**Big Local SW11**

**Minutes of a Partnership Executive Planning Meeting**

**Thursday 5 March 2015**

**At Providence House, Falcon Road London SW11**

Present:

Robert Musgrave (Chair)

Marlene Price

Senia Dedic

Sharon Grant

Syeda Islam

Tessa Strickland

Helen Taylor

Vicki Shepherd

Wendy Speck

Jane Eades

**Important upcoming Dates:**

**Lunch with David Stone – 12-2 pm Monday 13 April 2015 @ Platform One**

**Next Meetings: 10 am Thursday 23 April 2015 and 10 am Friday 22 May 2015**

* 1. **Apologies for absence**Apologies were received from Helen Garforth, Andrew Beech, Stephen Holsgrove and Charlene Brown.
	2. **Minutes of the Meeting of 19 January 2015**The Minutes were agreed as a correct record and were signed.
	3. **Matters Arising**

	There were no Matters Arising that is not on today’s agenda.
	4. **Recruitment of Support Worker**Following our last meeting Marlene reported that we had received 14 applications. A shortlisting team of Syeda, Senia, Robert and herself met and selected 8 to go forward to the interviewing stage. One withdrew as they had accepted another position. These 7 applicants were then interviewed by Wendy, Aaron Barbour and Marlene who unanimously agreed that David Stone was the best candidate. David was a long term resident but lives outside of the patch. He has family within the patch and has offered to stay there whenever he is required to be present in the patch. David’s CV and work experience is attached as an attachment to this email. David’s first day in post will be on Monday 13 April and we would like all to meet with him at a luncheon drop in session between 12 and 2 pm at Platform One.

	It is planned that both Robert and Marlene will meet with David next week as soon as Marlene can firm up the arrangements.

	The meeting agreed that the first key tasks should be assisting Vicky and Stephen with Comms and Marketing; the Skills sub group and the Asset list that we have tried to complete.
	5. **Small Grants 2015**

Tessa gave a brief update on the Small Grants Awards. We had received 8 applicants of which 4 were approved. Total amount awarded was £2,460 leaving an amount of £2, 040. The Small Grant’s Panel felt that 2 of the applicants should be recommended for a Quick Win and it was agreed that an amount of £2,500 could be available with a maximum award of £500 each.

Those awarded are: (a) £300 to Women of Wandsworth for an intergenerational Art project. A set of Chinese brushes would be purchased. The teacher is a therapist, helpful to the elderly and the disabled. The Art would be displayed at the Wandsworth Arts Festival. A discussion was held on whether it would be an idea to display these art works either at the Pump House or anywhere else after Wandsworth’s festival. However the meeting was told that there are over 70 of these paintings as this project also took place last year; they already have some Chinese brushes but needed a larger size. (b) £550 to the Lightbox Theatre for a video for the Battersea Odyssey show. This grant is the cost of the camera operator and video editing. (c) £610 to Providence House to run a pilot after school project for the 6-13 age group, and (d) £1,000 to Creative Art School to run a children’s street dance, drama and other arts in the local area.

The 2 projects the Panel felt could be Quick Wins were the Sydney Naturals to run a workshop pilot. The concept is a good idea and the pilot is to try to see if it works and (b) a boxing club as the application was made from outside of the patch. These will be encouraged to apply for a Quick Win but to be run within the patch for our residents.

It was suggested that the deadline should be 26 March. Helen to update the posters and Marlene circulates to the General Members email list and the Panel to meet on 9 or 14 April. The meeting felt that this was too much of a tight turnaround. There was also a discussion of advertising through Brightside, Wandsworth Guardian and South London Press. Brightside is not appropriate as it is a quarterly publication with a long print deadline. Wandsworth Guardian is only interested in newsworthy stories or for us to take an ad or write an article to send to them on the history of what we are about. We agreed to move the deadline to 13 April with the information on our website, through our email list and a few strategically placed posters on Residents’ Association notice boards, libraries etc. A Quick Wins Poster is attached to these Minutes.

