

SOHO STEERING GROUP MINUTES

Meeting no 002

Date 30 September 2015

Time 5pm-6:45pm

Location Sohost, 8 Berwick Street, W1F 0PH



Present

Matthew Bennett (chair)

Clare Lynch

Andrew Murray

Joan Moynihan

John James

Ken White

Jace Tyrell

Jamie Poulton

Rob Kirk

Mike Fauconnier-Bank

Anna Boyle

Robin Smith

In attendance

Angela Koch

Steve Chambers

Yolande Zuijdgeest (Sohost, minute taker)

MEETING START 5PM

1. Welcome/apologies

Matthew Bennett welcomes everyone. Apologies received from Joe Chambers, Jessica Stewart, Lucy Haine, Michael Case, Leslie Hardcastle, and Sandra Schembri. Welcome Joan Moynihan and Jamie Poulton to the Steering Group.

2. Minutes from last meeting

The minutes of the last meeting are agreed.

3. Report from the Project Plan Group (written report circulated)

Key progress points of Project Plan Group meeting:

- 3.1** The Neighbourhood Plan will be a spatial plan
- 3.2** The average time for a plan is 36 months
- 3.3** The average cost is £13,000, although it is expected to be higher due to Soho's complexity
- 3.4** The plan will undergo a high level of scrutiny; everything in the plan must be backed up by evidence
- 3.5** Funding in cash/in kind: technical support from AECOM is available and successfully applied for. It is important that they are briefed very carefully and detailed. Grants are only for activities that haven't already been done and will take place within 6 months of receiving the grant.

ACTION POINTS for the Project Plan Group

Draft project plan for next meeting

Create a (draft) budget

4. Report from the Comms Group (written report circulated)

- 4.1** When emailing everyone in the Steering Group, please use steering.group@planforsoho.org.
- 4.2** Minutes should be available to the public; they will be agreed via email as soon as possible and posted online. If there are any issues, the minutes will be discussed at the next meeting before posting.
- 4.3** Working groups: there should both be a human link and a paper trail connecting the Steering Group with the Working Groups.
- 4.4** The current membership base consists of about 250 members; good start but the membership needs to be deepened and broadened.

ACTION POINTS for the Comms Group

Write up all responsibilities and how they will be filled

List all the ways to reach people via existing media (**Leslie Hardcastle**) and start using this

Make the website more user friendly (**Andrew Murray**)

5. Declaration of Interest

A topic which was discussed within the Comms Group was whether Steering Group members should declare their interests.

5.1 The constitution states that the Steering Group is not about personal views, but to represent the best interest of the forum.

5.2 Having an interest is not a bad thing – in a way it is the point of the Steering Group to have interests and work together; however it also highlights the need for people to act with integrity and tolerance.

5.3 Angela Koch advises to think seriously about this topic, to use constitution as a code of conduct at public meetings, but also to remember that the Steering Group acts as a steward, moving things forward, rather than as a decision-making body.

6. Working Groups

6.1 It is vital to get people into working groups to engage Soho in the plan. The final titles of the 6 working groups are not fixed yet.

6.2 Some people have been disappointed that nothing has been shared after the Inaugural Meeting in July. **Andrew** will update the website.

6.3 It is agreed that a Working Group 'induction day' (as suggested by Anna Boyle) is a good idea. This day will bring people together with someone who has been through this process before, so that there is no misunderstanding for both the Working Groups and Steering Group as to what it means to be involved. Angela suggests to do 2 training sessions in one day, afternoon and evening, with about 1 hour overlap between the sessions. **Yolande** will set up a doodle so Steering Group members can confirm their availability in November.

7. Resources

The Steering Group needs resources and to know what it possesses around the table.

7.1 Photocopying: any docs that need to be printed should be delivered to Rob Kirk a day before the meeting, so Shaftesbury can print it. Alternatively, Sohost can print last-minute copies.

7.2 Intern: possibility of hiring an unpaid intern to help out with admin. If anyone knows someone, please put them in touch with Matthew Bennett.

7.3 The following resources are available to the Members of the Steering Group. This table should be added to by those not present at the meeting.

Name	Resources available
Matthew Bennett	Time Knowledge of City Management Plan (Westminster) West End Partnership Board 30-plus years of experience of these processes
Andrew Murray	Experience of living in Soho Contact with ordinary residents Chair of the Police Ward Panel (police data)
Joan Moynihan	Space (not in the evenings) Admin resources Experience with planning departments
John James	Engagement with business community, Westminster City Council, Planning development Safer London Business Partnership board member Any resources available in Soho Estates' small team
Ken White	Time Space (Soho Housing) Safer London Business Partnership board member
Jace Tyrell	Time BID Engaging business occupiers Experience from 3 other Neighbourhood Forums Space Small budget towards community projects Data on footfall/sales on Soho perimeter
Jamie Poulton	Time Possibly space Networked within restaurants / waste collection / recycling
Rob Kirk	Resources e.g. printing Information from numerous other committees Connections in Westminster
Mike Fauconnier-	Time

Bank	Research
Anna Boyle	Time Knowledge of the area history (especially Berwick Street) Engagement with local block Costumes for events
Robin Smith	Time Energy Space Experience in community engagement Printing
Clare Lynch	
Joe Chambers	
Leslie Hardcastle	
Sandra Schembri	
Michael Case	
Jessica Stewart	
Lucy Haine	

7.4 Angela Koch recommends everyone in the Steering Group learns more about Neighbourhood Planning and think about how to create an engagement strategy that we can deliver, utilising the richness of the area.

8. Any Other Business (AOB)

8.1 Joe Chambers is not present to update on the treasury, but it is suggested his FD has agreed to set up the bank account.

8.3 There is a London Meetup for Neighbourhood Planners on the 12th/13th of November, which might be worth attending.

8.4 Jace Tyrell invites everyone to the Oxford Street Christmas Lights event on the 1st November at Park House; Rob Kirk invites everyone to the Carnaby Christmas Lights event on the 12th November.

The Steering Group will meet again from 5.30pm-7pm on the 28th October at Sohost, 8 Berwick Street.

MEETING CONCLUDED 6.45PM