

Harlesden Neighbourhood Forum

Trustee meeting minutes

Date and time of the meeting	Monday 15 th March 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) Committee Members (CM)
Guests	Philip Fry - member
Apologies	Nouh Abukar (NA)
Absent	

Agenda item	Discussion (Key discussion and agreed points)	Actions
1.	<p>Welcome / Introduction.</p> <ul style="list-style-type: none"> • SW welcomed everyone and JG as a new trustee. • CM approves 07th February 2022 minutes • Conflict of interest register check: none disclosed. • SW informs CM that Philip Fry (member) will attend the discussion on planning 	<p>IE to include JG into the list of trustees under insurance and ask JG to fill out the conflict of interest form</p>
2.	<p>Annual General Meeting - feedback</p> <ul style="list-style-type: none"> • CG said it was great to see people in person and re-establish contact with residents. Connections were made, and this is a reminder that this is a crucial part of the Forum work. • AA suggests allowing some groups to present projects more widely. PA would go for a hybrid format next time <p>Proposal of the following dates for quarterly Forum meetings: Tuesday 17th May, 20th September, Monday 5th December 2022</p> <ul style="list-style-type: none"> • CM approved Forum meetings dates for 2022 	<p>PA to put dates on the website IE to put dates on the newsletter</p>
3.	<p>New trustee, ambassadors and portfolios</p> <ul style="list-style-type: none"> • Julieta Galarza was appointed new trustee during the AGM on 22nd February 2022 • Ambassadors: Yeti has resigned due to new personal and professional commitments. SW informed the CM that two members that attended the AGM are highly knowledgeable in planning (Jennifer Watson) and funding (Emma Jameson) and would like to offer their time to volunteer. SW had meetings with them and suggested the CM welcome them as volunteers. 	<p>IE to arrange induction for JG, Emma and Jenny, the new volunteers. IE to set up a meeting with JG for google suite IE to find out about a Trello training IE to have a meeting with MC about membership development.</p>

	<p>Internal communication – there is often a limited response to emails, and consequently some matters are not followed up or do not reflect the views of all trustees as only some trustees offer their opinions.</p> <ul style="list-style-type: none"> • Revise communication among trustees using clear asks (e.g. ACTION REQUIRED, FOR INFORMATION) • AA and PA suggested using Trello. JG suggested Google suite should be free for charities. <p>Appointment of a vice-chair</p> <ul style="list-style-type: none"> • MC appointed as vice-chair by unanimous affirmation <p>Trustee' portfolios:</p> <ol style="list-style-type: none"> 1. Governance & funding (SW, PA, ambassadors) 2. Membership (MC) 3. Communication (PA website, CG notice boards, IE social and newsletter) 4. Planning applications and licensing (CG, support ambassadors) 5. Clean air and Environment (AA, MC) 6. Business and regeneration (JG following induction, subject to confirmation, CG) 7. Culture and heritage (NA) 	
4.	<p>Planning updates</p> <p>HAZ Shutters and Satellite Dishes.</p> <p>Consultation Letter for Application: 21/3400 for: 97-109 (odd), High Street, London, NW10 4TS Proposal: Proposed replacement of non-original shopfronts to Nos. 97-109 with new traditional timber shopfronts and proposed external shutters; reinstatement of lightwells to 105-109, external facade repairs and repainting of existing render to upper storeys</p> <p>Consultation Letter for Application: 21/3401 for: 97-109 (odd), High Street, London, NW10 4TS Proposal: Listed building consent for proposed replacement of non-original shopfronts to Nos. 97-109 with new traditional timber shopfronts and proposed external shutters; reinstatement of lightwells to 105-109, external facade repairs and repainting of existing render to upper storeys</p> <p>To decide on follow up actions according to page 14 in SPD3</p> <ul style="list-style-type: none"> • SW asked CG if the matter had been followed up. • CG said that the Council is ignoring their policies and should explain it. CG did not take action because Brent Council has policies that should be respected. However, SW suggests that the board take responsibility. PA says to use Trello to keep track of the management of tasks • Philip Fry enters the room and talks about the disagreement around internal shutters. The architects at the Annual General Meeting said that they could not have internal shutters covered by insurance due to an insurance clause. Philip asked the Forum to do everything in its power to challenge that. Having external shutters will only attract 	<p>IE will scrutinise planning applications to send to the CM</p> <p>MC to get in touch with Chris White - environment to check on waste disposal</p> <p>IE to send application forms to Philip Fry to become a volunteer</p>

graffiti. There is no point in beautifying the area if this point is not taken on. **SW** told **Philip** that the Forum is going to have a meeting with the HAZ team at Brent Council

SW informed the **CM** that the Picture Palace (change of use) meeting would be on 22nd March at 2.30 pm. The Council and the consultants would like to meet with the Forum before they apply for the change of use of Picture Palace.

Updates on planning applications:

- **Philip Fry** suggested a more systematic approach to responding to planning applications, including responding to applications where we have no objections
- **SW** thanked **Philip** and explained that until now, planning was dealt with by one person only. **SW** encouraged **Philip** to become a volunteer to support the Forum through sharing his expertise and enthusiasm for the matter.

Application received between 10th February- 14th March 2022:

- **SW** requested **CG** to respond from the Forum email address.
- **CG** requested if it is possible to have a new email address like `planning@`. **IE** will investigate through Google Workspace, but in the meanwhile, planning applications need to be responded to from the `info@` account
- **SW** asked the **CG** to follow up on actions and comment on planning applications
- **SW** recommended having a separate planning committee meeting one week before the trustee meeting. **CG**, **SW**, **IE**, Jenny Wilson (ambassador). Invitation also to be extended to Philip Fry

IE to create monthly planning meeting invitations

Brent Council Planning Application: 22/0166 Location: 67A Wrotesley Road, London, NW10 5UL

Proposal: hip to gable end roof extension with rear dormer window and one front roof light to the first floor flat

CG explained that the application concerns removing the angle to have a straight roof.

