

Harlesden Neighbourhood Forum Committee Meeting

Date and time of meeting:	Monday 23 rd January 2017, 6.30 – 8.00pm
Location:	Crisis , Ajax House, 16a St Thomas's Road, Harlesden
Attending:	Leao Neto (Chair) (LN), Sumathi (Secretary) (SP), Paul Anders (Treasurer) (PA), Atara Fridler (Vice Chair) (AF), Mark Cozens (MC), Marco Torquati (MT), Nick Jones (NJ), Hannah Churchman (HC)
Apologies:	Amanda Diamond

Meeting notes

Agenda item	Discussion (Key discussion points and agreed points)	Actions	Status
The committee meeting was quorate with 7 members present (minimum 5 required by the constitution).			
1.	<p>Welcome / Introduction</p> <ul style="list-style-type: none"> The committee approved and adopted the minutes from the away day of 22nd November 2016 with amendment to list of attendees and to render the stakeholder mapping more suitable for publication on the website LN informed the committee that Amanda has sadly decided to resign due to work commitments. The committee gratefully acknowledged all Amanda's contributions to the forum especially in the area of comms and engagement and wishes her the best in her other endeavours. 	<ul style="list-style-type: none"> SP to amend minutes of 22nd Nov Refer suggestions for committee member replacements to LN / SP 	Complete
2.	<p>Pre-submission consultation plans and resourcing</p> <ul style="list-style-type: none"> SP and NJ presented work on consultation materials to date (key consultation messages drafted, in process of drafting leaflets and survey) Discussion about lack of volunteer resources to deliver an ambitious and far-reaching consultation, leading to discussion about how many people we need to reach during this consultation phase Completing a survey on all six themes may be onerous for respondents – give them the option to complete the section that most interests them e.g. transport, housing etc <p>Agreed</p> <ul style="list-style-type: none"> Developing consultation materials (survey, leaflets and posters) 	<ul style="list-style-type: none"> SP / NJ to amend posters & leaflets to include key interest points from chapters SP to circulate consultation materials to committee for comment Committee members to share survey and consultation info as 	Pending

	<ul style="list-style-type: none"> • Survey to have a question for each policy in the plan • Consultation will be fairly limited and will include: <ul style="list-style-type: none"> - Survey sent to 200+ people on forum email list and asking them to send it on to at least one other person - Potentially use the forum AGM to either update people on consultation results or, if consultation is ongoing, to encourage them to take part - Present consultation timeline at 15th Feb team meeting - Launch in mid March - AGM at end of April 	<p>widely as possible e.g. MC in Salvation Army groups, LN in Methodist Church</p> <ul style="list-style-type: none"> • SP to update consultation timeline showing key stages • SP to inform Brent / OPDC about new timescales • Working group leads to support on new campaign messages 	Pending
3.	<p>Draft agenda for 15th Feb forum meeting</p> <ul style="list-style-type: none"> • Include an agenda item for an update on the consultation timetable • Committee approved the draft with this amendment 	<ul style="list-style-type: none"> • SP to amend agenda 	Complete
4.	<p>Update from consultation sub group Covered under item 2</p>		
5.	<p>Responding to developer consultations</p> <ul style="list-style-type: none"> • SP presented question about how the forum / committee should respond to approaches from developers who want us to comment on consultations for planning applications • Discussion about the forum's mandate and agreed that: <ul style="list-style-type: none"> - The forum will only have a mandate to respond officially to these consultations when / if the neighbourhood plan has been approved through referendum - Until then it is acceptable to meet with the developers as long as we make clear that we have no mandate to endorse / disapprove of planning applications until the neighbourhood plan is in force 		
6.	<p>AOB</p> <ul style="list-style-type: none"> • Committee needs to return to a discussion about the future of the forum beyond the neighbourhood plan and the leadership that the committee offers, including relationships with other local groups • Agreed next committee meeting is Monday 20th March • Community led-housing fund – the housing policy manager at Brent Council contacted AF about an opportunity to support a scoping study on community-led housing options in Harlesden. AF / SP to keep the committee updated on progress 	<ul style="list-style-type: none"> • SP to liaise with LN and AF about including this in the next committee meeting agenda 	Pending