

**STEERING GROUP**

**10 June 2014**

**6:00pm – 7:30pm**

**Venue Coin Street neighbourhood centre**

---

**Present:**

John Langley (Chair)	Phoebe Greenwood	Mark Riches
Ben Stephenson	Ken Hamilton	Teresa Collins
Ted Inman	Alistair Bigos	Michael Johnson
Steve Taylor	Helen Santer	

**Apologies:**

Chris Bagot	David Clarson	Mike Sprinz
Jenny Stiles	Elly Rich	Hasham Soliman
Ian Caldwell	Iain Tuckett	Juliet Heap
Deborah Nagan	Mike McCart	Paul Dyson
John Rushton	Maxine Room	

**Observing:**

Michael Ball	Tim Pollard
--------------	-------------

**-MINUTES-**

**1. Welcome and introductions**

John Langley opened the meeting and introductions were given.

**2. Minutes of the meeting 4 February 2014 and matters arising**

Minutes of that meeting were agreed and signed.

**3. SoWN Listening Phase update and next stages**

Ben updated the meeting on the progress with the listening phase, which had comprised 5 walking tours, two debates, a school assembly, and several other community events. 128 new members and associate members had signed up and over 250 'burning issues' had been collected at the Lower Marsh Market stall, during events, on the website and over Twitter. A 'heat map' showing the places people liked and disliked in the area had also been built up.

A proposed procedure for 'distilling phase' was set out for discussion and agreement. It was agreed that the schedule should be extended to allow more time for policy packs to be prepared, and an open event should be held at the stage where local people were recruited to participate in thematic groups.

It was suggested that planning policy expertise and greater time may be needed to prepare the 'policy packs' and a brief for this work should be prepared.

Council planning policy expertise should also be utilised for thematic groups and a meeting should be arranged with local authority colleagues to secure this assistance.

**(Action: BS)**

Need to feed in to DCLG review of Neighbourhood Planning, concerns that definition of 'strategic policy', with which the neighbourhood plan must conform, is currently unclear.

**(Action: BS)**

Post meeting note: a revised timescale for the distilling phase has now been prepared and is appended to these minutes.

#### **4. Constitutional and financial matters**

4.1. Ted Inman said that due to the Southwark designation decision, a number of members and steering group members now fell outside the designated area.

The constitution does not allow for members who live or work outside the designated members and to remedy this would require a Special General Meeting and re-elections. It was generally agreed that it was not a good time to start refocusing efforts on these constitutional issues.

TI recommended the creation of a category of 'associate member' for those who live outside the area but retain an interest. This permits full participation on Forum business but no voting rights in the annual elections or referendum

TI added that those who have lost their place on the steering group should be invited to continue to attend the steering and participate, though again without voting rights. Others including Nick Rampley, Michael Ball and Giles Goddard who have specific expertise and contributions to make are to be asked to attend the steering group in the same capacity as set out above, until the next elections in 6 months

The Chair recommended the steering group adopt the recommendations and this was agreed.

4.2. Phoebe set out the financial governance of SoWN. Currently South Bank Employers' Group acts as secretariat for SoWN and any funding received passes through SBEG's bank accounts. SoWN had agreed that this was preferable to the administrative burden of setting up a separate own bank account, incorporating and registering with the Charities Commission and had agreed to assess the situation at the next AGM.

Lambeth Council had agreed that SoWN should prepare a budget at the beginning of each quarter. Lambeth would release this amount from £20,000 grant funding held on SoWN's behalf to SBEG and then SBEG would evidence this spend at the end of the quarter with invoices. This system is overseen by the Treasurer.

Ted outlined a disbenefit to using the SBEG bank account for SoWN business, relating to Lambeth's rules on the claiming back of VAT. However, he recommended that SoWN continue to use the system we are using and reassess if a better VAT vehicle for spending the DCLG grant can be found.

Phoebe recommended:

- a) The steering group adopt recommendation to continue using current system and reassess at the next AGM or if a vehicle can be found for spending the grant which allows SoWN to claim back VAT
- b) The steering group approve budget

Both were agreed.

## 5. Any other business

There was none. Next meeting: 5 August 2014.

---

### POST MEETING NOTE: Revised next steps

- **End June** – Listening phase events programme ends
- **Early July** – Small working group to categorise the information received into themes
- **5 August** - SoWN Steering Group to approve themes and agree who from the steering group will participate in which theme. Agree light-touch 'Terms of Reference' for groups
- **End August** – postal invitation announcing themes and inviting people to join the thematic groups they are interested in progressing. Also includes invitation to 'conference' in September
- **Late September** – Thematic groups recruit from wider membership and community at large in 'conference style' event. Event will be an opportunity to start discussing key questions and issues for each theme and form groups to take forward task of setting thematic objectives. Also opportunity for AGM.

- **Late September** – ‘Policy pack’ delivered to each thematic group setting out the policy in National Planning Policy Framework, London Plan and Local Plans with which the plan should not conflict or duplicate
- **8 October** – Progress update on themes at steering group
- **October** – further development of objectives and events and public debates to test objectives with community.