* 1. **Communications and Promotion**

Vicky stated that Communications needed a kick start and presented an update on the leaflet that she was working on. Helen G put her in touch with Rapidity the printing house used by Local Trust but we need to understand who, how and what it should look like. Vicky used as the basis the information from the Annual Report on one side, together with other information some of which could be updated as required and which could be transferred to a 2 page poster. Vicky has contacted Rapidity who has quoted £320 to give it a smarter look plus printing costs. Vicky would like feedback, information on which organisation to give it to and if anyone receives local publications if they can let her have a copy. We thought possibly libraries, schools, doctors’ surgeries, posters, RA noticeboards etc. We agreed to write an Article for Wandsworth Guardian.

The meeting agreed to the sum of £320 for Rapidity to prepare the leaflet and agreed, in principle, to the quoted sum of £600 for printing costs. The quotation is attached as Appendix **A** and a copy of the leaflet is attached as an Attachment to these Minutes.

* 1. **Building a Strong Partnership**

	We discussed at various meetings a desire to have training sessions and we have included this in the Plan. However Syeda discovered that Local Trust has increased the sum for training to £2,250 per annum over the 10 years. Syeda is unsure if this is an additional sum or if is from part of the £1m. The question is what would we like? Helen G had suggested that we conduct a skills audit and then identify our training needs. This would be a long exercise and perhaps could be a project for David. Thoughts are a team building type of exercise with half a day on team building and another on something such as what are the basic duties of a committee member. Jane suggested someone like Brian Barnes could come and give an historic view of the area.

	The team building exercise could be done in May or a day in June (remembering our plans are to have our Annual event then) with a visit to another Big Local area.

	It was suggested that on David’s first day we all meet him over a drop in lunch (13 April). Perhaps one of David’s projects could be identifying our training needs and a skills audit. Syeda will take the lead on skills audit with David. Syeda also to research organizing a ½ day training session with lunch and come back by email on potential venue and cost. Local Trust has recommendations on who we could use and Wandsworth have training facilities. Dates suggested are Monday 11 or Friday 15 May. We are happy to visit another area but we need to factor in what we can learn from them and what we could get out of it.
	2. **BLSW11 as a local voice**

	There was insufficient time to discuss this item.
	3. **The Plan – Report back from Sub Groups**
		1. Governance – Nothing further to report.
		2. Community & Belonging – Scoping for Intergenerational - Senia and Robert to meet to discuss Scoping for Intergenerational Projects.
		3. Safety & Well Being – Scoping for Community fitness: Charlene to provide a report which will be circulated.
		4. Achieving & Potential: Scoping for Skills Sharing: Helen’s presentation and is attached as Appendix **B**. This group needs a steer of what PEC would like them to focus on. Mentoring important, the 16-25 year olds, they need to know what is going on. Partnering good and encouraging. Being realistic which one should they focus on first. The priority should be that which is visible. South Thames College will run any course if there is a need. A suggestion is that we should have a Jobs Fair in PH’s car park. Best suggestion for greater throughput is during the school holiday periods. It’s too late to organise for this Easter but perhaps we could focus on having it in September 2015, Easter & Summer 2016.
		5. Influence and Ownership – nothing to report.

		There was a great deal of discussion on the railway tunnel. Senia tabled some suggestions of lighted advertisement panels throughout on both sides. Marlene said that as part of the Regeneration the railway tunnel is a focus and that the proposed Cross Rail entrance is at the beginning of the tunnel. Marlene thought that the following needs to be considered: that the pedestrian paths are already narrow and this will reduce it even further and could be detrimental to mobility scooters and mothers with pushchairs, they could become graffiti targets, it could be a distraction to motorists – the second they take their eye off the road may be the moment someone decide to run across the road (as happens frequently); while the installations takes place the road width will have to be reduced thereby it could be weeks of one-way traffic when they do one side and then over to the other. This affects the traffic to all other surrounding roads including Lavender Hill and Battersea Park Road/York Road. Jane is also not happy with more advertising.

