

**Harlesden Neighbourhood Forum
HNF**

Committee Meeting

Minutes of the meeting

1. Opening of the meeting and adoption of the agenda

The Chair of the HNF Atara Fidler will be chairing the meeting.

Action:

To adopt the minute of the last meeting. **Adopted**

1.1. Summary of the previous meeting

- It was agreed that the Committee should comment on the survey to Paul & Ilaria by the end of the week.
- Paul & Ilaria – would add "*if you want to join*" email option at the end of the survey.
- Maddie – would forward the survey to Milli Patel, Matt Kelcher and Brent asking for comments, etc.
- Atara - would forward it to Public Health with the same question as above.
- Sandra - would share it with Chris (YBF) once the final version is ready with the intent of getting a youth-friendly version.

1.1. Follow up on the action decided in the previous meeting

Action:

- To take note of the changes applied to the survey and make the last rounds of comments. Grace Nelson, the town manager, made some comments as did Colin and Paul. The survey has been adapted. **Noted**
- To report on the exchange of views with Milli Patel, Matt Kelcher and Brent. Nothing new to say since last week.
- To report on the exchange of views with Public Health. **Atara will follow up on this matter**
- To send the survey to YBF to develop a youth-friendly version. (Give deadline) **Sandra will follow up on this matter within a week**

2. COVID -19 Social distance survey:

2.1. Highlights in the following [HNF COVID-19 and social distancing survey](#)

Action:

- To adopt the version of the survey and take note of the follow up of decisions made. **Adopted**
- To decide delivery, dates, and communication channels. **Decided**

The survey will be sent out to the public, and the members through Email, Fb, Twitter, and the deadline for collecting responses is at the end of June.

Ilaria will draft the text and **Maddie** will support. **Sandra** and **Paul** will look after Fb and Twitter posts.

Advert on Local press. **Maddie** will transform the COVID 19 brief in a press release plus the survey.

Contact Radio Station The Beat – **Atara** to follow up with them.

Send survey also to housing associations and Milli Patel, Matt Kelcher.

3. Planning Application notification and response procedure

3.1. Highlights in the following [Salvation Army Hall, Manor Park Road, London, NW10 4JJ](#)

3.2. We receive notification of planning applications concerning Harlesden. If we wish to comment on the application, our views will be considered provided they are received online or via post, within 28 days of the date reported on the letter. If HNF has been given the mandate by the membership to comment on planning applications, the Committee might consider putting a procedure in place.

Action:

- To approve or make comments on the planning application submitted by the Salvation Army. **Postponed**
- To decide on the proposal of developing an internal procedure to select and respond to planning applications. **It will be further discussed during the next meeting.**

Colin used to respond to the planning applications and reported about an existing procedure. **Colin** and **Maggie** will share the form with the Committee.

Ilaria will send applications to **Colin** once a week or try to set up a bounce back to Colin email address.

Other application to consider concern:

- a) Craven Park
- b) Stay Club

For information

4. **Organisation set up:**

- a) Paul Anders has given the mandate to Skytax Accounting Ltd to set up a PAYROLL and a pension scheme.
- b) Public Liability offer is on hold with Case insurance waiting for PAYROLL set up
- c) Policies and Contracts updates.
- d) Setting up a Remote working desk for the Coordinator
- e) Bookkeeping and google drive management

Action:

To take note of the state of implementation. **Noted**

Atara has shared contract and Policies with **Ilaria**.

Ilaria has presented a list of equipment and tools to buy to set up remote working.

Paul is in touch with Skytax Accounting Ltd directly.

Ilaria and **Paul** are following everything concerning insurance.

An internal bookkeeping system has been set up on the drive, plus we will have access to the accountant bookkeeping system once ready.

Ilaria is reorganizing Google Drive– work in Progress.

There were no questions.

5. **Any other business.**

5.1 Atara proposed to call for an AGM. She has been involved with the HNF and as Chair for quite a while now – 6 years.

Action:

To decide the AGM. **Noted**

The discussion concerned how to host an AGM safely online with Zoom.

Documents will be sent in advance, and an AGM invitation email will be out for people to participate and eventually put forward their candidacy.

Sandra and **Maddie** will help **Ilaria** and **Atara** to create an Agenda for the AGM.

5.2 Colin flagged up that we received a gentle reminder from Brent to let us know that we will need to reapply to be a Neighborhood Forum before 08/07/2020, as they naturally expire after a period of 5 years.

Action:

Ilaria and **Atara** will look into the requirements and set up a call with the Planning Policy Officer Jordan Henderson.

6. **Date and venue of the next committee meeting**

The Committee will resume next Wednesday, 17th June 2020 at 6 pm.