

Harlesden Neighbourhood Forum

Trustee meeting minutes

Date and time of the meeting	Tuesday 29 <sup>th</sup> September 2021– 6.00-7.00 pm
Location	Face to face – Leghorn road
Attending	Ilaria Esposito (IE), Colin George (CG), Margaret Cox (MC), Paul Anders (PA), <b>Committee Members (CM)</b>
Guests	
Apologies	Madeleine Jennings (MJ), Nouh Abukar(NA), Sandra White (SW)
Absent	

Agenda item	Discussion (Key discussion and agreed points)	Actions
1.	<p><b>Welcome / Introduction.</b></p> <ul style="list-style-type: none"> <li>• PA chaired the meeting and welcomed everyone.</li> <li>• SW, NA, MJ sent their apologies</li> <li>• CM approves 30<sup>th</sup> June and 31<sup>st</sup> August 2021 minutes</li> <li>• Conflict of interest register check: none disclosed.</li> </ul>	
2.	<p><b>Governance/ organisational development</b></p> <ul style="list-style-type: none"> <li>• <b>Annual /financial report and Accounts independent inspections:</b></li> <li>• PA mentioned that we need to present a financial report for the AGM. The Forum needs to have accounts independently inspected prior to submission to the Charity Commission. If CM know additional providers otherwise, please pass on. PA will contact firms that provide this service and our payroll service. PA will not be standing for next term but would like to prepare the account before leaving.</li> <li>• <b>NCVO/Croner service for charities:</b> the Forum needs to update employee policies and terms and conditions in line with the Good Work Plan, which entered into force on 6 April 2020, with new changes applying from October 2021. Croner is the NCVO service provider that can support HNF to comply with the new requirements. The CM discussed the offer of Croner, finding it competitive and decided to move forward with the service agreement. SW approved by proxy.</li> <li>• <b>Funding:</b> IE reported on the funding meeting explaining current and open applications with Trust for London, National Lottery, Grow Back Greener Fund. There is the possibility to apply for the Sustainability Fund for the "My front garden my piece of heaven" project. CG and PA think the project should be for members only and mentioned that front gardens refer to community, communal and personal gardens to include everyone.</li> <li>• <b>Ambassadors induction/training/ DBS:</b> SW proposed 4<sup>th</sup> November from 6-8 pm at the Royal Oak. Every volunteer undertaking activity in the community should be DBS checked. PA - If they are not DBS checked,</li> </ul>	<p>PA to contact potential providers to ask for quotes. IE to forward PA offers. IE to meet with SW to organise logistics for Ambassadors induction.</p>

	<p>someone from the team should accompany them. <b>CG</b> suggests revising their involvement and then eventually pay for their training and DBS.</p> <p><b>IE</b> shared an overview of the Ambassador induction:</p> <ul style="list-style-type: none"> <li>○ Initial meeting to get to know each other, explain what the Forum does and the role of Ambassadors.</li> <li>○ An agenda will be sent closer to the date.</li> <li>○ The meeting will be hosted by The Royal Oak (function room on the first floor) 95 High St, London NW10 4TS</li> <li>○ It will start at 6 pm and end at 7.30 pm and will be followed by refreshments and networking until 8 pm.</li> <li>○ Every ambassador must attend this meeting prior to commencing volunteering</li> </ul>	
3.	<p><b>Annual general meeting</b></p> <ul style="list-style-type: none"> <li>● <b>CM</b> discussed the date for the next Forum AGM. Suggestion to hold it at the end of November/beginning of December. <b>PA</b> proposed an early December date due to aiming to have the independent inspection of financial accounts completed ahead of the AGM.</li> <li>● <b>CG</b> reminded the <b>CM</b> to include the extension of the boundaries as a GA agenda item.</li> <li>● <b>IE</b> reminded the <b>CM</b> about their conversation during the committee meeting on 20<sup>th</sup> April 2021 about Planning Aid for London to support the process free of charge.</li> </ul>	<p><b>IE</b> to look into venue Royal Oak Covid permitting.</p> <p><b>IE</b> to contact Koen Rutten again from Planning Aid for London to support the process</p>
4.	<p><b>Harlesden Heritage Action Zone Update</b></p> <ul style="list-style-type: none"> <li>● Harlesden Library is on board to host cultural events.</li> <li>● Young Brent Foundation (YBF) withdrew the contract with the creative coordinator, aiming to a better link within the community, especially with young people. This was done without the consent of the cultural consortium organisations.</li> <li>● YBF thinks the group of organisations involved is solid to do it alone. However, the consortium does not have the total capacity to share a creative coordinator role. YBF proposed Errol Donald take up the role, leaving its current HAZ chair position.</li> <li>● <b>CM</b> has reservations about the process and suggest a transparent and open procedure for recruitment.</li> <li>● During the Harlesden Heritage Action Zone steering group meeting in September, it was mentioned that there are increasing levels of antisocial behaviour, homelessness, drug dealing (apparently the High Street is the new 'front line' post-Covid), which is having and will continue to have, a significant impact on the consortium's ability to deliver a successful project. Organisations have requested a call and plan to support the individuals who pose a threat to the Hight Street becoming all it can be, the safety of our young people and the waste of an investment of thousands of pounds.</li> <li>● <b>SW</b> requested a meeting (arranged for on 30 September at 5.30 pm) with all relevant stakeholders (including Brent Council and the Metropolitan Police) to explore ways to support Harlesden High Street to become the destination it is meant to be and use this investment wisely. <b>CM</b> suggested involving the whole committee in the invitation for the next meeting.</li> </ul>	<p><b>SW, IE</b> to report about the discussion to the next HAZ meeting</p> <p><b>IE</b> to minute the meeting on 30<sup>th</sup> September 2021</p>
5.	<p><b>Regeneration proposals</b></p> <ul style="list-style-type: none"> <li>● Wendover Road car park updates</li> <li>● Tubbs pocket park use updates. <b>MC</b> briefly reported that residents think that the money from a previous investment has not been appropriately spent. There are health and safety issues related to the pocket park. It</li> </ul>	<p><b>MC</b> to involve <b>IE</b> in the next meeting concerning Tubbs and talk with Samantha</p>

