NOTES OF THE CUSTOM HOUSE STEERING GROUP MEETING

Wednesday, 13 May 2020 @ 6pm via Zoom

Present:

Steering Group members:

Terry Regan (TR)
Casey Howard (CH)
Thelma Odoi (TO)
Tony Subryan (TS)
Sam N (SN) – (from 6.55pm)

LBN:

Cllr Sarah Ruiz (SR) - Chair of CHSG
Adam Tucker (AT) – Estate Regeneration Development Lead
Niall Henderson (NH) – Senior Regeneration Manager
Jan Rowley (JR) – Landlord Offer & Ballot Strategy Lead
Jane Jolly (JJ) - Resident Involvement Lead

Apologies for absence:

Sahra I (SI), CHSG member

		Item Lead		Actions
1.	Welcome and introductions	SR	SR welcomed everyone to the first formal Steering Group meeting held via Zoom. No introductions were needed as all attendees had previously met.	
2.	Notes and actions from the previous meeting – 5 March 2020	SR	The notes of the previous meeting were agreed as a true record of proceedings and the discussions held. Update on actions: 6e. – New Mill support for community reps. JJ gave an update on New Mill, and that they had originally been procured in September	

			2019 for six months to support the CHSG, but the contract has not been executed due to staff changes. This work had then been included within the brief for the permanent ITRA, with the contract since being awarded to NewmanFrancis in March 2020. The CHSG was concerned about the number of hours allowed for within the NewmanFrancis contract for supporting members, as they did not want to detract from the time and support available to the community. AT reassured members that the Council would ensure both the CHSG and community received the level of support required. The proposal to use one ITRA was based on efficiency and nothing else. If Newman Francis needed more time to fully support the CHSG this was ok. It was agreed that JJ would arrange a meeting with NewmanFrancis, for the CHSG to feel confident that they had the necessary experience and ability to meet the CHSG's needs.	JJ
3.	Custom House regeneration project	NH	NH advised the CHSG that there was no update to give following the last presentation at the March meeting. The CHSG advised that they had not seen the final KS2 report from Adam Khan Architects which incorporated their comments, and the following actions were agreed to resolve this before moving onto KS3: 1. LBN to check that all CHSG comments had been responded to within the final report. 2. A hard copy of the final KS2 report to be posted to all members. 3. A meeting to be arranged with Adam Khan Architects and Montagu Evans to confirm CHSG agreement to the revisions to the KS2 as per the previous meeting.	NH NH NH

4.	Meanwhile Use Strategic Proposal	NH	NH presented the Meanwhile Use Strategic Proposal produced by East. A discussion took place around Civic's occupation of vacant shops at Freemason's Road, and AT confirmed this was not a meanwhile use, but the temporary use of the premises until the meanwhile uses were delivered. It was noted that Civic had told members that once their work producing PPE had finished, they would commence other activities on the site such as making jewellery. AT agreed to take this away, as it had been made clear to Civic that their use of the premises was temporary as an immediate response to COVID-19. CH asked how the meanwhile projects would be delivered, as although the designs were good, there was no outline plan for delivery. NH confirmed that the communication and engagement plans would dovetail into the KS3/4/5 designs, and would be drafted by Daisy Froud.	AT NH
5.	Update on developing the Landlord Offer	JR	JR recapped on the key points that came out of the Landlord Offer planning meeting with members of the CHSG: 1. An additional working group focused on the design should be included in the programme 2. Residents from areas 4, 5 and 18 would also be invited to take part in the tenure working groups 3. The eight-week timetable was challenging. Due to social distancing, JR had looked again at how the working groups could be delivered. It was clear a large workshop would still be needed, but a decision on this would be deferred until July and based on the government's advice at that time. It was important to reach all the different tenures living in the regeneration areas to encourage them to put themselves forward for the working groups, and different mechanisms would be used to	

			achieve this. TS recommended being upfront and explaining how LBN had originally intended to engage with residents on the Landlord Offer, but plans had needed to be changed due to social distancing. CH advised that the feedback from the PEACH workshops should not be used alone, as this did not represent the views of everyone. The online workshops should start with an explanation of the Resident Ballot and Local Offer for residents to understand what they were being involved with. It was agreed that JR would explore the possibility of using technology to host large meetings online, possibly separating out into different 'rooms' based on tenure. It was acknowledged, however, that details of the scheme would be needed before having more in-depth conversations with residents. To acknowledge that not everyone would have access to IT or feel confident meeting online, a paper version of the content would be available to encourage maximum involvement. CH commented that letters from the Council were not always well received, so NewmanFrancis should be involved with this process. JR confirmed that feedback from the CHSG was to: • Stick to the original engagement plan • Carry out the workshops online rather than face to face • Target residents who would be eligible to vote in the Resident Ballot JR to recast the project timescale to include the large workshop.	JR
6.	CHSG membership and increasing representation	JJ	JJ introduced her paper on increasing membership of the Steering Group to ensure maximum reach and involvement, particularly as there was no representation from areas 6 and 19 (phase 1). It was recognised that additional pressure was being put on the current members, particularly during any procurement, and increasing	

			numbers would prevent this as the pace of the project would be increasing. JJ to liaise with the CHSG Chair about contacting Sahra Ikar to ask if she wished to continue as a member, and understand any barriers to her involvement. It was acknowledged that members had not been properly supported or received training as envisaged, but this would now be addressed. JJ and SR would also agree how the process for renewing membership wold work. It was suggested that JJ looked at the previous candidates who had put themselves forward for the CHSG originally, to understand where they were from and whether these could be used as a starting point for increasing membership. JJ would also review the CHSG's Terms of Reference against the original version produced by the CHSG when first established to understand how vacancies were to be recruited to. If unable to locate the original version, CH advised she would be able to provide it.	JJ / SR JJ / SR JJ JJ
7.	'Your Custom House' magazine	JJ	JJ had circulated a list of suggested articles for the Summer edition of 'Your Custom House', and asked for members' feedback by 18/5/2020. SR asked that an article on the community's response to COVID-19 response over the last eight weeks be included, with a focus on the unsung heroes to celebrate what has been happening on the ground. JJ to take back the suggestion to Pete Griffiths, Strategic Communications Consultant, who chairs the regular communications meetings that a member of the CHSG be invited to the meetings.	ALL JJ
8.	Any Other Business	SR	1. Vacant Possession Strategy – NH advised the CHSG that a letter would shortly be sent to the shopkeepers on Freemasons Road to start the process of achieving vacant possession.	

			2. TR asked what was happening with the allotments, as they seemed to be permanently closed. AT advised that a plan was being discussed, and he would provide an update once agreed. 3. CH asked why the other consultants were no longer attending the CHSG meetings. This was due to the items on the agenda, but they would be invited to the next meeting to discuss the KS2 report and the latest plans.	AT
9.	Date of next meeting	SR	Wednesday, 10 June 2020, with members agreeing to meet at 6pm. JJ to send out Zoom meeting invites.	JJ