**Minutes of the Steering group meeting St James Big Local**

**Monday 11th August 2014 @ Harmony Hall**

**Apologies**: Fabien, Jamie, Annemarie, Alan

**Present**: Tommy, Neesha, Fiona, Trevor, Feroz

**Previous minutes reviewed**

A review of the minutes of June 30th 2014 as Fiona had not been present at the time in the previous meeting when they were agreed. Fiona is therefore going to high-light the area of the minutes that she would like changed as she feels they are unrepresented of what she had said –this is to then be sent to the group to finally agreed.

**Matters arising**

**The** **station** – Fiona has been contacting the relevant person at the station with regards access to the platforms in order to obtain wishes. As of yet she has not been successful obtaining a reply.

**Action - Fiona to send Neesha details to chase via telephone**

Tommy mentioned he has spoken to several people at the council about standing outside the station in an alternative approach to standing on the platform –

**Action - Neesha to look at the current programme of work and suggest dates that are achievable.**

**The wishes mail out**

Wendy had drafted an email to send out. Fiona is happy to format and send out but wanted to agree a prize and method of how to pick the winner. She will set up a direct link that only people clicking through that specific link will go into a prize draw. Tommy will choose the winner out of a hat at the end of September. The prize be £50 voucher and stays open until the end of September 2014.

Feroz suggests that we could send out the wish request via book bags in September when the school’s return. He will on leave for a few weeks but when he returns he will contact a local primary school.

Fiona also mentions the she has contact with Neesha for schools to visit in September so these could be added in.

**Action - to confirm how many classes there are and how much printing will cost.**

**Meeting Minutes of Monday 11th August**

**Enterprise**

Betul was unable to attend the meeting but sent an update viewed at the meeting. (See attachment of empty shops information)

**Geeks**

Fiona gives a statics update in the meeting:

Up to the end of July 2014 we have a total of 214 wishes logged in our Survey monkey store.

Our target is to get at least 550 wishes so we are at 39%.

**The main source of wishes has been (roughly):**

* 50% Mo's Market Washing Line
* 25% Online survey via website links
* 25% Stoney down Folk Fete
* TBC August Twisted Tea Party

**Looking at who is responding, we are logging different categories:**

Age: Responded / Target (%)

* 15 & under 15 / 20
* 16-24 8 / 10
* 25-64 75 / 50
* 65 & over 8 / 10

Teenagers and older people are currently under represented.

Ethnicity %:

* White; British 58 / 26
* White; Polish 2 / 5
* White; Other 16 / 15
* Asian/Asian British; Indian 4 / 4
* Asian/Asian British; Pakistani 2 / 16
* Asian/Asian British; Other 4 / 9
* Black/Black British; African 3 / 7
* Black/Black British; Caribbean 4 / 6
* Black/Black British; Other 2 / 3
* Mixed/Multiple Ethnic Groups: All: 1 / 5
* Arab 1 / 2
* Any Other Ethnic Group 2 / 3

The statistics suggest that we currently have a larger ratio of white British responders than any other ethnicities and we therefore need to target some other ethnic groups to have a proportional representation of the actual area.

Neesha suggests she is visiting a local elderly home in August and also has a meeting set up with the local Asian women’s group. Feroz adds that a local Asian men’s group meet at Harmony Hall.

**Jumble Trail**

Fiona has set up a **St James Jumble Trail** as agreed by the steering group via email. Information can be found on the opening page of our website. Please can you support the project and promote our page/facebook page with information on for the public.

* 14 stall already registered. It is thought to be a great way of getting people to meet each other and high light our specific area.

The participants will not pay a registration fee but instead be asked to collect 5 surveys by their friends and family – this will therefore in theory add to our number of wishes 5xs each time someone adds a stall.

Discussion about various marketing options. Agreed that Fiona will get postcards and posters.

**Action – Fiona to print postcards and posters as per conversation. Neesha to give out postcards as stall’s registered and help people who are not internet proficient.**

Tommy suggests he has had difficulty logging a stall. Fiona has said she also has had residents contact her with trouble and will therefore get in contact with Jumble Trail to find out what the solution is and pass this information on.

Tommy adds he has friends in various roads who would like to have stall that will need support to put their stall on line.

**Action - Tommy to meet with Neesha in the office later in the week to pass on the information for registration**

**Action – Fiona to contact Jumble Trail organiser about technical issues re logging a stall.**

Fiona has already made contact with lots of marketing avenues:

* Page on our website with link to Jumble Trail & instructions on joining for sharing/publicising
* Stella Creasy
* Ward Councillors
* Lorna Lee at LBWF Community Team
* Groundwork
* E List
* WF News
* LBWF What’s On
* Walthamstow Guardian
* National Guardian
* Time Out Listings
* The Londonist
* Arts in Waltham Forest
* The Mill
* Blackhorse Action Group
* Walthamstow Diary
* Walthamstow Times
* Tallulah Tangle (twitter)
* Artillery/Art Trail
* Green space Team at LBWF
* Hornbeam Green Adventures List
* The Mill
* WF Migrants Group
* Walthamstow Neighbourhood Watch
* FOSP
* FOSJP

**Community**

Tea party happened on 3rd August – 25 new wishes were gained. 2 new local professionals who were interested in the partnership were also spoken to on the day. See attached short report with images of the day.

**Action – Neesha to input new wishes and email address collected**

**Meetings**

**Ascham Homes**

Neesha met with Ascham Homes. They were very interested in the project and a long term relationship with the Big Local St James. 2 dates have been booked to consult with the residents of the Grange and Long field House.

* Dates are Tuesday 19th and Thursday 22nd

We may have potentially identified a street champion who is a resident at the Grange. She is starting her own garden and would like support start a larger gardening scheme. Ascham Homes has said they have funds and man power to help in this situation and would support one of their residents being a street champion.

Further discussion to take place with the resident and Ascham Homes on how to move forward with the situation.

Fiona suggests she has a good contact via Stoney Down Park for gardening schemes.

**Action – Fiona to send on details of the person who delivered the training at Stoney Down.**

Feroz also mentions he does more structured course.

**Action – Feroz to send email details of the courses he does to review with Ascham Homes**

**St James Health Centre**

Neesha met with Dr Kawar and the Practice Manager to explain what the St James Street Project was and how they could be involved. They are happy to host a consultation day at the practice. Tommy would also like to attend this event.

**Action - Neesha to confirm date for August with the practice Manager.**

**Heritage Lottery Funding**

Fiona and Annemarie met with the HLF Project Officer who seems very interested in working together. They have several consultation ideas involving the high-street that we may be able to tie into.

**Black Horse Road Mini Holland**

The group had hoped Jamie could attend tonight but he was unable to attend and sent his apologies. Therefor correspondence for the input for the Black Horse Road Mini Holland project can be made via email.

**Worker Update**

**Please see attached the worker update**

* Time table
* Chart for checking progress in each area of development
* Short report on the tea party
* Things planned to do next.

**Email Circulation**

Neesha emailed everyone on the steering group list to ask who is interested in still being a steering group member and who would prefer to just hear about things as they happen. In reference to their responses if people have indicated they no longer wish to be part of the steering group they will not receive the minutes of the meeting in line with the rest of the steering group.

**Stakeholder Event**

Group discussion about hosting a stakeholder event to invite other larger stakeholders like NHS, Local Government, Housing Associations, Police etc to attend and find out what we are doing as well as talk to us about what they could do to support the project. The event is to take place in October with at least 6 weeks’ notice given to the attendees.

This item is to be discussed again at the next meeting.

**Date and time** **of next meeting:**  Monday 20th September 2014 @7pm in Harmony Hall