

Minutes of BBEST SG meeting, 26 August 2014, Octagon Centre

Present	Pete Marsh PM (in the chair) Anne Daw ATD Bernard Donnelly BD Alan Wellings AW Jonathon Morrison JM Laure Astill LA David Chapman DC Kath O'Donovan KO (Secretary)	Action
Apologies	Chris Topliss CT (Treasurer) Jayne Brayley JB Brian Webster BW Howard Fry HF Emily Pieters EP Ally Buckle AB(Union of Students) 2 apologies were received from members by email	
1. Minutes of the previous meeting	The minutes were accepted.	
2. Matters arising not elsewhere on the agenda	Grant Report: noted that a report for the next SG is needed, and that Financial Report should be a standing item on the agenda	
3. Report from the Chair	<p>Meeting with DCLG (Department for Communities and Local Government) PM had met Mick Duggan, Head of Neighbourhood Planning.</p> <ul style="list-style-type: none"> • Scale of NP uptake is very encouraging, nearly 1,000 areas have been designated. • Sarah Benioff, Director, Integration and Community Rights at DCLG will visit BBEST on 12 September. Her interest is in the links between NP Forums and students and academics, both for teaching and research. After discussion of options, PM agreed to draw up a programme for the day. <p>Union of Students representative</p> <ol style="list-style-type: none"> 1. Yael Shafritz has confirmed Ally Buckle as UoS representative on BBST. <p>Meeting with University Estates Department</p> <ul style="list-style-type: none"> • PM and BD had met The Head of Estates and a number of other university representatives on 12 August. 	PM

	<ul style="list-style-type: none"> The meeting discussed the nature of the NP process, and that maximum co-operation between the University and BBEST was the joint aim. Liaison with the University centrally will be via Estates who will as need be co-ordinate key people, including PVC Social Sciences, and a number of key administrative staff. Detailed work is likely to take place via agreed liaison meetings, arranged around key timetable points, and active engagement in working groups, for example on the housing survey. <p>MW</p> <ul style="list-style-type: none"> MW is currently working on the Census data for the BBEST area and will give a presentation at the next SG. <p>Steering Group issues</p> <ul style="list-style-type: none"> With work on the AGM and on the Design Guide beginning, it is hoped that Jayne Brayley and Emily Pieters can come to next SG. 	
4. Carried over from previous meeting	<ul style="list-style-type: none"> AW has renewed the BBEST domain name. LA to consider whether BBEST mailings can easily be incorporated into the website KO to circulate membership document to SG 	LA KO
5. Newsletter	<ul style="list-style-type: none"> KO agreed to prepare a draft of the September Newsletter. An editor will be sought from Journalism for future newsletters The September Newsletter will link to AGM and integrate FAQ (so that both can be used for Survey and Engagement work). 	KO
6. AGM Planning and December meeting	<ul style="list-style-type: none"> PM presented JB AGM planning document which was agreed. It is hoped that PC talk can be linked with student presentations on design guide. Discussion of whether to charge for BBEST membership. Could be a null charge. Agreed to return to this at the next meeting. ATD agreed to check availability of Scout Hut for December meeting. This is currently scheduled for 2nd December, but may need to be moved to 3rd or another evening. 	PM ATD
7a Task Group: Active travel corridors	TRP students on Transport module will be offered material on BBEST and there may be work undertaken (if so HF may be a good link?)	PM
7b Central retail district 7c Green spaces	No reports at this meeting	
7d	Jonathan Morrison gave a presentation on his 'Live	

<p>Architecture and Conservation</p>	<p>Project' working with a village in east Yorkshire to develop a design guide. He noted that:</p> <ul style="list-style-type: none"> • It had been difficult to find good design guides • Key issues were the local priorities. The village had 15, including public buildings, parking and street furniture. • A good handbook should be: easy to understand, not too prescriptive, tailored to the local area, manageable, enforceable. • The village was split into different 'character areas' for the guide, each with its own character, e.g. open space, sub rural core, village centre. • A palette of materials and colours could be suggested • A 'green factor' plan might be introduced to encourage maintenance of garden areas, or surfacing with appropriate materials. • JM showed an example of shop fronts in Waltham Forest which were remodelled for the Olympics. <p>Discussion centred on</p> <ul style="list-style-type: none"> • SG could help steer process of guides, work to be undertaken via task groups • Links to design guides may be useful for the task group, JM to send to KO • Need to focus on the key issues for BBEST, our guide is specific for us • 'Densification', caused when a single dwelling is made into numerous flats or bedrooms is a key issue which may not emerge. JM agreed to keep an eye out for this issue in guides 	<p>JM</p>
<p>7e</p>	<p>Sustained and balanced communities – plans for housing survey</p> <ul style="list-style-type: none"> • Student residences will be done separately, full discussion with the University is needed • The following had agreed to take on areas to complete the survey: EP, JM, BD, JB/KO. The area round Broomhill Infant School remains. • Agreed to get leaders together on 18 September for more detailed discussion. • Survey to be carried out in October so that the analysis can be completed in November. • ATD will send out details to the area leaders. 	<p>ATD</p>
<p>7. Dates of Future meetings</p>	<p>2014 23 Sep - Octagon Council Chamber 11 Oct – Annual General Meeting 28 Oct - Octagon Council Chamber 25 Nov - Octagon Council Chamber</p>	

	<p>2/3 Dec – Note change of date – location tbc 2015 27 January, 24 February, 24 March, 28 April, 26 May, 23 June, 28 July, 25 August, 22 September, 27 October, 24 November, 22 December.</p>	
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