

Harlesden Neighbourhood Forum
Committee Meeting Thursday 15th May 2018 FINAL MINUTES

Date and time of meeting:	Tuesday 15 th May 2018, 6.30 – 8.15pm
Location:	Crisis Brent
Attending:	Leao Neto (LN), Paul Anders (PA), Megan Lewis (ML), Atara Fridler (AF), Colin George (CG), Nick Jones (NJ)
Absent:	Ricky Gardner

Meeting notes

Agenda item	Discussion (Key discussion points and agreed points)	Actions
1.	<p>Welcome / Introduction</p> <ul style="list-style-type: none"> • LN welcomes all • LN runs through actions from last meeting • Committee discuss Willesden Junction issue. Committee agrees LN will write to Muhammed Butt in regard to the issue. AF suggests engaging Amar Dave also – agreed to follow up with him if needed at a later date. CG states the GUA will be engaging with councillors but we should not accept that council will only engage with the GUA but should engage with us also on the matter. Mentions OPDC’s ‘community panel’ which Peter Farnham mentioned on last communications – leaflets are being distributed already (at the Wednesday 9th OPDC Local Plan event). Agreed ML will follow up with Peter Farnham on this • Committee discuss how we engage with ‘more engaged’ and keener members, including those who have joined our meetings as guests. NJ suggests having an affiliate group to send closer more regular updates to, who may also in the future want to come on board more formally. AF suggests this can be combined with more socials. Committee agreed this would be good to go in-line with the updates being given to Leroy Simpson (Community Liaison officer) – Agree to identify list of members, draft update template and hold more casual social evenings. AF notes we need to make sure this is in-line with the GDPR and gaining consent. 	<ul style="list-style-type: none"> - LN to write to Muhammed Butt - ML to follow up with OPDC regarding WJ station – progress made - ML to identify ‘affiliate’ list and draft engagement plan - ML and AF to discuss GDPR in more detail
2.	<p>Next steps for CIL projects</p> <ul style="list-style-type: none"> • Youth forum: In the absence of Ricky Gardener (RG), the committee look at the update on the project send by him and discuss to clarify the project and RG’s role and next steps. • AF explains concerns around the delivery of the Youth Forum project in relation to RG’s absence in several committee meetings – including the role of Revo in relation to HNF and expectations around finance and relationship with Brent. • LN states that there are several unknowns around delivery of the project which have been requested (through meetings that have been planned including the current one) but have not been answered. Committee member expresses concern that the Youth Forum cannot work alongside HNF - to inform and advise HNF’s the work in the 	<ul style="list-style-type: none"> - ML, AF and PA to draft request to RG relating to the CIL project and committee role issues – completed awaiting response - ML to finalise the plan and send to Nkechi – interim

