

## Harlesden Neighbourhood Forum Committee Meeting

<b>Date and time of meeting:</b>	24 <sup>th</sup> September 2015, 6.30 – 8.30pm
<b>Location:</b>	Lift, Ajax House, 16a St Thomas's Road, Harlesden
<b>Attending:</b>	Leao (Chair) (LN), Sumathi (Secretary) (SP), Colin (CG), Amanda (AD), Paul (PA), Atara (AF), Sara (SK)
<b>Apologies:</b>	Nancy (NS), Rhoda (RI), Carol (CA)

### Meeting notes

Agenda item	Discussion (Key discussion points and agreed points)	Actions	Deadline
	The committee meeting was quorate with 6 members present (minimum 5 required by the constitution)		
	<ul style="list-style-type: none"> <li>LN welcomed all to the meeting and stated that he attended a meeting in June with some of the other Committee Officers to meet Mohammed Butt. LN stated that Mohammed Butt expressed his support for Harlesden Neighbourhood Forum's (HNF) work and requested an invite to the next general meeting in November.</li> <li>LN stated that a conversation took place with CG regarding some comments he made regarding neighbourhood planning at a recent Harlesden Town Team (HTT) meeting. LN stated that an agreement has been made for HNF to cooperate with all local groups. LN continued by saying that CG has breached HNF's code of conduct through making these comments at the HTT meeting. CG has agreed to follow the code of conduct in the future so no further action will be taken for now. LN emphasised that all Committee Officers must adhere to the code of conduct.</li> </ul> <p>AD asked if the agreement was verbal or written. LN responded by stating that a meeting had taken place with Lift, HNF and HTT who were all in agreement that each group has a role and a place to play. This commitment was made verbally. AF echoed the importance of adhering to the code of conduct. AD added that the code of conduct is reaffirmed in the drafted vision for HNF which will be discussed later.</p>	<p>SK &amp; SP to arrange and contact M. Butt</p> <p>All Committee Officers to familiarise themselves with the code of conduct</p>	<p>21/10/15</p> <p>21/10/15</p>

1.	<p><b>Minutes of the last meeting:</b></p> <ul style="list-style-type: none"> <li>The minutes from the 24<sup>th</sup> September were approved and adopted by the committee. PA requested that the minutes are placed in a more obvious place in the Google Drive so they are easier to locate.</li> <li>LN stated that all Committee Officers need to attend Committee Meetings; and adequate notification should be given if absent; a maximum of 3 consecutive meetings can be missed. RI is the only Officer where this has been an issue so far and there may be a need to review this at a later stage.</li> </ul>	SK to update Google Drive	21/10/15
2.	<p><b>Update from working group leads:</b></p> <p><b><i>Heritage, Environment &amp; Open Spaces:</i></b></p> <ul style="list-style-type: none"> <li>LN stated that NS sent her apologies as she could not attend the meeting today. NS also mentioned that her availability has become significantly limited recently and due to this she sadly resigns from her position as a Committee Officer. NS recommended Kathryn Cook as her replacement and lead for this working group.</li> </ul> <p>The Committee voted and agreed to co-op Kathryn. An announcement will be made at the next general meeting to be ratified.</p> <p><b><i>Plan Development:</i></b></p> <ul style="list-style-type: none"> <li>SP stated that a number of templates have been made and work has been done with SK regarding work plans and timescales. SP continued by stating that later in the meeting it will become clearer where we are in developing the neighbourhood plan when we discussion the next agenda item.</li> </ul> <p><b><i>Communication &amp; Community Engagement:</i></b></p> <ul style="list-style-type: none"> <li>AD stated that a draft mission and vision statement have been created which was shared with the Committee. AD stated the working group reflected on some of the feedback received from the Officers and found it challenging to describe what HNF is to others. The drafted vision and mission statement will help to achieve this and the Communication &amp; Community Engagement group will also develop a communication strategy to support guide the other working groups.</li> </ul>	SK to add to agenda for general meeting	21/10/15

