

Harlesden Neighbourhood Forum

Trustee meeting minutes

Date and time of the meeting	Monday 26 th April 2022– 6.00-7.30 pm
Location	Zoom
Attending	Ilaria Esposito (IE), Colin George (CG), Margaret Cox (MC), Paul Anders (PA), Sandra White (SW), Amandine Alexandre (AA), Julieta Galarza (JG) (Trustees)
Guests	
Apologies	
Absent	Nouh Abukar (NA)

Agenda item	Discussion (Key discussion and agreed points)	Actions
1.	<p>Welcome / Introduction.</p> <ul style="list-style-type: none"> • SW welcomed everyone • Trustees approve 15th March 2022 minutes • Conflict of interest register check: none disclosed. • SW thanks AA and MC for supporting the interview on air pollution in Harlesden for channel 5. AA spoke eloquently about the issue. 	
2.	<p>Forum meetings: Tuesday, May 17th</p> <ul style="list-style-type: none"> • Venue: Trustees suggest the Methodist hall/ Picture Palace. • Format: Some guests to present and the plenary and the rest in the exhibition. • AA suggests having a slot or space to present ideas. IE means having a table with a box where they come and offer ideas. • JG suggests using social media platforms for people to suggest ideas. MC think that there is no need as usually; this happens anyway. AA believes that being a forum meeting, we need to give the space for members to talk and propose. CG is concerned about the time we do not have. SW understand MC, but we need to provide the space for members to submit. PA agrees with SW to give members space, so we move forward with the idea. • IE explains that the following have booked or are being invited to present: <ol style="list-style-type: none"> 1. Helen Spending – Brent to talk about funding available for community groups 2. Picture the Palace team – Brent Council 3. Town centre manager, 4. Imperial college/ AA to present 	<p>SW, CG to check if the Tavistock Hall is available.</p> <p>IE and JG to liaise about catering</p> <p>Trustees to identify critical areas and table with a box at the Forum meeting.</p> <p>IE to prepare plan and invitations and send the newsletter</p>

	<p>5. Wayfinding project updates 6. Tubbs Road Pocket Park report 7. Town centre team 8. The Forum to undertake initial engagement within the proposed extensions to ensure community support. (see planning)</p> <p>Amendments to the CIO constitution PA studied the CIO constitution and the NPF regulation carefully and proposed the following removal:</p> <ul style="list-style-type: none"> • Charitable objects 3.1.3 – provision of housing • PA says Brent CMT has taken this forward, so there is no need to keep it • For consideration: non-members as trustees <p><i>Implied in 11.3.1, The trustees, or, as the case may be, the relevant members of the CIO, must give at least 14 clear days' notice of any (annual) general meeting to all of the members and to any trustee of the CIO who is not a member.</i> Rejected in 13.2.1. Eligibility for trusteeship <i>Every trustee must be a natural person and a member of the CIO.</i></p> <p>Proposal: To remove the stipulation that trustees must be members.</p> <p>PA explains the inconsistency present in the constitutions, which needs to be resolved. JG explains that having someone from outside the area allows us to see things from different perspectives. CG would agree if the trustees coming from the outside were associate members.</p> <p>For discussion: Acting as Neighbourhood Planning Forum vs acting in any other capacity (i.e. some members of the charity should, strictly speaking, be voting on NPF matters) requires clarifications. Trustees have recognised that when it comes to planning matters defined by the localism act 2011, the legislation applies, and only people living in the neighbourhood area can vote. SW ask for data cleaning and a list of Associate members and Full members.</p>	<p>IE to contact PA to rephrase point 13.2.1 in preparation for the Forum Meeting vote on the amendments to the constitution</p> <p>IE to download the list and work out a full and associate membership</p>
3.	<p>Organisational development</p> <p>For discussion:</p> <ul style="list-style-type: none"> • Internal Communication – Ilaria and Sandra/Paul currently use Trello. • SW propose training for Trello <p>For information:</p> <ul style="list-style-type: none"> • Google Suit – the platform will be ready to accept our registration after April 28th due to some work on site. <p>For discussion:</p> <ol style="list-style-type: none"> 1. Trust for London has awarded £50,000 of the £51,914 core funding requested. 2. PA suggests moving the item to the next meeting while we run some more investigations 	<p>IE to update trustees on the google workspace for non-profits</p>