	cannot stay as an ornamental garden as it is now because it needs to be accessible to children. Many residents have reported that not having a garden or a balcony would use the space to relax or take some fresh air.	Heynes from park management - Brent Council. Discuss follow up with Councillor Mili Patel <b>IE</b> to draft content of the survey for Tubbs <b>MC</b> to organise a meeting with <b>IE</b> and the resident for Wendover Road car park <b>MC</b> to send written updates for both venues.
4.	<p><b>Harlesden Wayfinding</b></p> <ul style="list-style-type: none"> <li>• <b>CM</b> thought that the celebration on 16 September was successful</li> <li>• Pictures to go to the newsletter</li> <li>• <b>IE</b> shared that we need to start drafting a report for this NCIL fund</li> </ul>	<b>IE</b> will begin preparing a report and stay in touch with Grace Nelson for feedback.
7.	<p><b>Planning updates</b></p> <ul style="list-style-type: none"> <li>• <b>CG</b> reported on recent planning applications. <b>CM</b> are concerned about small flats being converted into even smaller apartments. <b>CM</b> will submit objections in accordance with NP policies.</li> <li>• Updates on Healthy Neighbourhood consultation, from <b>CG</b> who attended the meetings on line. <b>CG</b> has limited confidence in the quality of the consultation, since documentation is very poor with very little background or technical info. Also, participants to the online meetings were mainly people from the council, with only two from the community during online meetings. <b>CG</b> attempted to register for the face to face consultation but was only invited online. <ul style="list-style-type: none"> <li>○ The Forum ambassador Amandine Alexandre informed us that she attended several meetings chaired by Katherine Jacob from Living Streets charity (which was supported by Brent Council )which involved interaction with residents and engaging everyone in constructive discussions. The walkabout that was planned for the end of August in the Roundwood area was well attended.</li> <li>○ The Forum is asked to be broadly supportive of traffic reducing measures and needs robust data to support this position. When traffic schemes are consulted upon (even a single loading bay on the High Street) detailed scale drawings are provided for comment. Considering that the aim of Brent Healthy neighbourhood is to reduce car traffic and encourage more walking and cycling, the maps provided by Brent council were solely focusing on car traffic without featuring the air pollution. The only drawing available online was an ultra low resolution map which could lead to confusion.</li> </ul> </li> <li>• As a Local Planning Authority, OPDC is conducting a consultation on the proposed extension to the existing Old Oak Neighbourhood Area applied for by the Old Oak Neighbourhood Forum. <b>CM</b> agreed to support the proposal.</li> </ul>	<p><b>CG</b> to circulate planning report for the blog and the minutes.</p> <p><b>IE</b> to include planning updates every month in the newsletter.</p> <p><b>CG</b> to report the Forum position to the Healthy neighbourhood team.</p>
	<p><b>Trustee appointment</b></p> <p>Amandine Alexandre, our clean air ambassador, presented her application and availability to become a trustee.</p>	<b>IE:</b> Announcement to go in the October newsletter

	The Committee agreed unanimously that Amandine should become a trustee. <b>SW</b> expressed her positive view by proxy.	
9.	<b>Date and venue of the following committee meetings</b> <ul style="list-style-type: none"><li>• <b>Proposal to have a meeting on</b> Tuesday 9 November 2021 at 6 pm</li></ul>	<b>IE</b> to send agenda and minutes to <b>CM</b>