		We appreciate and accept that we cannot drive this forward on our own but as the situation exists that we should find an acceptable solution for it. There is a Planning Committee looking at this we should get a seat on the table. A good idea to start with may be more efficient overhead lighting throughout.

		There was also the discussion of pigeon proofing which happens with other overhead railway bridges but have not been considered for this one. Also the pollution level under the bridge is quite high.

		Another item that is constantly mentioned is dog poo. Sharon to meet with Dog Control team. She advised that from 1 April they will be part of the Events Team. Their report is attached as Appendix **C.**
	4. **General Members Meeting**

	This item was not discussed due to timing.
	5. **Update on Budget and Finance**
	Nothing further to report.

* 1. **Any Other Business**
		1. Business cards. Stephen had produced a draft for consideration. We will have 2 versions, one for the PEC members and the other for the Support Worker.
		2. Monitoring of Small Grant – We discussed the 2014 Small Grant Awards and that Battersea High Street’s project has not started, or an indication of when it will be. It was £1,000 and this is already paid to them in June last year. We should ask for that to be refunded and for that money to be added to the Quick Wins project.
		3. Robert advised that there is a youth event in York Gardens 1 April 1-4 pm aimed at young between 13-15 years of age being organized by Get Active team. He has suggested that BLSW11 will be there and although not yet asked for if we are can we make a contribution – maximum agreed is £200. We can display our boards.
	2. **Dates of next meeting**The date of the next meeting is Thursday 23 April. A further meeting date has been set for Friday 22 May at 10 am. Both meetings will be at 10 am at Providence House. Thursday 23 April should already be in your diary from our last Minutes. Please note the date for the May meeting. Possible training day would be either are Monday 11 or Friday 15 May.

	Please also remember that David Stone’s 1st day is Monday 13 April and on that day we will be having a drop in lunch to meet him from 12-2 pm at Platform One. We would like every PEC member to drop at any time during this period.

 **APPENDIX A**

**Communications and Marketing - Quotation from Rapidity**

On 3 Mar 2015, at 18:29, Peter Robinson - Rapidity wrote:

 Hi Vicky,

 Thanks for your email.

We can do this as an A3 but the finished size would not be square as A3 does not fold down into 6 panels square, the finished size would be 148x140mm.

There would be no cost implications for design, but let me know if this size would be ok and I'll check if the print price changes for you.

Re the images, we always include this line in design quotes in case we are asked to source images so that our clients would know what the charges are. In your case we would be able to use the images from your library, so there would be no image charges.

Re the printing method, this is mostly dictated by price as digital is more economical at smaller quantities and litho at larger quantities. Looking at your quotes you can see this if you look at the unit cost:

 500 copies is £197 so the unit cost is 39.4p,
 1000 copies is £274 so the unit cost is 27.4p,
 2500 copies is £452 so the unit cost is 18.8p
 5000 copies is £627 so the unit cost is 12.5p,

... so say if you are going to be using 2500 before you want to change the artwork then you would be paying less per unit buying litho in one go than digital in smaller batches.

While the qualities are comparable litho does have a small edge although most people can't tell the difference if it is Indigo digital print (these are the machines we use and they are the best in terms of digital quality available). The only other this between them for an item like this is that when they are folded there can be some cracking of the print along the folds, while this happens in both litho and digital, you get less cracking from litho.

 Sorry to ramble on!

 I hope this is of help,
 Pete.

 Peter Robinson - Rapidity

We are keen to proceed with the design work for an A3 poster recognising that the panels will not be square when folded. I look forward to learning whether this will impact the printing costs.

We have plenty of photos that we are keen to share to bring the text to life; please let the designer know that he can leave space for these and let me know if there are any specific photo image or visual requests. Here's a link to our website to provide further background information on our work and examples of our current communications materials:
<http://www.biglocalsw11.co.uk>

Please feel free to call me with any questions: +447796043960, and let me know approximately how long you anticipate the design phase lasting. We will be keen to review and probably iterate a first draft. Also, will we own and be able to edit the final version once we have agreed that we are happy with it?