<p>4.</p>	<p>Updates on planning applications:</p> <p>Planning meeting on April 20th:</p> <ul style="list-style-type: none"> • Planning team formed by Jennifer, Philip and Colin • The team decided to use a shared spreadsheet created by Colin to be updated by the group (urgent). • Ilaria to send weekly planning application list • Planning email addresses to respond to applications. Ilaria will create one when the GSuite for Charity is approved <p>Updates meeting with Claire Bradley:</p> <p>1. Neighbourhood Plan</p> <p>- Discussed the need to refresh NP in light of the New London Plan, Brent Local Plan, changes at OPDC, 2 Scrubs Lane and potential changes to boundaries.</p> <p>2. Boundary Review</p> <p>- Considering several options for a boundary review. Extension 1 is essentially a tidy up; extension 2 reflects membership, and extension 3 includes part of H&F/OPDC</p> <p>- CB to review areas in more detail and get the initial thoughts of OPDC, H&F and Ealing Officers.</p> <p>- HF to undertake initial engagement within the proposed extensions to ensure community support.</p> <p>-CB discussed the potential extension to the Harlesden Neighbourhood Area with my counterparts at OPDC and Hammersmith & Fulham. A key priority for them, and Brent, would be evidence that the residents and businesses in those areas have been engaged and are in support. Once the Forum carries out some initial engagement, perhaps, we could have a follow-up meeting involving them.</p> <p>3. Engagement with planning officers</p> <p>- being consulted on planning applications but would like to be notified of certificates of lawful development and prior approvals. CB to discuss with colleagues in Development Management.</p> <p>- I would like to be engaged earlier in the process on SPDs. CB and JH to consider for future SPDs.</p> <p>-CB put CG in touch with Damian Manhertz, who manages the South Area Development Management Team, to discuss the process for these as they differ from planning applications</p> <p>4. Planning Obligations SPD</p> <p>- CG has reviewed and is to send comments in the next few days. Initial thoughts will not apply to most of the sites in Harlesden as they are smaller sites.</p>	<p>IE will scrutinise planning applications to send to the Planning team.</p> <p>SW asks for comments on a planning application to go through info@</p> <p>CG to create a new account</p> <p>CG to draft a consultation. IE to put online</p>
	<p>Culture and Heritage</p>	<p>SW to have a meeting at the Civic centre with the consortium and Brent Council reps</p>

	<p>HAZ cultural consortium: YBF has asked the Forum to be the leading organisation for the next NCIL deadline for local organisations to implement cultural activities. SW explains why organisations in the cultural consortia did not get the funding anymore. Brent Council drafted the contract for the cultural consortia member mistakenly. Only members who made an application directly to the Council could get £10 K. The new procedure discussed was that groups would get local funding from Brent or GLA and the Forum to lead on NCIL.</p> <p>SW asks the Trustee if they agree with the next steps. Trustees agreed.</p> <p>Harlesden wayfinding: The Forum has applied to <i>lovewhereyoulive</i> to support the 3rd round design workshops (Grace Nelson).</p> <p>Dates and spaces for workshops:</p> <ul style="list-style-type: none"> ✓ April 23rd 2022 Harlesden Library – Abundance Art ✓ April 16th 2022 Roundwood Park café lodge – YWAM Urban Key ✓ 13th April Stonebridge hub ✓ Harlesden Primary May 3rd ✓ Local Mosk or a similar venue to be confirmed. ✓ A panel of Judges invited 	
4.	<p>Clean air and environment Updates – (followed up by email)</p> <p>TFL Wembley to Willesden healthy street plan – AA reports that Cllr Nerva is highly keen for this to happen. Following the election, AA will contact the Council and TfL to have a meeting.</p> <p>London Breathe Node</p> <ul style="list-style-type: none"> • AA reports that data shows the NO2 on the High Street has been very high. • AA asked the council for the traffic data. • MC had a meeting with the environmental network and brought up the air pollution activities, and the group wants to help. • AA suggests bringing children affected to talk at the environmental network or Forum meetings. <p>ICL Community events</p> <ul style="list-style-type: none"> • First session - Tuesday, May 3rd 6:30-7:15 pm AA • Second session - Tuesday, May 10th 6:30-7:15 pm MC <p>Our space award</p> <p>IE reports that the work @Roundwood café has started with Forest and Families working with Newman college students and volunteers every Friday. Partnership agreement and contract signed. The partnership is Launching Community together event on Saturday, May 7th 10 – 3.30 pm.</p>	<p>AA to follow up with ICL</p> <p>IE to put a message out for Harlesden residents to come forward and share with us how they are impacted by the high level of air pollution on the high street - the April newsletter.</p> <p>IE to follow up email with Park service</p> <p>MC to get in touch with Park services about Tubbs Road Pocket Park survey results</p> <p>SW to check the contact point for the previous consultation Wembley to Willesden healthy street plan</p>

	<p>Meeting with Parks services: IE and AA report on the meeting with Brent park services.</p> <ul style="list-style-type: none"> • The Park service team has four members of staff. They must look for funding to improve parks. • Water pipes in the park: A petition has gone out to the cabinet. Kelly is in conversation with LA to have a fountain outside the park (Harlesden Road). They are identifying with Thames Water what is the best location for it. • Ice-cream vans: it is not the park team's responsibility; however, they will raise it as every vehicle should respond to the no-idling policy • Bike rack in Roundwood: Kelly will follow up on the request • Bowling green: they are in the process of listening to ideas and will put them to tender (conservation area, bowling green) • We mentioned that the new development with flats just next to the annexe requires the green space to be used at its best • Playground: they are consulting other groups to ensure the new design is accessible for children with SEND. • Tubbs Road Pocket Park – they received the result of the survey and will continue the conversation to take action with Maggie and the residents on-site • Bramshill open space: they carried out a consultation with residents but did not share the results with us • Ilaria will send them some funding opportunities from Nature England • Park service to notify the Forum about Brent in Bloom. <p>Tubbs road: survey results have been published – MC will get in touch with residents and park services to check what is feasible</p>	
6.	<p>Date and venue of the following trustee meetings & planning meetings</p> <ul style="list-style-type: none"> • Planning meeting proposed for Monday 23th May 6-7.00 pm • Trustee meeting to be held on Tuesday 24th May 6-7.30 pm (31st May) 	<p>IE to send agenda and minutes to CM</p>