJBL to attend. TM is attending; Tommy volunteered to join him. Money: Fiona & Fabien need refunds for expenditure on flyers etc. Process is that they need details of costs & bank details to Alan for payment.**ACTION**:Trevor to ensure FH and FC are paidCREST AGM & trustees – 24th February, 7:30pm, Harmony Hall: AH stated that CREST are looking for trustees at the next AGM. In part this is to respond to reduced takings at the CREST shop. **ACTION**: everyone consider if they can attend Crest’s AGM on 24 Feb, and spread word about how the organisation needs support.**ACTION**: If AH has any further details about the Crest AGM, to circulate this to the group in advance. | **Interested parties/events working group?****Trevor & Tommy****Fabien, Fiona & Alan****Alan/****interested parties** |
| **7.** Next Meeting  | Monday 10th March 2014, 7:30pm, Windmill Restaurant. |  |