

FUTURE BRIXTON: SOMERLEYTON ROAD PROJECT

Steering Group Minutes of Meeting
10:30am; Wednesday, 20 August 2014 - Lambeth Town Hall, Rm 31

Attendees

Lambeth Council:

Cllr Jack Hopkins
Neil Vokes (partial)
Bruce McRobie
Dilan Alpasha
Anna Quigley

Brixton Green:

Stephen Jordan
Dinah Roake
Brad Carroll

Oval House:

Igloo:

Robert Knight
Kym Shaen-Carter
John Long

Item	Description	Action
1.	Non resi brief: Igloo has prepared an email/note to update all non-resi users on the status of the brief	Letter to be circulated to all non-resi users
2.	Westminster Kingsway Meeting: It was suggested that <i>Lambeth College</i> culinary school should also be considered as they have been doing relatively well recently.	BC to organise WKC visit and invite Cllr Hopkins, Bruce and Kym. Visit to Lambeth College to be organised as well.
3.	Heritage Lottery Fund – study to understand the heritage deficit of Carlton Mansions Surveys include structural survey and fire assessment of Carlton Mansions	Surveys starting last week of August and throughout Sept
4.	Pinsent Masons – Stewardship: 26 August – Meeting to review Draft Heads of Terms for various bodies 07 October – 3 rd Stewardship Workshop * Council's preferred approach is having a SPV to enable ring-fencing for reinvestment	Finance want a well thought out final structure Notes from Pinsents to be circulated.
5.	Business Plan: D.R. outlined the business plan draft by Jess Steele developed with input from Brixton Green and Cllr Hopkins – some key points: - How to breathe life into the community body - Ensure it's a safe and robust body - How to resource it and get it off the ground properly - Advice for training co-op members - Practicalities, non-legal side not covered by Pinsents D.R. advised that cost of consultants to develop community body business plan is around £30,000 but likely to be less -Richard Blakeway – How replicable/generic will the plan be without watering down what is needed given the specificities of each project	Brixton Green to circulate business plan draft to steering group
6.	Highlight Report and Risk Register: Report format will be in Igloo's template but information/style provided will be made easy to adapt for Lambeth internal reports	Based on last Ops meeting: Igloo to prepare progress/highlight report on the last Wednesday of the month, subsequently presented at Steering Group meeting on the first

		Wednesday of the month.
7.	<u>Team/Organisation Structure:</u> Igloo has revised the Team, meeting and reporting structure	Igloo to circulate revised structure Steering group to comment by next week
8.	<u>Finance/VAT:</u> Steering Group and Igloo agreed that a tax specialist would be a preferred option over Grant Thornton to provide tax advice for the project.	Ongoing: BM awaiting feedback from Lambeth Finance regarding VAT, SDLT. To advise Steering Group on financial parameters, appropriating Carlton Mansions etc
9.	<u>Key Decisions:</u> NV advised that certain key decisions have internal Lambeth processes e.g. Housing Mix → Better Homes Board; Non-Resi uses → DLT –AMG & AMCAP	
10.	<u>Sustainability:</u> Green building passivhaus specialist Richard Partington gave a presentation following Steering Group meeting. Need to establish what the <u>key drivers</u> are for our sustainability objectives.	NV to follow up with Tom Bridgman on his meeting with Agamemnon and to advise BC <i>Footprint Workshop: Stage 1 – Igloo and Brixton Green meeting on Friday</i> Comms Strategy to include how to bring the community along with us on the <i>journey</i> regarding what decisions are made
11.	<u>Custom-Building:</u> - If residents are renting then custom-building may be challenging, more suitable if residents buy their properties. Market Analysis needed.	Igloo to invite John Sawyer to advise on custom build schemes in Newham and those with a fully rental model. (in Sept) DR to speak to Community Self Build Assoc. (and Mutual Housing Group)
12.	<u>Project Execution Plan:</u> Igloo keen to have a single document (with various sections) for everything related to the project including council/steering group issues	Closed
13.	<u>Housing Policy:</u> Finalisation of Housing Brief	Closed: - Housing Brief sent to Igloo
14.	Project Brief	- Notes from previous minutes (review of brief) to be noted by Igloo and incorporated in brief - Igloo need to flag up when decisions need to be made - Cllr JH to speak to Stella regarding Children's Centre, Evelina Centre, Nursery - SG to review and discuss how to mitigate risks - SG to discuss at what point to pull the plug on any weak options. - Igloo to make some assumptions for the master plan, work with

