

Harlesden Neighbourhood Forum

Trustee meeting minutes

Date and time of the meeting	Tuesday 22 nd November 2022– 6.00-7.30 pm
Location	Zoom
Attending	Ilaria Esposito (IE) (Coordinator), Colin George (CG), Margaret Cox (MC), Sandra White (SW), Julieta Galarza (JG) Jose Trueba (JT) (Trustees)
Guests	Philip Fry – planning team volunteer
Apologies	Paul Anders (PA), Amandine Alexandre (AA),
Absent	

Agenda item	Discussion (Key discussion and agreed points)	Actions
1.	<p>Welcome / Introduction.</p> <ul style="list-style-type: none"> • SW welcomed everyone • Trustees approved 18th October 2022 trustee meeting minutes • Conflict of interest register check: none disclosed. 	
2.	<p>Organisational development</p> <ul style="list-style-type: none"> • SW asked trustees to discuss possible – venues / in-person meetings. MC proposed to meet in person, and SW seconded the proposal, reflecting on the need for quarterly and more operative meetings between trustees for specific projects. In terms of venues, the Royal Oak or Roundwood youth centre, Salvation Army, and Trinity Centre • IE and SW had a meeting with Refugee Education UK to enquire about hotdesking at the Lighthouse (ex-HSBC building) • IE expressed the need to work outside her home as this impacts her personal and family life, and the situation gets tense when working from home after 4 pm and requiring a workspace for at least 2 days a week. • When the Lighthouse opens, the monthly cost will be £150 (for 2 days a week). SW supported the idea and mentioned that every funding application needs to have a voice cost for office renting. JT asked about recruiting a director of development. SW agreed but mentioned before such a professional figure could be recruited The Forum needs a CEO. • JG offered on behalf of YWAM to open a hotdesking position for IE until the Lighthouse is ready and asked for a small donation of £20 monthly towards electricity/heating to host the Forum. The trustees agreed on the proposal. 	<p>JG to check with the Trinity Centre</p> <p>IE and SW to approach YWAM and REUK about logistics for hotdesking</p>

	<ul style="list-style-type: none"> ● Lone working policy and updated H&S policy. SW reminded trustees that the Forum has only one employee. Coordinating takes on multiple functions within the organisation and the Forum is responsible for looking after physical and mental wellbeing. SW explained that the law requires updating policies in terms of lone working ● IE asked trustees to seek an agreement that we can use last year's company for the annual accounts *if* their cost is within 10% of last year's price. The trustees approved the proposal and gave a mandate to PA to make contact with the company 	<p>SW to support policy drafting on Lone Working PA to contact accountancy company</p>
3.	<p>Planning updates</p> <ul style="list-style-type: none"> ● Bramshill open space refurbishment. Philip Fry said there might be additional support, but not clear yet. He is in conversation with Matt Kelcher to check if the Pocket Living project can bring some extra funds to the project. ● Tubbs Road pocket park updates. MC is progressing with the new design. MC will meet on 24th November with Samanta Heines and some residents to agree on the next steps. MC is drafting an NCIL application and looking into "together towards zero grant". ● The Council adopted the Houses in Multiple Occupation (HMO) Supplementary Planning Document (SPD) on 3rd November 2022. This followed the consideration of consultation responses received over an 8-week period ending on the 22nd of September 2022. Overall, responses were positive, and only minor changes were made to the SPD to clarify standards. The document has been produced to support the policies within the recently adopted Brent Local Plan (2019–2041), particularly policy BH7, 'Accommodation with Shared Facilities or Additional Support'. It guides all HMOs and complements the Council's recently confirmed Article 4 direction. This, from 1st November 2022, removed permitted development rights and will require planning permission for Use Class C4 small HMOs (up to 6 people) when changing use from residential dwellings (Use Class C3) in most of the borough. The document clarifies that other Council approvals should also be obtained when delivering an HMO, such as private-sector housing licensing and building regulations. ● CG and Philip Fry reported on what the adoption implies, and for example, If anyone suspects a landlord was not complying with the HMO license, they can report it to Brent. ● CG said that work at Disotto is going well. A payment system was restored, which means there is a possibility for some fresh planting down the length of that piece of Furness Rd. ● CG mentioned the work at the ex-ambulance station has started, which means that residents can benefit from more accommodation. CG raises back the issue of the 25% NCIL money that the Forum should receive from this application is £49,000. CG mentions many other developments since 2019 and asked the Forum to interrogate Brent Council on why the funds have not been received. SW said she would ask for more clarifications to go back to them and challenge ● IE reported on AA analysis on School street and CCTV cameras: they are supposed to be on since October 31st, and drivers have been liable for fines since November 14th. 	<p>IE and AA to Include a reminder on the newsletter about school street and why we have it.</p> <p>AA to contact Debbie Huckle about banners to avoid residents getting fined</p> <p>IE, SW, JT to support the NCIL application process</p>