CG will reply on behalf of the Forum. Noted no objection

Consultation Letter for Application: 22/0633 for: 66A & 66B Leghorn Road, London, NW10 4PH

Proposal: Conversion of existing flats into a single-family dwellinghouse

CG said that this kind of application underlines a change in the neighbourhood. People recognise the value of investing in a home in Harlesden rather than dividing a home into small flats.

CG will reply on behalf of the Forum. Noted no objection

Consultation Letter for Application: 22/0437 for 1108 B-E, Harrow Road, London, NW10 5NL

Proposal: Replacement of the existing single glazed timber windows with double glazed PVCu window units to flats 1108 B-E

Consultation Letter for Application: 22/0667 for: 10A & 10B Spezia Road, London, NW10 4QJ

Proposal: Replacement of windows with double glazed uPVC windows and front entrance door

CG will reply on behalf of the Forum. Noted no objection

Consultation Letter for Application: 22/0756 for 74A High Street, London, NW10 4SJ

Proposal: Conversion of first and second floors, a mansard roof extension with 3 front dormer windows and 3 rear dormer windows with Juliet balconies to provide 8 self-contained flats with new fenestration to front and rear elevations, to include rear balconies at first and second floors.

CG will reply on behalf of the Forum. Noted, no objection Comments: The Forum would like a notice by the door to advise residents to put the waste out at a particular time

Consultation Letter for Application: 22/0082 Location: 26 Craven Park Road, London, NW10 4AB

Proposal: Creation of covered smoking/seating area to rear and installation of the front canopy to provide an additional seating area with associated internal alterations to the restaurant. **CG will reply on behalf of the Forum.**

Noted with objections (deadline passed, but we need to write anyway)

Consultation Letter for Application: 22/0541 for 24 High Street, London, NW10 4LX

Proposal: Change of use of part of the ground floor, 1st, 2nd and 3rd floors from student accommodation, change of use of 1st floor retail storage, erection of extension at 2nd floor level and erection of 2 storey extension to create a co-living scheme (45 units - Use Class Sui Generis) including communal kitchen/lounges on 1st, 2nd and 3rd-floor levels, creation of communal courtyard on the 1st-floor level and common area on the ground and 1st-floor levels with minor alterations to the ground floor to accommodate cycle parking and refuse facilities and replacement double glazed timber sash windows. **CG will reply on behalf of the Forum. Noted, no objection Comments: The Forum would like a proper business approach to waste for this application**

Consultation On The Draft Brent Affordable Workspace & Planning Obligations Supplementary Planning Documents (SPDs)

Brent Council invites comments on the following draft SPD from 11th February to 25th March 2022: The council secures legally binding planning obligations against planning applications to make them acceptable in planning terms. For example, on affordable housing, carbon off-setting, trees and open space. The current SPD for Planning Obligations was adopted in July 2013 and needs to be updated to reflect current policy requirements as outlined in the Brent Local Plan 2019 - 2041.

Affordable Workspace SPD: Demand for affordable workspace has significantly increased. This document provides clarity and detailed guidance on Local Plan policies to secure an affordable workspace in new developments.

To comment: Representations can be made either by email to planningstrategy@brent.gov.uk for the Planning Obligations SPD and AffordableWorkspace@brent.gov.uk for the Affordable Workspace SPD

Brent Council adopted the Brent Local Plan 2019-2041 on 24th February 2022. The Council also subsequently revoked those parts of the Brent development plan for the area of the borough where the Council is still local Planning authority.

- **CG** asked to discuss the impact of this decision on the Forum.
- **IE** contacted the planning dept at Brent Council, which said that Harlesden Neighbourhood Plan remains planning policy alongside the Local Plan. It will be a material consideration in determining planning

MC to send info to object to the planning committee

IE contact Claire Bradley to organise a meeting with **CG, SW**

	<p>applications in the neighbourhood area. The updated online planning policies map will go live shortly. The updated map will still include a link to the Harlesden Neighbourhood Plan.</p>	
4.	<p>Clean air and environment Updates – (followed up by email)</p> <p>TFL Wembley to Willesden healthy street plan – updates from Amandine</p> <p>Crossing near Kenmont Primary School: Amandine - meeting Cllr Jumbo Chan and, Emily Britt, plus several Brent council officers and two representatives of TFL on Thursday. The party will visit the pedestrian crossings on Harrow Road that require improvement.</p> <p>Breathe London Node – thanks to the support of Grace Nelson, Imperial College London installed the node successfully.</p> <p>Our Space award - IE reported the work at Roundwood Park café has started, with Forest and Family now working with Newman College students and volunteers every Friday. Partnership agreement and contract for the onsite worker have been discussed and issued to the parties. Ilaria is creating a flyer to engage the community in different events.</p> <p>Meeting with Brent Council Parks Services: IE informed the CM that the meeting is scheduled online at the end of March for 30 min.</p> <p>Tubbs Road: IE informed CM we have reached 40 responses between online and offline. The report will be ready by 22nd March</p>	<p>AA To organise a call with ICL to understand how to use data.</p>
6.	<p>Date and venue of the following trustee meetings & planning meetings</p> <ul style="list-style-type: none"> • Planning meeting proposed for Wednesday 20th April 6-7.00 pm • Trustee meeting to be held on Tuesday 26th April 6-7.30 pm 	<p>IE to send agenda and minutes to CM</p>