Many thanks
Vicky

 **APPENDIX B**

**Big Local Achieving and Potential: Scoping for Skills Sharing**

**Aims**

* Strengthen and use the Big Local network to build skills and opportunity in the area
* Support and encourage people into training/education and employment

**Key things to achieve**

* Signpost people to what’s available – lots of courses, opportunities, apprenticeships already on offer
* Build confidence and social skills required to get employment
* Where possible use local people to deliver training and share skills, particularly to encourage inter-generational links and greater sense of community
* Encourage and equip local people to gain skills that can be used during the regeneration work i.e. construction/electrics/plumbing/decorating etc.

**Things we’ve learnt**

* Lots of provision & access to courses and training

SIGNPOSTING

* Disconnect between these and people locally – lack of interest/knowledge/motivation

MENTORING & SIGNPOSTING

* Job centre services not as accessible and very few other advise services around to support people into work

ADVICE & SUPPORT

* Jobs to fit around childcare/benefits are hard to find
* Language barrier for many to find/apply for jobs – need to link with ESOL courses

IDENTIFY & LINK WITH COURSES

**Three options:**

* 1 year mentoring programme
* Partner with employment/education course
* Events

1 or a combination of all

**Partners**

* Wandsworth lifelong learning
	+ Community tutors, links with businesses, apprenticeships
* South Thames College
	+ Courses
	+ Traineeships/apprenticeships
	+ Community tutors

Others to talk to:

* Job Centre & Workmatch
* STORM & other mentoring groups
* CAP/SPEAR or job specific organisation

**Resourcing**

* **Starting up**
	+ **Skills – networking with partners, talking to local organisations and making contact with the people we are looking to benefit, advertising/promotions, Project management, budgeting, organisation of pilot activities, event planning - with support from PEC and wider team**
	+ **Hours – 1 day per week from April – June**
* **Running**
	+ **Skills – Overseeing programme, managing budget, reporting, organising events & activities, liaising with partners**
	+ **Hours – 2 days per month**

**Next steps**

* What route would the PEC recommend pursuing
* How could this link with other BLSW11 activities/projects?
* How do we resource this?
* Are there other organisations we should talk to?

 **APPENDIX C**

**Influence & Ownership: Summary of sub-group meeting on Friday, 27th February 2015**

**Vision aspiration:** 'Everyone can have a voice, shape their future and influence the design and space and services in a way that develops ownership'

Present: Tessa Strickland and Sharon Grant

The vision area and aspirations were reviewed. A discussion took place about the two activities assigned to the group:

* Lobby for improvements to the railway tunnel
* Use positive messaging to encourage dog owners to pick mess and ensure there are enough bins and bags to help with this

A summary report for both projects is attached. In conclusion it was agreed with both areas BLSW11 cannot drive or lead on either project but could work in partnership with the organisations/committees who have responsibility for delivering. This would make sure we were establishing a partnership with other groups and help to influence changes.

We are aware we need to have others as part of the sub-group and would work over the coming weeks to enlist the help of others. We also explored new activities which the sub-group could take the lead and deliver on the vision aspiration such as organising and delivering a creative/arts festival.

This would be an event where local residents/business could display and sell their work of arts or show their talents. We thought the event could also catalogue exhibitors work and/or contact details under the Big Local SW11 logo and advertised on the website or distributed to community hubs in a form of a booklet so residents/businesses could contact artists should they wish to find out more about there work.

We also envisage there would be fun activities for parents and children such as playing old and trusted games such as Jenga; Connect Four; Draughts and possibly musical chairs

We would not put forward any firm proposals for this to be part of the the remit for this vision area until we had clarification from PEC meeting on 5th March 2015 about the planned Falcon Road Festival in 2016 – whether this would go ahead as suggested or would it now be part of a proposed Council's festival in 2015.

