### Monday 26th February 2018

#### 5.30 – 7.00 pm

#### Hesters Way Resource Centre

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| **Present** |  |  |  |
| Charmian Sheppard,  | Resident, Chair | Wendy Flynn,  | Resident, Cllr |
| Andy Hayes, | HWP | Rachel Shingler,  | HWP |
| Phillip Smith, | HWP / volunteer | Pat Thornton | HWP director / volunteer |
| Georgie Austin | Resident | Anne Holderness,  | Volunteer |
| Stephen Lovatt | Associate | Lloyd Kilford | Volunteer |
| Shirley Barrett | HWNP Resident |  |  |

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| **Agenda Item 1 – Welcome and apologies** Charmian Sheppard introduced herself and welcomed everyone to the meeting, 2nd meeting with a few more faces in attendance.**Apologies received from:** Kevin Devaney, (Resident HWNP), Tania Harrison, (Resident, Create on the Square), Sharon Arbuckle, (Volunteer) Hope Thornton, ( TCV), Cllr Suzanne Williams (Councillor), Steve Moat (resident) Lucy Smith (volunteer) Frank Austin (volunteer) Frank Beattie (resident)**Agenda Item 1**Minutes and actions from the previous meeting. The minutes from 29th January were approved. 1. Lucy Smith, RS noted her apologies for the meeting on Monday 26th February
2. Investigate joint NDP developer meeting Ongoing
3. Andy to apply for the funding from Locality AH completed bid for £1950
4. Visit second public consultation event regarding the proposed cyber business park, employment and housing on 23rd February 14.00 – 19.30 West Cheltenham Vision group invited to come to the partnership meeting on the 19th March at 6pm– re the redevelopment of the CBH properties consultation in preparation for July presentation of masterplan. No confirmation yet.
5. Consider steering group membership, Frank Beattie’s attendance is not always possible, Wendy suggested electing a new steering group at the next meeting. **Action** – all to suggest / invite members for the next meeting.
6. Consider improved snacks Done!
 | **AH****AH****All** |
| **Agenda Item 2****Funding Application Results**Grant funding of £2950 applied for was applied £800 more than intended. A limit of £500 / day was also exceeded for the street audit part of the bid. The award was for £1950;Street Audit £500Flyer and distribution £300Viewpoint advert £150Website design £750Website hosting and domainWebsite maintenanceHall Hire £150Social media £100Charmian thanked Andy for his efforts in securing this funding, as it means the group is now self-reliant financially. The funding has already been transferred to HWP bank account (the holding body). Very pleased with this. As the original street audit funding was for 1 ½ hrs. and included a train fare the quote from Living Streets was rather high the group discussed the possibility of asking GRCC to facilitate a session(s). GRCC – Community ideas document. Ellen at GRCC had been asked if they might offer street audit facilitation– they have a far more reasonable rate, which may fund as much as 2 days of work. GRCC have a flexible approach to the audit, and timeframe. Pat asked if the funding awarded would include delivery of flyers to each letter box in the area, Andy confirmed it does. Audit idea came about via internet research which showed Living Streets as the market leader for street audits, however, after discussions GRCC seem able to offer a cheaper and more adaptable street audit service. GRCC have worked successfully with the group before in the development of the visions statements (which the group were able to review at the meeting) they also organized presentation on Lechlade NDP, which was very helpful.GRCC also did a desktop exercise profiling HW neighbourhood, which creates a baseline on which to conduct a street audit. Charmian noted the same baselines were needed to ensure we keep consistent responses.It was agreed that AH should investigate GRCCs facilitation of the Street audit and ask for a proposal from them Funding for 2018/19 funding will be applied for separately. **Agenda Item 3**Neighbourhood planning next steps including;**Communication**How do we communicate this to the rest of the community? This particular meeting was advertised on the neighborhood meeting website. Communication referred to in the GRCC communication document – first paragraph refers to this. Lloyd said an article in The Local Answer would be good, or possibly a paid for advert, as The Local Answer may be more widely read than Viewpoint.What should be communicated was discussed, Pat said that social media would possibly not reach older people, and this would be in addition to door to door flyers, as the social media communication will work hand in hand. Street audit training – social street audit, hopefully get residents to do the street audit themselves. Anne asked if there was a resident’s association group, but Andy said no there wasn’t.Ann said was there a catchy logo in mind, Andy said not as yet.Stephen Lovatt asked about knocking on doors, as this starts to create a local feel. Sheila has done this and said it was a very positive thing to do, which Ann agreed with in respect of Neighbourhood watch experience, how this slowly builds interest.Philip noted that the smaller area is likely to be easier to get results from, and that social media is not a panacea. Andy liked the idea of a Street Rep, particularly if it is a large road e.g. Gloucester Road (although not in the Hesters Way area). St Paul’s Resident’s Association is an example where interest has built and now they have street reps.The group agreed that the flyers must be eye-catching, and need a dedicated group to look at it.It was agreed that Andy will build the website (as he built the previous one).**Order of actions*** Website needs to be up and running, at least a website address **Action AH to arrange**
* This address needs to be on the flyer and be live, to enable interested people to click immediately**.**