	<ul style="list-style-type: none"> ● Debbie Huckle from Brent council had mentioned that the schools would support the school streets by displaying some banners, but no signs of any of those so far. ● Many drivers are still puzzled by the signs and getting fined on multiple days as they have difficulties understanding where the school street signal starts ● IE mentioned the Wembley to Willesden TFL cycle path. SW asked the Council for clarifications during a meeting on 19th October with leaders and the CEO. The Council reported no funding available from TfL to implement the project. ● IE reported that AA researched lots of TFL-funded projects - or part funded - happening across London, so she advises the Forum to keep challenging Brent council's narrative and show the need for cycling infrastructure in Harlesden and more space for pedestrians. 	<p>AA to contact Kelly Eton - Park services manager, about Roundwood Park playground work.</p> <p>AA to contact TFL</p> <p>IE to suggest an agenda point for next meeting regarding consultation on cycling spaces with the community.</p>
4.	<p>Events</p> <p>Forum meetings: Wednesday, 7th December</p> <p>SW invited the trustees to discuss the venue for the Forum meeting, and the discussion is among the Royal Oak and the Roundwood youth centre.</p> <p>Trustees were concerned that the Roundwood youth centre is not in the town centre and people will find it difficult to find. SW mentioned that the pub prevents some members from attending as they are not allowed to venues where alcohol is sold. JG offered YWAM a venue for the public meeting using the outside space, but trustees thought it would be too cold. The trustees decided to hold it at the Royal Oak this time, looking forward to some of the community centres opening soon to host our public meeting.</p> <p>The draft agenda</p> <p>Resolution for CIO constitution changes of objects (6.30 - 6.40 pm)</p> <p>(tables):</p> <ul style="list-style-type: none"> ● (6.00 pm) Welcome with music, mince pie and chocolate. People will order their drink (the Pub usually provides water ● Amandine/TfL/ green spaces ● ·Bramshill open space/Yolanda - Maggie/ Tubbs project and funding (collect signatures for NCIL) ● Colin – Survey on boundaries extension and love where you live project (love Harlesden stickers) ● HHAZ – cultural programmes 1000 years of Harlesden - tables to create arts for the competition and other games done during the HHAZ cultural activities ● United for Warm Homes' Helen Backhouse ● Jessica Atu – Brent Health Matters 	<p>IE to find a venue</p> <p>To give contact to AA for TfL</p> <p>MC to contact Yolanda</p> <p>IE to prepare documents, activities</p>

	<ul style="list-style-type: none"> • Picture Palace <p>Harlesden Festival 3rd December 2022</p> <p>As Forum, we could have a gazebo to</p> <ul style="list-style-type: none"> • Attract more members and invite them to the 7th December Forum Meeting • Talk about the Forum work • Deliver some of the surveys on the boundaries extensions • Promote the art competition closing on 10th December <p>SW, JG, CG, SW, MC, PA will be at the festival. IE will not be available on the day, but will prepare the material for</p> <p>HAZ cultural consortium. Culture and Heritage</p> <p>IE reports on 1000 years of Harlesden, the project presented to the HAZ consortium to continue the wayfinding tradition. 'What traditions did your culture have to preserve the planet, and how can we use those in Harlesden today and in the future?'</p> <p>Art workshops: 20th, and 28th of October and the 19th and 20th of November, 2022, were all attended and successful. IE advised to have it again at the Harlesden festive festival and the Forum meeting.</p>	
5.	<p>Clean air and environment</p> <p>IE reported on Breathe London on behalf of AA: the team at Imperial College have realised that they need to present the data collected in a much more user-friendly way and are working on producing some easily readable graphs for each air pollution monitoring station.</p> <p>AA hopes we'll soon have one of those graphs to share with our members.</p> <p>Green Neighbourhoods</p> <ul style="list-style-type: none"> • IE reminded that The Forum, in cooperation with the Climate Action Team at Brent Council, acts as a Green Neighbourhood Climate Ambassador. (£1000 lump sum for the service). • There will be funds to pay for an art installation linked with our HHAZ project 1000 years of Harlesden 	<p>IE to get in touch with AA to Discuss a proposal to Councillors to make different procedures and fees for community events not generating revenues.</p> <p>AA to organise a meeting with - Powerday and Brent council</p> <p>IE to meet with Nadia Khan about the art installation. IE to check when the payment will be issued</p>

6.	<p>Funding</p> <p>IE reported that AA suggests being part of the consortium to spread the consultation and look after the planning aspect.</p> <p>Initial information meeting regarding the Football Foundation PlayZone opportunity to develop and refurbish MUGA (Multiuse Game Area) for multi-sport use in areas of high need to target four main priority groups: women & girls, LSEG (People from low socio-economic groups), people affected by disability & long-term-health conditions, groups and ethnically diverse communities.</p> <p>The trustees did not manage to discuss further funding proposals. SW suggested taking the conversation about other funding via email.</p>	<p>AA to send minutes to Trustees Football Foundations PlayZone</p>
7.	<p>Date and venue of the next trustee meetings & planning meetings Tuesday, 17th January 6-7.30 pm</p>	<p>IE to send agenda and minutes to Trustees</p>