Sharon Grant

4th March 2015

**First Report: March 2015**

**Activities starting month 1 – 6**

**Project**: Lobby for improvements to the railway tunnel

**Sub-Group Members**

Sharon Grant

Tessa Strickland

We need someone else on the Group but not from PEC. We have initially identified a number of key players with responsibility for improvements to the railway bridge and could be by de facto also responsible for the railway tunnel.

The key players are:

* Network Rail;
* Wandsworth Borough Council Strategic Planning and Transportation Overview & Scrutiny Committee;
* Winstanley/York Road Regeneration Project;
* Wandsworth Borough Council Planning Department; and
* A Pressure Group – 'What do they know'. A group which have in recent years lobbied Network Rail through FOI requests for information about UK Railway Bridges and improvement work

**Summary**

Work has just begun to scope out 'Lobbying for improvements to the railway tunnel'. Initial work has shown BLSW11 as a single entity cannot drive forward improvements to the Railway Tunnel as it is owned by Network Rail.

In scoping out the remit of the project the initial description would be **'To have a voice on the collective committees of organisations and their partners who have responsibility for improving the railway tunnel'**

However, by working with others we could help to influence any planned improvement works and make sure we are working with and not against key players who are responsible for delivery of improvements to the railway tunnel. To report back at next PEC meeting with firm details on Project description, outcomes, measure of success, budget costs.

**Action:**

 **a) We would welcome information from PEC or their contacts on local groups who have an interest to improve the railway tunnel**

 **b) Tessa Strickland to contact Philip Morris the PM for Winstanley/York Road Estate regeneration project to find out if there is a budget to improve the railway tunnel**

 **c) Sharon Grant to contact Network Rail to find out more information about the Railway Arches Consultation project and to find out if here are any plans for improvements to the railway tunnel**

**Activities starting month 6 – 12**

**Project**:Use positive messaging to encourage dog owners to pick mess and ensure there are enough bins and bags to help with this

We need someone else on the Group but not from PEC. We have identified council's dog warden with responsibility for York Gardens could be a member of the sub-group.

**Summary**

The legal measures to prevent dog mess are contained in the Clean Neighbourhoods and Environment Act , which repeals Dogs (Fouling of Land) Act 1996, allows local councils and communities to create bye laws relating to dog mess.

Dog Fouling is covered by the council's Dog Control Orders (introduced in 2010), to which York Gardens is subject to, ensure that all open spaces and the borough's highways and pavements are regulated properly using a single piece of legislation .

* Council can issue dog control orders against individual dog owners for offences including allowing a dog to foul a public space.
* Councils can issue fixed penalty orders in relation to dog control orders. Where there is no local rate, the fixed penalty is £75
* In very serious cases, magistrates can issue a maximum penalty of £1,000

Anecdotal evidence about dog fouling in York Gardens suggest is an issue but there is no objective data. BLSW11. Previous attempts to find a way forward to tackle dog fouling in the gardens have not come to fruition. The scope of work is now part of this vision area. In scoping out the remit of the project the initial description would be **'To monitor and work with the council on encouragement activities and enforcement action on dog fouling'** The councils website provides information about dog fouling and you can find information on [environmentlaw.org.uk](http://www.environmentlaw.org.uk/)

As a single entity BLSW11 cannot encourage or enforce action on dog fouling. However, by working in partnership with the Dog Warden we could encourage dog owners to take their responsibilities seriously.

**Action: Sharon Grant to contact Dog Warden with responsibility for York Gardens to do some tentative research on number of patrols; complaints; enforcement action; bins and bags available**

Once we have collected objective data we would explore with the Dog Warden how we could encourage responsible dog ownership by using communication methods such as their leaflet 'Dog Bye Laws' to help to raise awareness amongst dog owners on their legal responsibility and residents/businesses on what they can do if the dog bye law is being flouted or not enforced. To report at next PEC meeting details on Project description, outcomes, measure of success, budget costs.