	<p>AD stated that the next steps will be to develop the engagement strategy and see how this can be broken down into each working group. This work will also involve reviewing key audiences, branding, and visuals will also be important.</p> <ul style="list-style-type: none"> <li>• A twitter account has been created and a Facebook account will also be created if NS hasn't done this already. AD also stated that a general gmail account for HNF which SK and SP have access to as the Secretary of HNF. CG stated that social media posting should be thought about and AD agreed that a social media policy should be created.</li> <li>• LN stated that HNF need to create a plan of how to engage people into the task of creating a neighbourhood plan as we have a 3 year deadline. AD responded that this is an output and we can communicate the timeline to the public. AF added that expertise and legitimacy are important during the feedback cycle.</li> <li>• CG stated that he has created a spreadsheet of various community groups, blogs, etc which may be useful and were shared with the group. The Committee asked that this was sent electronically along with the business directory CG created.</li> </ul> <p><b>Community Facilities:</b></p> <ul style="list-style-type: none"> <li>• AF stated that some local residents, Ken, and Forum members attended the working group meeting. Each attendee put forward a community building and stated why they felt it was important. Such buildings included the Methodist Church and Tavistock Hall, and the Royal Oak pub. A discussion also took place regarding the definition of a community facility and the working group decided this should also include pubs and libraries; there is also a need to think about mental health services as Harlesden has high levels of mental health needs.</li> <li>• AF continued by stating the next steps would be doing a mapping exercise and then to meet again to discuss how to engage the wider community into these discussions. LN added the Ken will also conduct some population matching work as inclusivity is important.</li> <li>• PA raised that an impact assessment should be completed per chapter of the neighbourhood plan. All agreed that this would be a good idea and Plan Development group will take this forward.</li> </ul>	<p>CG to send electronic versions of the 2 spreadsheets to SP &amp; SK</p> <p>SP to work on how to create an impact</p>	<p>21/10/15</p> <p>21/10/15</p>
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	<p><b>Housing:</b></p> <ul style="list-style-type: none"> <li>• PA stated that the working group met some time ago. The main points raised were that majority of the properties in Harlesden are rented and the median rent is higher than Brent and across London. Rent is also increasing at a rapid rate in comparison to other areas. Brent is also third most overcrowded borough in London at 12.1% of households. Although licencing is promoted by Brent Council this could be extended as poor quality accommodation is also an issue in the area.</li> <li>• PA continued by stating a number of action points were raised in the meeting which he would like to run past Ken.</li> </ul> <p><b>Transport &amp; Facilities:</b></p> <ul style="list-style-type: none"> <li>• CG stated that he has failed to organise any meetings but has looked over the Brent Transport Strategy. CG also stated he has worked with Jon Cox regarding transport.</li> <li>• AF raised that HTT recently put out a public statement saying the work CG has done with John Cox has been for HTT. AF asked how this benefits HNF? CG replied that he does not have an answer. LN has CG to clarify if the Transport &amp; Facilities working group have met. CG responded by stating that this has not happened. AF stated that there may be an issue as the work completed by CG has been done for HTT and HNF's values clearly state that no group will be favored.</li> <li>• LN stated that he had asked each group to meet and expressed an interest in attending. These meetings were to take place prior to today's Committee Meeting. Each group has done this as their main task rather than responding to OPDC as CG has done. All topic groups need to focus on the main task of forming the neighbourhood plan in a collaborative way as well as using the expertise of Ken.</li> <li>• AD stated that there are concerns that emails are being sent out by CG supporting things such as the bypass whereas HNF has not decided its position regarding such matters. AD continued by stating that this can be confusing for the public to understand what HNF's position is as some of the working groups cover such themes.</li> </ul>	<p>assessment for each topic group. Update at next meeting.</p> <p>PA to speak to Ken</p>	<p>21/10/15</p>
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	<ul style="list-style-type: none"> <li>PA suggested that the Transport &amp; Facilities working group meet soon and decide on how to move forward by the next Committee Meeting. All agreed.</li> <li>SP stated that it is important to consider all views as part of the working groups rather than just the views on individual</li> </ul> <p><b>Local Economy:</b></p> <ul style="list-style-type: none"> <li>CG stated that this group has not met yet but he does have a complete list of businesses within the boundaries. CG also shared a document that he has created 'Our High Streets' which evidences how local high streets have changed over time. Committee Officers requested that the documents are shared electronically to which CG agreed.</li> <li>LN stated that CA is considering her availability and if she is able to support HNF more by leading one of the topic groups.</li> </ul>	<p>CG to arrange meeting prior to next Committee Meeting</p> <p>CG to send electronic version of business directory and 'Our High Streets' document to all Officers.</p>	<p>21/10/15</p> <p>21/10/15</p>
3.	<p><b>Forward planning &amp; resources:</b></p> <ul style="list-style-type: none"> <li>LN stated that it is fair to say that most feel overwhelmed by the task ahead which is to develop the neighbourhood plan. LN stated that Ken has some great expertise that can support HNF to develop the plan and he has the ability to conduct the much needed research for each of the working groups. AD agreed that Ken's support would be useful as guidance for each group.</li> </ul> <p>LN stated that there is an additional £4k that HNF can apply for to try and gain further support which we could use to get a consultant such as Ken. All agreed to apply for the funding.</p> <ul style="list-style-type: none"> <li>SP stated that there is approximately £1k of funding which could be used to create branding and marketing material for HNF. This will support in raising the profile in the local community and enable working groups to consult residents. All agreed.</li> </ul>	<p>SP &amp; LN to update at next meeting</p> <p>SP &amp; AD to work on this and update at next meeting</p>	<p>21/10/15</p> <p>21/10/15</p>
4.	<p><b>Initial feedback from Brent &amp; OPDC consultation on our applications:</b></p> <ul style="list-style-type: none"> <li>SP stated that the application consultation deadline has now passed. We had a small number of responses but all have been good- 5 in total included Cllr Filson, Ealing, and TFL stating they are interested in supporting participation activities relating to transport. SP continued by stating a final report needs to be written by Brent Council which will also need to be signed off by OPDC so</li> </ul>		

