**Minutes of the Meeting**

**Big Local St James Street, Harmony Hall 7pm Monday 30th June**

**Apologies:** Mo, Fabien, Betul, Jamie

**Attendees:** Neesha, Alan, Fiona, Annemarie, Feroz, Wendy, Tommy, Trevor,

**Review and Agree - Minutes of April 14th 2014**

Discussion around why the minutes had not been agreed initially. Wendy mentioned that the dispute was with Fiona who is currently not present. Wendy is happy to agree if Tommy i. Therefore in the light of this tommy suggests agreeing them in order to move forward. Feroz seconds the suggestion. Annemarie to talk to Fiona retrospectively to see if there are any remaining issues and if not then the minutes are agreed.

**Matters arising from April 2014**

Enterprise Group to follow up on matters of

* Follow up w Claire and jacintha about getting name of freeholders for the properties along high street (WHO?). Intention is that it will enable us to negotiate with landlords about pop up shop
* Betul to email list of the empty properties she has scoped out, in order to get names of landlords

We review action point 5 ‘community groups /event’ held in the style of which Mo had previous mentioned. Tommy reports Mo would no longer like to lead the group but does want to be more practically involved with things as they happen. Tommy has gone on to email the community group and organise a meeting date.

There was a discussion about the events and their real purpose. The target of 550 wishes needs to be obtained and currently we have 186. It was agreed that the key focus of all our events should be to reach our target on time. Reference is made to the previous minutes where events are also mentioned. Neesha had been asked to write a plan (see worker update).

**Review of Minutes of May 19th**

Minutes are all agreed and there are no matters arising.

**Agenda Items 30th June 2014**

**Events**

Alan suggests that a simple way to get wishes would be stand outside the station and ask people who arrive at the station. Feroz agrees in terms of needing a more focused event that is in the designated area and offers to be one of the people who do this between 5-7pm.

**Action**

* **Fiona to contact the station person for permission and dates.**

Further discussion of events and the events budget Neesha reference the street champion scheme taking £1500 of the dedicated budget and therefore need for our event to be of a smaller scale.

Tommy raises question about previously mentioning visit of

1. Ascham homes sites
2. The health centre
3. Station.

**Action**:

* **NB to contact Jenny Anderson at Ascham homes.**

Wendy suggests maybe if we can email the people on the mailing list requesting they make a wish and give an incentive. Fiona mentioned she has just sent out a newsletter. It is agreed that a July special ‘wishes’ month specific request should go out.

**Action:**

* **Fiona to send out a specific request for wishes in July**.

Discussion of events and trying to get the most wishes agreed actions for as soon as possible to try to achieve the wishing target by the end of July.

**Actions:**

* **Fiona to contact station rep for permission and dates**
* **Tommy to make initial contact with Health Centre and pass on to NB**
* **Neesha to contact Ascham Homes about Arkley Estate and Tenby Court.**
* **Neesha to make contact with HLF Project Manager.**

**Finance**

Alan present spread sheet update on financial spend.

Fiona has updates to make for things she has paid for i.e. survey monkey, event apparel.

Trevor comments that all finances should be coded for Alan to allocate to the correct area.

Tommy asks if the community budget and street champion scheme budget could be put together – all agreed. He also wants to confirm if Neesha pay is sorted out. It was confirmed.

Neesha asks about receipts procedure. It was confirmed they should be sent to Fiona, Annemarie and Fabien who can then sign them off in fortnightly intervals.

Neesha has managed to obtain a work mobile via CREST that has not been used as of yet. Steering group agree to take on the contract as of 1st July 2014 and give this number out for public enquiries.

**Action:**

* **Fiona to send update to Alan**
* **Neesha to send in current receipts.**

**Worker Update:**

Neesha shows her plan for a twisted tea party for potential event to take place at the St James St end of the Market (see attached) and work plan completed at previous meeting which had not gone out the full steering group (see attached). The event is similar to that Mo had mentioned previously in that there will be tables with lead representatives to discuss with people their consents/interests in the area.

There was a discussion about why to/ not to have the event outside. Emphasis was put the outreach element of going out and meeting people and underrepresented groups.

Neesha show’s work plan along with this month’s update on progress – the work plan has not been seen by all steering group members.

After much discussion it is agreed that Neesha should get on with planning the twisted tea party.

Neesha and Fiona have been into 2 schools that are signed up for the Geeks ‘mapping task’ as part of the get started bid. There will potential to roll out a similar formula with other schools in September. Both have agreed dates to attend 1 school so far.

**Action:**

* **Target of 250 wishes for the whole of July with 100 wishes being from the twisted tea party.**
* **Neesha to send work plan to the entire steering group.**
* **Neesha to send on the current new interested party to Geeks and Enterprise**.

**Designated Neighbourhood**

Discussion about designated neighbourhood: Wendy informs group that the WAAP does not having St James listed as a designated neighbourhood. 21 residents would need to be involved in the administration.

After a group discussion it was agreed that for now the idea is parked until we get closer to the end of the Get Started Bid as that is our focus and it will be review again then when steering group members may have more time.

**Inviting people to our meeting**

Tommy reiterates that he would like select people invited to the meeting;

* Safer neighbourhood team
* Health representative

It was agreed that they will be invited to the September meeting as by then we should have a lot more relevant thing to ask them, item to be discussed at August meeting.

Tommy also informed the group he has attended;

* The Big Local Networking event London Wave 3.
* Circle 33 housing meeting about Callonfield War Memorial along with Neesha and Mo.

**Any other Business**

* Consistent theme of wishes is regarding crime in the area.
* Neesha needs more support from a steering group member. Agreed that as Neesha already speaks to Fiona a lot that is makes sense she is the contact representative.
* Feroz mentions that there is a job fair on 29th July from10am-3pm in Queens Road, which we can have a stall at – Tommy agreed to attend on behalf of the Big Local.

**Action:**

* **Annemarie to collect Gazebo from CREST shop**
* **Tommy to attend Jobs Fair.**

**Date and Time of Next Meeting:** Monday 11th August, Harmony Hall, 6.45 for a7pm start.