

Soho Steering Group Minutes

Meeting no 005
Date 27 January 2016
Time 5.30pm
Location Shaftesbury, 22 Ganton Street , W1F 7FD



Present

Matthew Bennett **(MB)** – Chair, Clare Lynch **(CL)**, Leslie Hardcastle **(LH)**, Michael Case **(MC)**, Ken White **(KW)**, Andrew Murray **(AM)**, Lucy Haine **(LHa)**, Anna Boyle **(AB)**, Rob Kirk **(RK)**, Joe Chambers **(JC)**, Jessica Stewart **(JS)**, Jace Tyrell **(JT)**, Jamie Poulton **(JP)** and Joan Moynihan **(JM)**

1.	Welcome and apologies MB welcomed everyone to the meeting. Apologies were received from Robin Smith, Sandra Schembri, Mike Fauconnier-Bank and John James.	
2.	Minutes of the last meeting Meeting notes from the last meeting were signed off by the Group.	
3.	Matters arising CL has forwarded her contacts to Mike Fauconnier - Bank (MF-B) (see Item 3) LH asked for clarity on the Local Plan and NPPF and it was noted that links to the relevant sites are in the minutes of the last meeting (see Item 5.6) RK is still collating views on how the 15% CIL could be spent (see Item 8.2)	RK
4.	Feedback from first working group meetings – lessons learned KW and MS – Getting Around 4/5 people attended, it was a good representative group in terms of interests with an understanding of expectations. Attendees included someone who neither lives nor works in Soho. MB suggested in those circumstances the relevant person joins in the discussions/group work but doesn't formally vote. The meeting was mainly concerned with KW and MC painting a picture of the framework for the plan and	
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	<p>people noting their likes and dislikes on the subject of getting around. There was a discussion about freight and deliveries. The action item was to see whether there was overlap with the Living in Soho group and whether members of other groups wished to move into Getting Around.</p> <p>AB and RK – Environment A good turn out and good meeting, it being acknowledged this is a large topic and getting to the key issues will take quite a lot of work. The priority of traffic reduction was noted and the idea of a sub-group to look at deliveries and the possibility of co-ordinating deliveries and recycling in the area. Other topics were the quantity of people coming through Soho, air quality, green spaces and Crossrail. The action item was to go back to existing published reports and to work out a vision for each topic and the data needed to support it.</p> <p>LHa – Commercial Activity Unfortunately JJ had been unable to attend due to illness but there was a good turn out, a wide cross section of attendees and lots of debate. Topics were finding ways of retaining small independent businesses, avoiding homogeny, mix of business residents, rising rents, the possibility of using CIL funding to create a joint venture between big business and small independents, 24 hour activities, issues concerning data identification and collection, existing materials e.g. the 2011 Nottingham University survey which photographed Soho streets, need for a 3D map of commercial activity. MB agreed to make available a 2009 Westminster University study.</p> <p>CL and JC – Housing The first meeting hasn't yet happened but a date has been set and the group has been given some reading material in advance.</p> <p>LH and JM - Heritage 8 people attended LH and JM set out background and context. The group was representative in terms of areas of experience. Topic covered included the difficulty of defining heritage and in particular capturing and protecting intangible heritage, affordable studios for artists and musicians, threats to heritage, desire to involve others and take a holistic approach which considers the needs of all – businesses, residents, traders. Actions were to design a SNP flyer, put together an asset list and photographic record,</p>	
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4.6	<p>involve a wider group through social media, ask steering group to acquire a pop up marquee and have a presence at Soho events/festivals.</p> <p>JS – Working in Soho JS said the group hadn't met yet and expressed some uncertainty about the overlap with the Commercial Activity working group. It was agreed that this group would focus more on the experience of employees and people working in Soho. JS said the group would meet soon. Common to all groups was a recognition of the overlap between the working groups and how to manage that.</p>	
5. 5.1	<p>Next steps for Working Groups</p> <p>AM reported that Angela Koch thinks the group should hold another large event. It was noted that there will continue to be brainstorming and identifying key issues for the next 3 or 4 meetings but by the summer the groups need to be data gathering. There was also a discussion about how the working groups should share information between each other and with the steering group and make available reports via drop box. AM said he would action this.</p>	AM
6.	<p>Finance and Establishing a bank account</p> <p>MB reported that a bank account had not yet been opened but that the intention was to open an account with Metro Bank with the signatories being any two of MB, MF-B, AM and RK. This was agreed and JS proposed that there should be a spend limit of £2,500 beyond which the spend should be referred to the group for approval. This was also agreed. It was resolved that MB and MF-B were authorised to approve Metro Bank's mandate and take such other steps as necessary to give effect to the decisions made at the meeting and recorded in these minutes about the setting up of the bank account.</p>	MB MF-B
7. 7.1 7.2	<p>Updating the Website</p> <p>AM reported that there were some planned changes to the website to move from wordpress .org to wordpress.com, change the background theme and restructure so that it was easier to navigate. There was a discussion about how to integrate data.</p> <p>AM noted that once the website had been updated the group needed to try and build the Forum's membership.</p>	

8.	<p>FSG Social Session and next meeting</p> <p>It was agreed that there should be more getting to know each other opportunities among the steering group and the wider forum. JS suggested a “friends” database.</p> <p>It was also agreed the next meeting should be more of a social gathering and the venue proposed is the Mediterranean Bar.</p> <p>JC agreed to take minutes at the next meeting and noted that he was leaving Soho Housing so in due course would be leaving the group but would continue through his notice period</p>	
9.	<p>Other Business</p> <p>RK noted that transport data would be needed as that is not available in the Publica report.</p> <p>MB noted that Tom Kimber, the Forum’s WCC representative had left WCC and his successor hadn’t yet been in touch. He also noted that following the spending review WCC resources would be extremely tight and the group will need to be realistic about what help WCC can provide in the future</p> <p>The group also agreed that having a pop presence at Soho events was a good idea and AB reported that the WCC person responsible for markets had already confirmed a pitch would be available.</p>	
10.	<p>The next meeting will be held on 24 February 2016 at 5.30pm</p>	