

MEETING EXECUTIVE COMMITTEE
DATE / TIME WEDNESDAY 10th JUNE 6.30 PM
LOCATION 50-51 WELLS, LONDON W1T 3PP
FACILITATOR NB
NOTE TAKER WS

ALSO PRESENT VH, YB, GH, SB, EL

NOTES

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- Welcome and apologies**
1. - **Apologies have been received from Chris Shaw and Peter Dore-Smith** Presenter Facilitator
- Declaration of members interests**
- **NB Has circulated a list of members' interests, which is now complete.**
- **In addition WS had updated the Committee page of the website. There is space for each of the executive to give a short precis of themselves together with a small head and shoulders portrait.**
- **WS stressed that it is important that the membership know a little about who represents them.** Presenter Secretary
2. **ACTION**
- NB to send the details to WS for inclusion on the website.**
- ALL to send WS further details to add to that page.**
- Questions from the forum - None**
3. **Announcement of AOB** Presenter Facilitator
4. **Matter arising:**
- **Amendment required to last month's minutes. Note Daniel Castle name is incorrect and Joanna Alden's name also spelt wrongly. She should be described in the minutes as a resident.**
- **Business Group:**
CS had met Cllr Davies who was pleased to learn that the forum is planning continued engagement with the business community, and has now voted business members onto the Executive.
- WS has circulated the following invitations:**
- **Invitation 18th June of West End Partnership invite you to 'Meet the Players' at the launch of the West End Vision and Action Plan. Date: 18 June 2015 Time: 8.30 – 10.00 Venue: Picture House Cinema – Corner of Great** Presenter Facilitator

Windmill Street and Shaffesbury Avenue

NB and YB to attend on our behalf.

- Fielden Clegg Bradley events
23rd June and 27th June

ACTION

WS to update and republish the minutes.

ALL those attending outside meetings to bring a short report to the next executive.

Co-option of new officers:

5.
 - Resident Representative Joanna Alden
New West End Company Steven Medway
 - David Castle – LDG Observer.
 - WS had contacted each one of these and already received a positive response from Steven Medway

Presenter Wendy Shillam

Chairman's Report:

6. WS Presented a programme of works to complement the list of actions circulated before the meeting. (Both included with this report)

Programme of Work:

WS confirmed that part of the bidding process would require a more detailed programme to be prepared. It was agreed that she would prepare this as part of the bid, on the basis of the draft programme presented at the meeting.

There was discussion surrounding the difference between themes and principal aims. It was agreed that the priorities agreed with the Forum should not change it might be best to consider simpler terminology. NB observed that the final document should also contain overarching policies regarding, for example, development.

It was agreed that drawings and spatial considerations such as the height and density of buildings could be assisted by AECOM who possess powerful drawing packages.

After the meeting WS suggested that NB might like to scope out draft chapter/section headings for the final document.

Key actions

Financial Applications

- 1. WS has already put in the expression of interest and a positive response has been received.
- 2. Locality – the organisation tasked with managing the grants by government have confirmed that FitzWest qualifies as a complex area. This means we are eligible to apply for a further £6,000 grant.
- 3. WS/YB to fill in the form for the next tranche of funds.
- WS recommended that the following be considered.

Major funding £8000

- Engaging a facilitator
- Engaging a social media guru

Presenter Wendy Shillam

- **Funding newsletters and other admin functions**
Engaging someone to draft policies

The comms group felt that the newsletter could be supported by advertising from local businesses. See below.

WS and YB to draft a budget for the other admin functions and bring it to the next meeting.

Technical Support

This is not money but support given as discrete packages from consultants AECOM and NPIERS

Work could include:

- Evidence base and policy review
- Strategic Environmental Assessment (Though ARUP has been prepared to support this work as they have done several in the vicinity.)
- Plan health check prior to examination

There was concern that the quality and detailed scope of such work was unknown. However as only one package at a time could be procured, it was agreed that the evidence base and policy review should be requested. This is a relatively straightforward piece of work, and would allow us to assess the quality of the service.

Complex Area Funding

A Further £6000 to cover complex issues that might include a traffic survey and further work related to housing.

Multi-modal traffic survey, negotiations regarding CIL and housing survey may come into this bracket.

- Key actors
- A list of consultants and local business supporters has been drawn up between NB and WS. WS is making the first approach to see if there is interest/skill/enthusiasm. She has already made meetings with three firms, she requested that others join her in these meetings, but no-one was available. She undertook to circulate dates so that others may also attend if they would like to.
- WS mentioned that she had added to the list a number of quasi charitable or government funded bodies that might be able to offer further support of a different nature to consultants:

CABE –

Enabling
Negotiations re CIL

Living Streets/Streets for People
Street audit

ACTION

WS to prepare more detailed programme

WS/YB to prepare admin funding proposals

WS to liaise with consultants. NB and WS to draw up a shortlist.

It was agreed that all consultants and advisors should attend an executive meeting before shortlisting and/or appointment.

- Nothing to report**
- Financial report**
 YB has drafted the last of the Ward Funding packages, though there is still some money left in that budget. This could be used for the Newsletter set –up.
 YB had emailed WS earlier in the day and is awaiting some information from her.
 YB Has received a governance questionnaire from Metro Bank–GW is assisting in appropriate responses.
8. **Action**
 WS to send details YB requires.
 YB to complete and send in Ward funding application.
 YB/GW to complete governance questionnaire
- Communications report**
9. **Newsletter**
 A bi-monthly A4 folded newsletter is proposed. This would contain updates on progress and information/interpretation. It was felt that the document should be easy to read and jargon free. The group felt that it was important to explain all the hard work that goes into the project, to highlight current issues and explain what we are or can do about them. Interviews with members of the executive and Forum were considered a good idea.
- At the moment we get 2,500 flyers printed to go to households and email about 400 businesses.
- WS pointed out that once a draft plan had been written a larger document would have to go out to all households and rate-paying businesses. She guessed ten A4 pages. (At least twice, depending on the number of amendments)
- It was felt that colour and images would be important.
- Funding may not be required if businesses sponsored the print run. Cost of circulation must also be considered.
- CH felt that the map of the area was important. This was agreed.
- There was potential to link a small document to more detail on the internet. The Comms committee were adamant that there should always be a printed document as well. This was agreed.
- ACTION**
 EL/SB/VH
 The group applauded the progress of thinking and suggested that a more detailed ad costed proposal be presented to the next meeting.
10. **Membership report**
Constitution
- Presenter Yoram Blumann
- Presenter Edwina Lonsdale
- Presenter Gwilym Harbottle

In accordance with the Forum request a further link to the constitution has now been sent out by email, and will be sent by post to those with no access to email.

AOB

WS reported on the progress of the Holcroft Court planning application.

WS reported on her contact with Andrew Saint regarding the Survey of London for this area. Once published this will add to details about the conservation area and other parts of the neighbourhood.

11. ***Date of next meetings***

Changed to Thursday 9th 6.30pm 50-51 Wells Street

Facilitator SB Note taker NB

Presenter Chair

12.

Presenter Facilitator

END 8.00pm

Future Meetings:

Wednesday 9 September 6.30pm

Facilitator YB Note taker SB

Wednesday 14 October 6.30pm

Facilitator BC Note taker YB

Wednesday 11 November 6.30pm

Facilitator PDS Note taker BC

Wednesday 9 December 6.30pm -Christmas Event?

Facilitator GH Note taker PDS

Wednesday 13 January 6.30pm

Facilitator VH Note taker CS

Wednesday 10 February 6.30pm

Facilitator EL Note taker VH

Wednesday 13 April 6.30pm

Facilitator CS Note taker EL