

		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	<ul style="list-style-type: none"> - 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 	