

Harlesden Neighbourhood Forum
HNF committee meeting October 2018 FINAL MINUTES

Date and time of meeting:	Thursday 4 th October 6.15pm
Location:	Rubio's Harlesden
Attending:	Paul Anders (PA), Megan Lewis (ML), Atara Fridler (AF), Colin George(CG), Nick Jones (NJ)
Guest:	Dave Ahlquist – Locality (DA)
Apologies:	Leao Neto
Absent:	Ricky Gardner

Meeting notes

Agenda item	Discussion (Key discussion and agreed points)	Actions
1.	<p>Welcome / Introduction</p> <ul style="list-style-type: none"> • AF relays Leao's apology for last minute absence and takes meeting chair role. • Welcome and introductions to David Ahlquist from Locality • Minutes and actions from last meeting reviewed and adopted 	<ul style="list-style-type: none"> - ML to begin planning research of referendum process
2.	<p>Organisational capacity, resource and governance</p> <p>Charity Registration</p> <p>AF gives progress update on the work to become independent. Solicitor Russel Cooke is helping us with the CIO application and has drafted an updated constitution and application form.</p> <p>AF introduces Dave Ahlquist from Locality who will be supporting HNF's work on the ground to finalise the new constitution and get it signed off. DA explains what he has done so far, and advises generally that we do not divert too much from the template constitution as will make the application more complex.</p> <ul style="list-style-type: none"> • DA queries how well the existing HNF constitution works and all agree it is fine. • DA queries what are HNF's main intentions beyond delivering the Neighbourhood Plan. Committee run through 4 strategy areas, the need to be guardians of the plan, delivering against the policy aspirations in the plan and the need to be constituted and increase capacity in order to do this: through fundraising, employing staff etc. • DA queries committee intentions to be trustees – all agree that is the intention in the interim. • DA briefly introduces the key areas for discussion within the constitution, including the Objects, area of benefit, numbers (i.e. min membership numbers etc) and then explains process to get the constitution finalised as 	<ul style="list-style-type: none"> - DA and ML to liaise on the constitution process and arrange committee input accordingly. - ML & committee to prepare statement of 'reasons for pursuing' for DA - DA to prepare to present a summarised document at 25th October GM. - DA to check if members require docs 15 days prior to voting

	<p>follows: Detailed review and discussion needed with committee members, including establishing clearly the reasons for pursuing CIO status (to liaise with Megan), key question marks will be pulled out, process introduced at 25th October General meeting to forum membership, including some key questions. Following this committee will meet to tie up ends, and final draft presented for vote at a special General Meeting or during December one. Committee agree DA should present at 25th Oct meeting.</p> <ul style="list-style-type: none"> • Query as to whether Forum members need full constitution papers 15 days in advance of voting – to check <p>Fundraising</p> <ul style="list-style-type: none"> • AF explains a fundraising strategy which will coincide with the registration. ML has drafted an application to Trust for London and will be applying to other sources so HNF can employ a Forum coordinator once the Crisis support is complete. ML explains this will be alongside identifying other opportunities for support in building capacity. • PA has experience with Trust For London and available for support as needed 	<p>on new constitution – this will be done anyway</p> <ul style="list-style-type: none"> - ML to plan next Committee Meeting in November - ML to circulate draft funding bids to relevant people prior to submission
3.	<p>Strategy and project management</p> <ul style="list-style-type: none"> • NJ gives overview of the strategy drawn up since the planning day. Reminds committee of the commitment to hold ourselves to account on the 4 strategy areas more closely. This includes by: - Structuring committee meeting agendas around the areas, having them displayed during the public Forum meetings, and planning our project management around them • NJ explains ML and he will be working together to explore the project management tool Asana in order to make committee workload easier to manage. NJ and ML will report back on decision and committee agree to use if and when required. 	<ul style="list-style-type: none"> - NJ and ML to meet and decide on whether Asana is suitable for committee’s needs. If so, committee to use Asana as required.
4.	<p>Community voice and communications</p> <ul style="list-style-type: none"> • ML introduces proposed online communications procedure and strategy and requests support in boosting social media presence. Committee agree to post relevant articles on WhatsApp so ML and PA can post on HNF’s channels. • ML and CG are working together to improve the look and feel of the website. ML due to send Colin a list of key issues and needs. CG and ML to discuss any content amendments and get sign off where required. CG suggests having a ‘mugshot’ and quote campaign in prep for the referendum – to include on front page of website and on publicity materials. Committee agree this would be a good idea – possible something to start at 25th Oct meeting 	<ul style="list-style-type: none"> - ML to finalise comms strategy and circulate - ML and CG to liaise regarding website updates - ML and CG to liaise regarding mugshots campaign
5.	<p>Other area updates</p> <p>Community and Economic development – CIL project update:</p> <ul style="list-style-type: none"> • ML has met with Abundance Arts and Feeling Peaky about collaboration on the wayfinding banner design comp and updates committee on the project status – as agreed previously, further funding will be sought in order to deliver a high quality design competition. Timeline as yet unknown but will update accordingly. 	<ul style="list-style-type: none"> - ML to contact Bang Radio about their involvement – in progress

