

Harlesden Neighbourhood Forum Committee Meeting

Date and time of meeting:	4 th of May, 6.30 – 8.05pm
Location:	Crisis , Ajax House, 16a St Thomas's Road, Harlesden
Attending:	Leao (Chair) (LN), Sumathi (Secretary) (SP), Paul (Treasurer) (PA), Atara (Vice Chair) (AF), Kathryn (KC), Mark (MC), Marco (MT) Danielle (DM),
Apologies:	Amanda (AD)

Meeting notes

Agenda item	Discussion (Key discussion points and agreed points)	Actions	Deadline
	<p>The Committee voted unanimously in favour of the following appointments:</p> <p>Leao Neto – Chair of the Committee Atara Fridler – Vice Chair of the Committee Paul Anders – Committee Treasurer</p>		
	The committee meeting was quorate with 7 members present (minimum 5 required by the constitution)		
	<ul style="list-style-type: none"> • LN welcomed all to the meeting and reviewed the agenda and objectives of the meeting • LN asked that everyone go around the room to introduce themselves 		
1.	<p>Selection of Officers/Working Group Updates</p> <ul style="list-style-type: none"> • LN said that the task ahead was to deliver the documents and briefly outlined the roles of the working groups in delivering the plan. • LN addressed the issue surrounding Colin's membership and explained that Colin had yet to comply with the conditions that were agreed for him to continue as a member of the committee (given that Colin had not provided proof of his application before the committee application deadline as stated in the constitution). LN explained that as chair, he did not feel at liberty to act outside of the constitution and does not consider Colin to be a member. He then asked the group for feedback. • PA said he agreed with the decision and that Colin had been provided a fair chance to provide proof 		

	<p>agreed to consider future funding and whether a consultant could be commissioned to support on local business engagement. This will be considered at a later point.</p> <ul style="list-style-type: none"> The transport working group is now also without a lead and is behind the other working groups in terms of reviewing the draft chapter. MC agreed on a one-off basis to convene a meeting of the group to provide feedback on the draft chapter and to identify a forum member who might possibly want to take over the leading the group. (It is not necessary for the lead to be a committee member). <p>Committee members agreed that it would be useful to receive a range of documents relating to working groups and committee governance including: draft chapters, annual project plan for neighbourhood plan delivery, minutes from February away day and list of dates for future meetings</p>	<p>DM to provide MC with list of forum members interested in joining working groups</p> <p>DM to circulate</p>	
3.	<p>Meeting dates and agenda for next general Forum meeting</p> <ul style="list-style-type: none"> SP described the overall timelines for plan deliver, mentioning that Ken needs to produce an additional chapter on specific sites and the forum’s proposals for them (e.g. Metroline bus depot site and Tesco car park). SP mentioned that Crisis is supporting its service users to conduct some community research into what local people think about these sites and how they would like them to be developed – taking place in the second half of May. The group agreed that the next Forum meeting (July) will focus on consultation for the draft neighbourhood plan, using the ‘world café’ approach taken in a previous meeting (a table for each chapter theme led by working group leads; participants have 10 minutes to engage with each chapter before moving on to the next table). Given that the first draft of the whole plan will be available in mid June it was agreed that the next committee meeting should be towards the end of June. The date agreed was Tuesday 21st June at 5.30pm. 		
4.	Comms & engagement strategy		

	<p>The committee agreed that a comms & engagement action plan will be needed especially with the consultation phase coming up. However the discussion was deferred until the action plan has been further developed and finalised by the comms & engagement group</p>		
5.	<p>AOB</p> <ul style="list-style-type: none"> • SP described Brent Council’s outcomes based review process that is happening in the following areas: housing vulnerable people; employment and welfare; and regeneration. The lead for the regeneration outcomes based review (Sadie East) is particularly interested in engaging with the neighbourhood forum and Crisis is setting up a meeting with the Chair, some other local leaders and Brent regeneration staff. SP to keep the committee informed • MT suggested the Forum take on a lobbying role, especially needed in an area of deprivation where residents don’t have direct access to decision makers. The committee agreed that this is important and links to the long term future of the Forum – that its task is not just to produce a plan but to think beyond it in terms of advocating for the area and supporting community development. 		