**St James Street Big Local Steering Group Meeting**

Monday 8th December 2014 7-9pm at The Chequers Pub

**Attendees**: Alan, Fiona, Linda, Betul, Tommy, Jamie, Neesha, Trevor, Wendy,

**Apologies**: Annemarie, Fabien

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| **Discussion points**  | * **Actions**
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| **Matters arising** * Annemarie to follow up at the university where she works.
* All to look at vision statement and see how it can be improved.
* Annemarie to contact St Michael’s church regarding meeting the attendees.
* All to look at EIO’s and let Fiona know their preference. Fiona to email both to all.
* Betul to email her document – Neesha to input research.
* Betul and Neesha to work when, where, who, what how of training.
* Betul and Neesha to attend informal website training.
* Betul to contact Clare Coghill.
* Neesha to contact Tommy and Linda with a date once agreed with the street champion.
* Annemarie to contact St Michael’s Church regarding availability for an inside bazaar.
* Neesha to order T-Shirts. Fiona to send Neesha the details
 | * Completed – Dan appointed as local researcher.
* To be carried over to next meeting because we have only just completed the wishes analysis and this may give a more informed reference to writing a vision statement.
* Annemaire has contacted the church. Annemarie and Neesha to attend in January 2015.
* Completed – Alan Thompson selected as local architect.
* Completed – information sent and inputted.
* No longer applicable due to changes in original GS bid and subsequent discoveries of council plans. Further thoughts to be had about what to do instead – how to work with them.
* Completed – Fiona showed us how to use the website.
* Has not directly happened as lots of other things to do – but will happen in due course.
* Postponed to January 2015 due to the street champion having too many work commitments in December 2014.
* No longer applicable as the event is taking place at CREST WF charity shop.
* Completed 25 t-shirts have been ordered and delivered.
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| **Finance Update**Alan displays to forms of financial update. One is the current style he has been using and another type to incorporate a cash flow with project to March 2015. Comments that is quite hard to read in current format.  |  Alan to work on a new display versions of the finance.  |
| **Community Events****Christmas bazaar**Tommy has used the CREST shop to have a table top sale throughout the month of December – Saturday was a good day but Sunday was not so good. 2 people have had stalls both with handmade Christmas items.Tommy is organising 2 event : **The Homeless Sheltered Christmas Party** on 12/12/14 and **The High Street Pensioners Christmas Party** on 18/12/12 both are to be held at Black Horse Baptist Church. He would like volunteers for either event – if you are free then please get in contact with Tommy as any help will be appreciated.Suggested a request to our mailing list is sent out to see If other locals would like to volunteer. Tommy asked about financial assistance for the events from the big local. It was confirmed that £150 has been allocated to these events. **Rooms of our own**Wendy is organising an event in Harmony Hall for Rooms of our own on 21st February 2015. She has invited the Big Local to have a stall at this event. There will be other related businesses/project there on the day.**Book swap**Trevor is working with Discover from Newham and would like to know if The Mill would be interested in doing a ‘Book Swap’ event on February 14th 2015. The event date coincides with when we plan to have the area profile exhibited. | Neesha to send out a request for volunteers.Neesha to attend Homeless party and gather wishes.Neesha to put SJBL logo on advertisement for these events.Tommy to get receipts/invoices for costs incurred up to the value of £150 in total for all events.Trevor to contact Mo about Book Swap event. |
| **Schools Mapping update**Fiona confirmed that Alan and Ksenia were appointed. She has met with them and Neesha to discuss delivery details.The process will be:1) Introductory session to meet the architects.2) Exploratory session in the High Street with treasure hunt.3) Building session. We will be working with the following 4 schools1) Mission Grove Primary 2) South Grove Primary 3) Willowfield Secondary 4) Stoney Down Primary  |  |
| **Enterprise Update**The next Link4Growth meeting will be at La Mandache Restaurant on St James Street this Thursday. The link for the event has been provided below and you can add it to the Facebook page. Yvette from HLF said she would attend: <https://www.eventbrite.co.uk/e/link4coffee-walthamstow-tickets-14801631077?aff=es2&rank=1> Yvette from HLF introduced Betul to Susan from [www.Vision-On.co.uk](http://www.Vision-On.co.uk) and they had a one-to-one meeting last week. She has worked with other councils to change shop fronts before. She is the project manager for the local retail shops to change the outlook of the area. She has found the responses that we collected from businesses and local people very helpful because they had found it difficult to interact with local retailers.Susan is organising an event for local retailers to attend at The Mill, 2nd wk of January. Betul to attend. There will be an architect doing a presentations/persuade shopkeepers to change the outlook of their shops. Spaces are limited and therefore Betul and Fiona are attending. Susan specifically suggested Fiona attend as she is an architect too. |  Betul to give update next month on progress for the enterprise groupBetul and Fiona to attend. |
| Community worker updateNeesha has been working towards the new activity plan agreed as of the last meeting (please see November worker report attached). Several good things have been achieved throughout November these include;* Visits to schools – regarding booking for the mapping project and general raising awareness assemblies attended
* Liaison with street champion, Ascham Homes and Ground Work
* Meeting new contacts for Partnership
* Booking and attending harder to reach groups
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| **Wishing Party update**Fiona, Jamie and Alan met last night to go over the full research document produced by Dan (see attached full+ summary version) which had been circulated during the week. Between them they had managed to get to 30 wishes but there needs to be more like 20. This needs to be done as soon as possible so that they can go out to public vote for at least 3 months ensuring we get a wide and varied input from the public.Group discussion about some of the 30 wishes – agreed it was too hard to take in the data there and then and therefore could there be an extension for people to respond to this request.Fiona will send a survey monkey of all 30 wishes. Further discussion about what we could do, what other partners we might need, who is and isn’t our responsibility.Questions raised around what will happen to new wishes we are gathering if the wishes are now closed and have been analysed.Fiona explains the software that is going to be used has an option for adding ‘new wishes’ are not already covered by the existing wishes and that if people are wanting the existing wishes then this just gives power to already well-established wishes.Discussion around percentages of people who have engaged via wishes and who we still need to engage with (part of this is covered by Community workers plan to try to meet under-represented specific groups). Trevor adds that we could do further research in our first year if we still are not reaching people because research does not just end because the get started part is over.  | Everyone who wants their opinion counted please respond to Fiona by this Saturday. Fiona to send survey monkey link.All agreed that we have a concerted effort to be inclusive within own capacity to do so and possibility to look into further research if necessary on a later occasion.  |
| **Stakeholder Event**There has been a problem with the date of the stake holder meeting – ideally the event would on Thursday 12th February but this is the same date at the CREST Management Committee meeting and therefore as key stake holders and our Local Trusted Organisation we would like them to be able to attend Tommy asked to change the venue to Harmony Hall for various reasons.Discussion about the event being on Wednesday 11th instead. Planning for the event will need to start before the next meeting therefore responses will be needed before then. | Alan to ask if the committee could change the date for their February meeting because we would like the committee to attend.The majority of people were against changing the venue because they would like to first big launch to be inside the catchment area. Responses required before next meeting as to if you could make the Wednesday? |
| **AOB**Wendy, Alan and Jamie attended a meeting regarding the Highams Park Neighbourhood plan – Wendy is happy to share information with people who are interested din hear more.Request to review meeting venue – the pub has drawn in the most attendance in terms of venue but it is hard to for those people who are hard of hearing and who have sight problems due to the dim lighting and dull sound of other people talking and music in the back ground. | Neesha to look at other venue options. |

**Date and time of next meeting Monday 5th January 2015 @ 7pm – Venue to be confirmed**