		<p>team and highlight what can/cannot be accommodated</p> <ul style="list-style-type: none"> - SG to consider DTZ etc. to market the scheme to the private sector to get more interest and competitive rents - SG to speak to other potential providers for bakery, kitchen, restaurant space to lower risk - Brixton Green to speak to Jay or other chefs. - Something should be drafted to explain the transparent process for how workspace is being allocated - Igloo to contact Geoff Booth to advise on WKC financial situation and future plans.
15.	<p>Actions/Notes from Review of brief /master plan with Metropolitan Workshop on 13.08.2014</p>	<ul style="list-style-type: none"> - Market study - Igloo to look into if convenient store can be supported further south on the site. - Igloo, Tibbalds, Met Works to arrange early meeting with Planning to discuss the options being considered as well as issues around building heights, rights of light etc. - Community engagement plan needs to be rolled out keeping in mind Master Plan sign off by end of Feb to start Stage C - Drop-in sessions to be organised - <u>Housing Standing Committee:</u> Suggestion to have a Standing committee/group for advice on housing issues such as pepper potting. An Independent sounding board of experts as a resource on best practice. Action: Terms of Reference of this committee to be developed by Dinah, Bruce and Tom Tyson - Steering Group to review Igloo template of highlight report and provide feedback -
16.	<p>Programme: Optimised programme being updated to incorporate feedback from Tibbalds and other parties.</p>	<ul style="list-style-type: none"> - Igloo to factor in time for consents by the GLA, LUL, Network Rail etc. into the programme.(from 13.08) - Igloo advised that “user friendly” version is being progressed by DBK
17.	<p>Comms & Engagement: - What is the Ultimate Vision and What are the Key Moments</p>	<ul style="list-style-type: none"> - Once Brad adds his comments to comms report, it should be circulated to the rest of the

	<ul style="list-style-type: none"> - Chris sent a skeleton strategy to Brad and Cllr Hopkins for comments - How to pull in resources - How do we engage with potential opposition e.g. issues such as building height always contentious - Brad advised that £44k needed for enhancements and activities on Somerleyton Road - AQ advised this is important to get a <u>benchmark</u> of what people know, impressions of the project - Door Knocking is needed to get these impressions – Social Life to talk to neighbours - Calendar of opportunities and key moments needs to be established over the project life cycle - OH to sign off on strategy as they can offer key opportunities - Cllr JH to get local councillors and their supporters to help - Social Life would provide objective, professional support - A mechanism needed to calibrate/moderate community feedback to ensure that a balanced measured approach is taken to capturing people’s comments and how their impressions have changed (so that comments from 1 or 2 people don’t outweigh others) - We need to be clear which parts we feel comfortable talking about and which parts of the project we need experts to talk about 	<p>steering group</p> <ul style="list-style-type: none"> - Brad to circulate breakdown of what is included in the enhancement and activities plan - AQ to refer to equalities assessment - AQ and Social Life to have a discussion of first draft of comms strategy - A ‘safe’ brief needs to be released to the public - Story needs telling why certain elements have made it into the brief e.g. extra care - Steering Group to feed comments back to Anna regarding history of how the brief developed - Justifications/links for certain key decisions such as justifying more heights – highlighting the human need: more affordable and intermediate housing - Igloo and Steering Group to discuss how to engage with Fitchcourt residents to keep them involved - JH to introduce BC to John Balazs and Claire Gereda <p>Key Actions to be developed:</p> <ol style="list-style-type: none"> 1) Key Moments 2) Brief 3) Comms and Engagement Strategies
18.	<p>AOB:</p> <ul style="list-style-type: none"> - Steering group meetings to be used to discuss and make decisions on what has been done by other groups <p><u>From Previous meetings:</u></p> <ul style="list-style-type: none"> - Concern of down specifying for Affordable Housing (e.g. Robustness of sound insulation, recycling and waste strategy). How will this be dealt with in the brief? - Discussion needed on Value engineering 	