	<ul style="list-style-type: none"> • Committee discuss having a good coms plan for the competition and AF suggests being in touch with Bang radio. Committee agree worthwhile making contact with them and possibly including them on the agenda for 25th Oct. ML to look into it. <p>Community led housing update</p> <ul style="list-style-type: none"> • AF has spoken to Community led housing.London regarding developing an approach. They have recommended that HNF submit an application for consultancy support. There is also scope to get Locality support from somebody with more first-hand experience, potentially Lorraine who has been involved in the past. AF explains various options include incubating a group to deliver CLH, working with a housing association or Citizens UK; etc. • Committee happy for application to be submitted on behalf of HNF. <p>Planning and environment</p> <ul style="list-style-type: none"> - Planning applications <ul style="list-style-type: none"> • CG and ML have drafted a planning application response template for CG (and others) to use in order to streamline the system. ML explains the aim to begin with is to focus on quality rather than quantity, ensuring responses to issues directly relating to policy and sites in the draft Neighbourhood Plan. • Committee discuss what to do about contentious issues – whereby it may be wise to stay neutral, or be happy to expect reaction from one side providing it’s clear why we’re taking the stance we choose. • CG to request licensing applications from Brent in addition to planning. • Committee agree monitoring & priority should be in line with Neighbourhood Plan policies and aspirations - Brent Town Centre GLA Good Growth fund scheme <ul style="list-style-type: none"> • AF and ML have met recently with Matt Dibben and plan to do so regularly (including Grace Nelson). Discussion around Brent’s application for funding for a masterplanner to demonstrate how they will design and deliver the town centre improvement schemes. The invitation to tender includes reference to the need to engage with HNF and acknowledge the consultation work already done as part of the development of the Neighbourhood Plan. MD suggested HNF are on the selection panel accordingly. ML notes the MD has been invited to the 25th Oct meeting. 	<ul style="list-style-type: none"> - AF to go ahead with application for CLH consultancy - ML to update and finalise the Planning application template and circulate - CG to request to receive licensing applications too - ML to follow up invitation for Matt Dibben to attend 25th oct meeting
6.	<p>Neighbourhood Plan update</p> <ul style="list-style-type: none"> • ML explains we have the full consultation responses and we need to submit a letter to the inspector alongside the plan stating what we suggest we should update or amend in line with the responses. ML advises this doc is being looked at by Ken who will pull out the key issues and propose a response. • ML advises that there will be a short period for the committee to look over these suggestions and to comment – this will be communicated asap. • Committee agree it would be good to nominate Ken for Pride of Brent awards despite deadline passing – ML to look into it. 	<ul style="list-style-type: none"> - ML to circulate the responses

	<ul style="list-style-type: none"> ML has submitted a nomination to PoB awards for Community Researcher and Crisis client Ann Fraser who has done a lot for HNF over the past 1.5 years. 	
7.	<p>General Meeting 25th October agenda</p> <ul style="list-style-type: none"> ML checks committee are happy with draft agenda and makes two additions following discussion above. Committee agree that it's possible to speed up the opening part of our general meetings to enable us to get to the main content and stay on schedule 	<ul style="list-style-type: none"> - ML to shorten the opening sections on agendas from now.
	<p>AOB</p> <ul style="list-style-type: none"> PA and CG report back from attending the new Harlesden Area Action meeting and reiterate the need to retain clarity of our message and who we are to avoid confusion in the local area. HAA will be given 5 mins to speak at the 25th general meeting 	