



## **Cricklewood OLF Project Group Meeting**

**Location: CHC, 60 Ashford Road, NW2 6TU**

**Date: 20 February 2013**

**Time: 10am – 1pm**

### **Present:**

Steve Bell – LB Barnet  
Jay Gort – Gort Scott  
Joshua Stanton – LB Barnet  
Robin Lee - East  
Alison Mayer – GLA  
Jodie Yandall - LB Barnet  
Danny Maher – Chair CIP  
Osita Udenson – Udenson Cladbeck  
Carmen Llorente – CHC Yes Project  
Tim Long - LB Camden  
John Dryden – LB Brent  
Martin Cowie - Assistant Director **Planning** & Development  
Matt Hopkins – Intern with AM  
Beck Stevens – Gort Scott

### **Apologies:**

Sally Williams – Retail Revival  
Renee Gallagher - CIP

<b>Cricklewood OLF Project Group Meeting</b>			
<b>Action points meeting 20<sup>th</sup> February 2013</b> (incl o/s from meeting 16 January 2013 updated)			
<p><b>D2D review –</b></p> <p>Ensuring that we are all aware of our priorities and how it all fits together</p> <p>The importance of upgrading the Chichele Road/A5 junction</p> <p>Legacy of mobile town centre</p> <p>Be clear how we intend to achieve our targets</p> <p>Shop fronts. Retain and enhance rather than a focus on conformity</p>			
<p><b>QS estimate for costs of works on Cricklewood Lane (o/s Dec12 meeting)</b></p> <p>JG to provide structural report to OU, AM, JY and CIP</p> <p><b>Action</b></p>			
<p><b>Cricklewood ID sign off:</b> We need a uniform, consistent and agreed house style brand. <b>Action</b></p>			
<p>CIP et al to focus on fundraising activity to ensure life post OLF</p>			
<p><b>Public Realm – EAST – Robin Lee (RL)</b></p> <p><b>JY asked that sign off design charter be achieved ASAP</b></p> <p><b>Electronic and paper copies of draft charter to be provided for circulation to attendees</b></p> <p>RL <b>Action</b> requested comments of draft design charter within two weeks. Also send copy to CIP, OU, AM and JY. In the meantime we need to sign off on bins, pavement, trees etc</p> <p>RL suggested a workshop with relevant agencies to conclude the draft</p> <p><b>Details of owners and traders to be passed to CIP for CIP database.</b></p> <p>RL has contacted land registry agency for a quote. Will share once received</p> <p>BT continue to honour their agreement with CIP to remove some of theirs.</p> <p><b>Guard rail removals:</b> RL is considering a safety audit company to carry out a H&amp;S audit on impact of any removal. <b>Action</b> TL asked that cycle parking be considered if railing was removed and that guardrail removal from junctions to be considered in terms of safety of shoppers/visitors/.</p> <p><b>Highways:</b> RL reported some doubt about possibility of footpath widening. A full</p>			

	<p>topographical survey needs to be carried out to progress this possibility <b>Action</b></p> <p><b>Spend:</b> RL currently looking to spend on procurement of materials such as paving stones and trees. Once work is ready to commence CIP will publicise <b>Action</b> – in tandem with any OLF publicity requirements - this development to local businesses and residents.</p>		
	<p>Design</p> <p><b>Shop fronts:</b> Schedule of works has now been costs. Prioritise one section of the Bdwy. Lots of discussion taking place with businesses but now need to track down <b>Action</b> owners as well and discuss this development with them.</p> <p><b>Festive Lighting</b>  <b>Haberdashery to evaluate take down time and produce some visuals. <b>Action</b> Provision lights more widely along the Broadway to be considered. JG to provide OU with a guideline on numbers. <b>Action</b> JS wants agreement by Summer 2013</b>  Recent Christmas lights now down and in storage. OU requested JG actual numbers of lights, trees and a location map for both</p> <p><b>Consider necessity and feasibility of financial contribution from traders to festive lighting on the B'way (o/s Dec12 meeting)</b>  Attempts to encourage contribution continues by OU, RG el</p> <p><b>Website:</b></p> <p><b>Polimekanos – ID &amp; website – Gort Scott – JG</b>  <b>JG to circulate link (+ login details) <b>Action</b> to new website in advance of it going live for comment from Barnet/GLA (o/s Dec12 meeting)</b></p> <p><b>Target date 31.1.13 to go live with Phase 1 of website incorporating CIP and phase 2 to go live 31.3.13</b>  Polimekanos will have link to a live shell by tomorrow which will be sent to website group i.e. OU, RG, AM, JG, DM</p> <p>Link for the shell should be available tomorrow from Pol and then we need to populate it sufficiently for it to be presented at next week's network event. RG to start populating. <b>Action</b> OU to ask Crown about availability of 3 lap tops for an interactive session at the network event re website link.</p>		

	<p><b>Christmas Lights:</b> Recent Christmas lights now down and in storage. OU requested JG actual numbers of lights, trees and a location map for both <b>Action</b></p> <p><b>Visual Marketing:</b> We may have some money for a number of shops to provide them with VM advice and support.</p> <p>Discussion on the need for an updated delivery plan. JY requests Risks &amp; Issues report from JG. <b>Action</b></p> <p>JS will circulate Barnet template to the group</p> <p><b>JG to consider storage implications and costs of mobile town square.</b> In progress</p>		
	<p>YES</p> <p><b>CL to provide JG with business plan or outline</b> Remind Carmen to send <b>Action</b></p> <p>JY recommended that CL and her team visit the Jesus House incubator scheme in Finchley <b>Action</b></p> <p><b>Empty shops/meanwhile space:</b> will investigate how we could use budget as rental for the shop. (AM)</p>		
	<p>OU</p> <p><b>OU to provide details of property owners to CIP</b> On going Goat data – check and provide to group Obtain quote for satisfaction survey</p>		
	<p>Retail revival</p> <p>JS will speak with his design team about quality of printing of the training brochure. <b>Action</b></p>		
	<p>Design &amp; consulataion</p> <p><b>Cricklewood ID sign off:</b> We need a uniform, consistent and agreed house style brand. JG to</p>		

	report to group on final draft <b>Action</b>		
	<p><b>1. Economic Uplift Monitoring Template (AM):</b> AM <b>Action</b> will send a summary to the Group. We should receive a request soon on evidence of economic uplift of our project so need to have our systems in full working order to help us respond to this</p>		
	<p><b>AOB</b></p> <p><b>Pocket Park bid.</b> AM reported a successful bid. Once the project is signed off and ready to proceed RL <b>Action</b> will give CIP a summary so that we can publicise this success to local people, residents/press in tandem with advice from Barnet's comms dept.</p> <p><b>Galtymore:</b> Pre-app has not been received by Barnet Planning dept. MC to check. Send contacts details of Michael Byrne to MC <b>Action DM</b></p> <p>AM <b>Action</b> to provide more guidance on GLA milestones and policies to SM.</p>		