

## Harlesden Neighbourhood Forum Committee Meeting

<b>Date and time of meeting:</b>	21 <sup>st</sup> October 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), Paul (PA), Atara (AF), Sara (SK), Kathryn (KC)
<b>Apologies:</b>	Amanda (AD), 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)		
1.	<p><b>Update from the Chair:</b></p> <ul style="list-style-type: none"> <li>• LN welcomed KC who will be replacing NS as a working group lead and Committee Officer. Nancy was not able to continue due to time commitments but will continue to be kept in the loop. KC looks forward to the work. LN gave an overview of the roles of the working groups' leads and how the chair is normally invited to attend meetings.</li> <li>• Goodbye to SK who will be leaving to join the Crafts Council. LN &amp; SP thanked SK for her work and wished her well. A replacement will start at the end of next week on a temporary contract and SK will be doing a handover tomorrow.</li> <li>• SP stated that Brent Council &amp; OPDC may form a sub-group to review the impact of the developments in Harlesden. HNF has been approached and it has been suggested that Ken attends and AF as the Vice Chair attend. PA asked if Ken will be charging a consultancy fees but SP confirmed that he will be volunteering his time. LN asked that we gain clarity if 2 HNF members can come.</li> </ul> <p>LN felt that we should thank Ken for volunteering his time. AF thought that we can take him for dinner at xmas. All agreed.</p> <ul style="list-style-type: none"> <li>• LN asked that the next steps will be for to apply for the £4k funding in December. SP stated that a bank account will need to be opened by HNF (PA and AF will open Nov/Dec). Then an application will</li> </ul>	<p>AF will check if 2 members can attend at the first meeting</p> <p>SP to arrange a Christmas outing PA &amp; AF to open a HNF</p>	<p>10/12/15</p> <p>10/12/15</p>

	<p>need to be made but SP will check the dates we can reapply. SP reminded the committee that it has already been agreed that money will be used to support produce the chapters of the plan via Ken.</p> <ul style="list-style-type: none"> <li>• LN and AF signed the MoU</li> </ul>	<p>bank account</p> <p>SP to check when HNF can reapply for funding</p>	<p>10/12/15</p>
<p>2.</p>	<p><b>Minutes of the last meeting:</b></p> <ul style="list-style-type: none"> <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> <li>• PA raised that the timing isn't right to start creating impact assessments as we need to know the priorities of each of the working groups. SP agreed and passed a copy of a cabinet office template. SP stated that it is important that we use it effectively when HNF is ready rather than make it a tick box exercise. LN stated that community engagement is a continuous struggle in Harlesden but we must make it as inclusive as possible. AF agreed and stated that Lift's HUB will hopefully help tackle this and make democratic engagement opportunity more visible for the community.</li> <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.---- still not met</li> </ul> <p>LN asked what is happening as the groups still haven't met. CG stated that the groups do need to meet at least if not physically meeting then contact each other to discuss. LN stated that the workload is not effectively shared and if the Committee is happy that he would like to change this by sharing out the working groups.</p> <p>CA hasn't responded if she can take one of the groups, CG stated he hasn't been able to get hold of her for a separate project. LN stated that we should make this a vacant role. KC stated that the general meeting may be a good opportunity for this. PA added that CG has done a good job in engaging people into the groups and perhaps someone will be able to better prepare meetings. All agreed.</p> <p>CG stated he would like to keep Local Economy as Transport will be an easier one to give someone</p>	<p>CG to send electronic versions of the 2 spreadsheets to SP &amp; SK</p> <p>CG to arrange meeting prior to next Committee Meeting</p> <p>SP to add this to the agenda for the General Meeting</p>	<p>10/12/15</p> <p>21/10/15</p> <p>03/11/15</p>

	<p>else. AF stated that CG has done a lot of work relating to Transport already. AF stated that this is an opportunity to look for skillsets that are suitable and become a more inclusive Committee. AF stated we create a general vacancy for the Committee that is not specific and try to be pro-active and approach people to encourage them to join.</p> <p>PA stated that we need to be reasonably clear on what expertise we require. LN asked if all are happy with this approach. AF added that there should be a selection process like last time. All agreed.</p> <ul style="list-style-type: none"> <li>CG stated that the Local Economy 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> </ul>	CG to send electronic version of business directory and 'Our High Streets' document to all Officers.	21/10/15
3.	<p><b>Branding &amp; Marketing Plan:</b></p> <ul style="list-style-type: none"> <li>SP stated that there has been a tender process to create a brand for HNF. 8 people have applied and SP and AD are meeting on Friday to discuss the applicants and choose one. The next step will be to develop a brainstorming session around mid-Nov. Ideally all Comms working group should attend but the meeting is open to rest of the Committee to attend. Hopefully early Dec we should have a leaflet, logo, and a poster.</li> </ul>	SP & AD top send details of brainstorm meeting	04/11/15
4.	<p><b>OPDC's Community Engagement Statement Update:</b></p> <ul style="list-style-type: none"> <li>PA reviewed the community engagement statement and Grand Union Alliance's response to the statement. PA felt that unless we wanted to add to the demands of Grand Alliance then HNF should not comment. CG gave a brief overview of Grand Union Alliance for the Committee and stated he supported the drafting of the statement which PA read. SP stated that the OPDC engagement officer will be attending the General Meeting on 4<sup>th</sup> November and is keen to engage with HNF.</li> </ul> <p>LN stated that HNF is not in a position to engage at this level right now. A more strategic approach should be taken to engage in conversation rather than shout demands. AF stated that we are developing as a committee and we want to respond via Ken based on his experience. KC stated that</p>		

	<p>we have an opportunity to be the softer voice in these discussions in comparison to other groups. Majority agreed.</p> <p>SP raised that this is a tricky subject as only a small area that is being affected within our boundaries. We need to think about how much we can engage within such discussions and what amount of resources we can justifiably apply. We need to consider the wider boundary areas that HNF needs to develop a plan on. CG stated that we need to think about the impact of the development such as increase of traffic, population growth that will have a wider impact area.</p>		
5.	<p><b>Preparation for General Meeting:</b></p> <ul style="list-style-type: none"> <li>• LN stated that Ken unable to join meeting today but will be attending the general meeting as a facilitator for the Local Economy table</li> <li>• SK described how the consultation workshop will take place with AD as the main facilitator. Each working group lead will facilitate their group discussions and summarise 3 key points for feedback at the end.</li> <li>• SK explained that the background information to Ken’s questions has been handed out to the members to read beforehand. Topic heads are asked to remind them of the key points during conversations.</li> <li>• SK stated that no facilitation tools or visuals will be used as the attendees will be rotating across the tables every 10 minutes which will be too short a time for props.</li> </ul>		
6.	<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>• KC stated that AD has created some surveys for the Open Spaces working group and SP was wondering if the other groups would like to add to it. AF stated that it would be better if all the groups’ engagement should be done together rather than separately.</li> </ul> <p>SP stated that this may be something that could be discussed at the next Committee meeting. AF stated that we add an additional Committee meeting in December.</p> <ul style="list-style-type: none"> <li>• LN stated that Citizens UK are coming to the Methodist Church tomorrow and all are welcome to attend.</li> </ul>	SK to add a committee meeting on 10/12/15	