**It/computing – Andy and Wendy****Flye**r – Andy said he was happy to design a flyer and bring to the group for input. Stephen Lovatt said was the message of the flyer that we are asking for help, or just saying are we here – important to differentiate as they are very different messages – group decided it was a we are asking for help was the message that needed to be communicated. **Action AH to arrange****Points/ideas for the flyer*** Simple with bullet points
* Get involved
* Care
* Hesters way needs you
* Date of next meeting is the focus point to be up and running.
* Message on flyer needs to be simple ‘street rep’ street auditor will more likely put people off, the flyer needs to say simply ‘would you like to help’
* **‘**Would you like a say in your local neighbourhood’

**Viewpoint advert** – this will be the flyer, so will happen quickly. **Action AH to arrange****Face to Face**School gates a good people to catch people. St Thomas Moore is the school in the area – school fete, and to a lesser extent, Pates. Also, the Umbrella pub. Outside supermarkets. Sheila said the Baptist church is having an event, and these can be attended. Andy stressed that attending other events that people are running are the events to attend rather than holding our own.Stephen suggested going to events that are slightly outside the areaShirley raised the issue of confidentially (as at TVC) Philip said no confidentially to the meeting, so that all content can be discussed. But also complying with data protection legislation which is important. Use the library, email Andy with any events that are going on, for the group to attend and promote the NDP. **Action. All**NDP badges at events**.**Echo article / press release. **Action AH to arrange**Display and information in the café - perhaps take over sofa end of the café, and a big display downstairs at HWCRC.  **Action AH to arrange,** Use the communication GRCC vision / ideas document – take out the not relevant bits, and use this as the starting point as is much easier to create from something that is already part done. Action. Charmian suggested that communication GRCC vision / ideas document be sent out via email. **Action AH to send ALL to highlight in red what should come out.**Georgie said she would like to know the streets involved. Andy discussed the map and the area, and the roads involved, Edward Wilson House, Scott House, the side of Brooklyn Road, Coronation Square, Tanners Road, down to the main road, towards GCHQ. Insert a complete alphabetical list of the streets involved on the map as well. **Action AH to prepare and send street list**Sheila’s suggested that the TCV / Health Trust group members could all help with the street audit as they are in the area.**Consultation****Street Audit.**Part of the funding is to pay for a street audit which will cost approximately £600. Steven Lovatt asked for further clarification of a street audit. Andy said it would include a survey conducted by local people of local streets to include for example street lighting/ furniture, green spaces, traffic concerns, buildings and land suitable for redevelopment. It would include asking residents what they would like in their street, and asks what residents actually think about living in the area.The street audit will link to the work Hope Thornton at TCV is doing. The street audit is a neutral survey of people living in the area. It is in essence a people’s wish list for how to be more neighbourly, a wish list for local parks and amenities. The street audit and the development plan can both help to create ownership of the local area. The development plan needs to be very clearly and simply explained as it is unattractive as a surface concept, what is interesting is what it means, how a community can develop physically and socially. **Website and email address**Andy clarified that the old website will be closed down and a new one developed, with any relevant information being transferred over. Once this is in place, details of the website will be circulated. **Action AH**Funding will secure website, email address as the basis for moving forward. Charmian asked for approval for Andy to work on all funded projects as described. A show of hands unanimously agreed**Steering group membership**Clarification of the 21 names involved, included all the HWP directors. There are less people likely to be involved initially as the area is only one quarter of its the previous size.Now looking at having officers dedicated to particular roles. Identify jobs to individuals. Meeting adhoc until designation. HWP board have approved support from HWP staff to ensure this happens.A plan timeline was briefly discussed, the plan will be put on line, with the Neighbourhood plan implementation date is predicted to be December 2020, and therefore is an in depth process that will take time.Charmian suggested leaving plan is it is at present, revisiting it until further consultation takes place.**Agenda Item 4, Discussion and next steps**Described above**AOB**None.**The meeting closed at 7.00 pm** Next meeting:Monday 26th March 20185.30 – 7.00 pmHesters Way Resource CentreDate and time of future meetings; **5.30pm on Monday 23rd April.** **Hesters Way Community Centre****5.30pm on Monday 21st May.** **Hesters Way Community Centre****5.30pm on Monday 25th June.** **Hesters Way Community Centre**Signed…………………………………………………..Name……………………………………………………. Dated…………………………………………………….**Actions**

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|  | Actions |  |
| 1 | Investigate joint NDP developer meeting with Springbank developers | AH |
| 2 | Offer West Cheltenham Vision group invitation to come to the partnership meeting on the 19th March | AH |
| 3 | **A**ll to suggest / invite steering group members for the next meeting | All |
| 4 | AH should investigate GRCCs facilitation of the Street audit | AH |
| 5 | Communicate the messages form the meeting to the community | All |
| 6 | Design and publish website | AH |
| 7 | Design and show flyer // print | AH |
| 8 | Design and print advert in Viewpoint | AH |
| 9 | Press release re ND Forum for Echo pre 24th meeting | AH |
| 10 | Arrange display in HWCRC foyer | AH |
| 11 | AH to send out visions document ALL to highlight in red what should come out. | All / AH |
| 12 | AH to prepare and send street list | AH |
| **13** | All to visit Feb 23rd consultation event at SCRC if possible | All |

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 Signed…………………………………………………..

 Name……………………………………………………. Dated…………………………………………………….