	further feedback will be received in late November.		
5.	<p><b>OPDC's statement of community involvement:</b></p> <ul style="list-style-type: none"> <li>SP stated that OPDC put out a draft statement on their plans of how they will consult and engage the community. SP stated that HNF can respond to the statement but we have a very short deadline. PA stated that he is happy to look over the statement and draft a response for HNF.</li> </ul>	SP to share OPDC's statement with PA	29/10/15
6.	<p><b>Preparation for General Meeting:</b></p> <ul style="list-style-type: none"> <li>SK stated our previous HNF General Meetings have had lots of information via presentations so far which may be a little disengaging for attendees. The next meeting is scheduled for November so we take the opportunity to make this a little more engaging and as an opportunity to consult the attendees.</li> </ul> <p>SK suggested one way in which we could plan the delivery of the meeting. We would open with a short presentation by Mohammed Butt presenting Brent Council's community engagement plan relating to regeneration. The rest of the meeting can be focused on consulting the attendees regarding some key questions for each working group that are designed by Ken. Each of the working group leads would facilitate discussion with the attendees which are time limited. The attendees would then rotate around the room so they have a chance to give their views on each topic area. We could also ask M. Butt and the Regeneration Team to join in on discussions and invite the press. The working group leads would then present back at the end of the meeting.</p> <ul style="list-style-type: none"> <li>AD added that this format was used during the launch and proved to be a good way in engaging people into discussion. All agreed with the draft delivery plan.</li> </ul>	<p>SP to contact M. Butt to ask if he and some team members can attend.</p> <p>SK to discuss questions with Ken.</p> <p>SK to work with AD to develop engagement tools to support facilitation</p>	<p>07/10/15</p> <p>07/10/15</p> <p>21/10/15</p>
7.	<p><b>Lift &amp; HFN's MoU:</b></p> <ul style="list-style-type: none"> <li>PA stated that Lift and HNF have worked on the MoU and document presented today is the drafted agreement created. PA continued by stating a detailed discussion had taken place and PA raised some concerns relating to creating a time specific agreement. PA felt that Lift's role should not be limited to a number of days or hours as this would be hard to monitor, however, HNF should be reviewing Lift's quality of work. This has been agreed between Lift and HNF so the time specific element has been removed.</li> </ul>		

	<ul style="list-style-type: none"> <li>PA stated that Lift will provide a financial account to himself and LN of the finances. An annual report will also be written for the Forum and LN and AF will also review the partnership on an annual base.</li> <li>AF stated that the draft agreement has been shared with Lift's Trustees who are happy with it. All voted to adopt and sign the agreement.</li> </ul>	AF & LN to sign agreement	21/10/15
8.	<p><b>AOB:</b></p> <p><b>Heritage Building Lists:</b></p> <ul style="list-style-type: none"> <li>SP stated that she received an email from Brent Council regarding heritage buildings which was forwarded to NS and AD. Ken has also given some advice regarding the list of buildings that Brent Council is consulting on. AD stated that she has some buildings that were mentioned to her at a consultation event that can be added to the list.</li> </ul> <p>SP raised that the consultation deadline has been extended to 30<sup>th</sup> September if we want to respond. PA asked if Ken's comments and the list can be shared with the Officers.</p> <ul style="list-style-type: none"> <li>PA stated that HNF needs to consider if it should release a statement on all proposals as it doesn't currently have a mandate from the neighbourhood on what it wants yet. LN stated that it is important that we stick to the plan at hand rather than responding to consultations at this stage. All agreed that moving forward HNF should only respond to consultations where deemed necessary.</li> </ul> <p><b>Youth Engagement:</b></p> <ul style="list-style-type: none"> <li>SK stated that a drama specialist has been in touch with Lift offering some pro-bono work and he has extensive experience in working with UK and international charities. SK felt that it may be a good way to engage younger audiences into neighbourhood planning work as we have not been able to do this as of yet. SK continued by stating that Harlesden Young Voices are interested so further conversations will take place to see how we can work on this together. AD stated that she felt it was a good idea and would like to be involved. SK agreed to send further information.</li> </ul> <p>CG questioned why Harlesden Young Voices are working on this with HNF and stated that he would be asking them some questions. SK &amp; SP asked why what CG's concerns are to which CG responded</p>	<p>SP to email all Officers Ken's comments and the heritage buildings list</p> <p>SK to engage with AD regarding drama project</p>	<p>28/09/15</p> <p>On-going</p>

	<p>he was not aware and should have known as Harlesden Young Voices are part of HTT. AD raised that this is irrelevant and that it does not matter which group is involved as long as consultation is inclusive and occurring consistently.</p>		
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