	<p>community, as well as report back to the forum of progress – if the meetings at this stage are not attended (RG has missed 4 committee meetings in a row as well as the AGM hustings). Committee member expresses concern around accessing HNF grant money given the unknowns and also that this is the first grant HNF have received and relationships and expectations need to be managed well and need to demonstrate that we can deliver quality. Committee member notes that there are two issues at play – the questioning commitment and intentions as a committee member of HNF and the unknowns around the CIL project delivery – the former may be affecting the latter. Committee agree that the project on paper would still ideally go ahead. Other suggestions from committee include querying if we could liaise more with Susan Grace alongside RG as co-deliverers / suppliers.</p> <ul style="list-style-type: none"> • LN suggests, and committee agree, the actions needed to clear up two areas a) the conflict of interest - the chair should suggest that RG steps down (resigns from the committee), b) Need for a clear detailed plan - requesting detail around the project which will enable the committee to understand the aims and intentions of the project in relation to HNF’s work, and c) Need for a clear plan to be proposed for managing the funding and reporting - to enable HNF and Revo to draw up and establish a working agreement. • Committee agree that the proposal cannot be accepted as is, and the above actions need to be delivered within an agreed deadline – 2-3 weeks. Committee agree that the bid would have to be retracted from Brent, or the project detached from HNF if above are not delivered, but that HNF would still happily support the project from a distance if needed, and maintain the good relationships. Committee agree AF, PA and ML to draft request but on behalf of and supported by the whole committee • Wayfinding banners: ML presents the updated timetable and the next steps that need to be taken. Reports back from meeting with Grace Nelson and suggestion to tie in the Festive Lights, Brent and OPDC projects which relate to the area and culture (including the borough of culture, and the Good Growth scheme). Committee agree that we will present our preference for this project – namely the text content of the banners and theme – at a meeting with the above and agree. Committee agree the timetable and plan good to send to Nkechi (NCIL manager at Brent) 	<p>plan for wayfinding banners sent</p> <ul style="list-style-type: none"> - ML to draft proposals and initiate Brent/OPDC meeting relating to aligning each-others projects – sent request, ML to follow up
3.	<p>Neighbourhood Plan update</p> <ul style="list-style-type: none"> • ML goes through the amendments to the plan suggested in the Brent ‘pre-check’ and proposed responses put together by Ken and ML. • ML runs through the issues which require committee discussion and decision, and invite the committee to comment on all other amendments in the next few days. • AF explains the concern over the quantity and scale of comments received from Brent, and reports back to committee on the conversation with Alice Lester at Brent relating to inappropriateness of a selection of the comments (including the suggestion to amend the Plan’s vision). Committee happy with Alice’s response and agree no further action. • ML explains the next steps for the Plan to be submitted and the Plan showcase event will be taking place at short notice next week – ML to be in touch about preparation requirements. 	<ul style="list-style-type: none"> - ML to make the final wording updates to the Plan as agreed - ML to communicate ASAP about the Plan showcase event - Committee to help with the event delivery or prep where possible <p>All complete</p>

4.	<p>Reflection and strategy discussion</p> <ul style="list-style-type: none"> • Committee agreed to discuss and set a plan for a later date • ML suggests combining strategy planning with a ‘hack’ afternoon to make progress on other HNF projects • AF reports that the Comic Relief bid was unsuccessful but other funding opportunities will be looked at. Also exploring the potential to purchase legal advice for registration through allocated Crisis funding. • 	<ul style="list-style-type: none"> - ML to explore and circulate provisional awayday dates. In progress - AF and PA to look at other funding sources for legal advice
5.	<p>Committee roles</p> <ul style="list-style-type: none"> • LN summarises the current situation and thoughts on roles after the coming year – that a new chair should take over from 2019 to help the Forum move into other areas, establish itself beyond Neighbourhood Planning in line with the community’s expectations and aspirations. CG suggests aligning the committee structure in a similar way to the Council so liaison streams are clearer. • Committee agree following roles assigned for 18-19: Leao Neto Chair, Paul Anders Treasurer, Megan Lewis Secretary. Atara Fridler, Nick Jones and Colin George came forward for the vice-chair role, committee agreed sharing the role is ideal, the two will be determined following a skill audit in relation to the future strategy – AF will be interim vice-chair. • Committee discuss co-opting process for incorporating potential new committee members who come forward – agree this would be based on a skill audit and agreeing the skill gap the person will fill. • ML proposes new community engagement and comms. Strategy / agreement whereby each Committee member: <ul style="list-style-type: none"> ○ <i>Will distribute flyers and put up 6 posters for one general meeting / HNF event plus does some social media (1 each per year – max 3 hours)</i> ○ <i>Attends one local event themselves to promote the Forum (including contacting the organisers) – not including include things like GUA / OPDC events and our own events which they may attend anyway. (max 3 hours)</i> • CG mentions upcoming HEART event on 26th May 	<ul style="list-style-type: none"> - Committee to elect two vice-chairs at next committee meeting - Committee to undertake a skill audit and planned awayday - ML to begin assisting committee with comms strategy. - CG to advise ML what is needed for 26th May HEART event, and to send further information about it to publicise - complete
6.	<p>AOB</p> <ul style="list-style-type: none"> • AF announces that the Crisis Harlesden Working Together team (HWT) - including ML as HNF coordinator - are planning a community event on Thursday 12th July where the Forum will be represented. More details to come. • AF announces Crisis looking for a new office building in the area and requests that committee spread the word 	<ul style="list-style-type: none"> - Committee to make note of 12th July HWT event - Committee to advise AF if they hear of potential office space.