

Harlesden Neighbourhood Forum Committee Meeting

Date and time of meeting:	Monday 20 th March 2017, 6.30 – 8.00pm
Location:	Crisis , Ajax House, 16a St Thomas’s Road, Harlesden
Attending:	Leao Neto (Chair) (LN), , Paul Anders (Treasurer) (PA), Atara Fridler (Vice Chair) (AF), Nick Jones (NJ), Megan Lewis (ML)
Apologies:	Sumathi (Secretary) (SP) Mark Cozens (MC), Marco Torquati (MT),

Meeting notes

Agenda item	Discussion (Key discussion points and agreed points)	Actions	Status
<p>The committee meeting was not quorate with only 4 members present (minimum 5 required by the constitution). However, as discussion involved normal business it was deemed appropriate that the meeting will take place</p>			
1.	<p>Welcome / Introduction</p> <ul style="list-style-type: none"> • The committee approved and adopted the minutes from the away day of 23rd January 2017. • Leão informed of apologies received from SP, MC and MT. • Leao asked committee members to put forward suggestion for future committee members. NJ suggested to promote the opportunity in our various communication (Facebook, emails, etc.) • Megan introduced herself and previous experience. Megan will be replacing Hannah and working in support of forum work. 	<ul style="list-style-type: none"> • Refer suggestions for committee member replacements to LN / AF • AF/ML ensure call for new committee members in communications 	
2.	<p>Update on consultation process</p> <ul style="list-style-type: none"> • AF and NJ presented plans around consultation process focusing on key components being: <ul style="list-style-type: none"> ○ production of leaflet (with translation available in Somali, Portuguese and Polish) and distribution in local business and community places- ○ Development of a survey available both in digital forum (survey monkey) & paper form ○ Walkabout with local councillors and open to wider community 25 March, guided by Ken 	<ul style="list-style-type: none"> • AF/ML to update website ensure plan is prominent at home page and links from various chapters to plan • Committee Members to get back to AF with any comment on suggested survey, following which 	

	<ul style="list-style-type: none"> ○ An event to be confirmed for further engagement (i.e. setting up stall in central Harlesden) ○ Using the planned AGM for further consultation <p>Agreed</p> <ul style="list-style-type: none"> ● Only embark on consultation once website changes are made & leaflet available – most likely not before 27 March ● Hold additional outreach event i.e. stall in central London or leafleting to people coming out of Willesden Junction <p>-</p>	<p>this will be processed to a survey monkey</p> <ul style="list-style-type: none"> ● LN to provide Portuguese translation of leaflets ● AF/LW to ensure materials to outreach event include copies of plans, leaflets & consultation schedule 	
3.	<p>AGM Plans</p> <ul style="list-style-type: none"> ● AF presented AGM agenda, highlighting key steps <ul style="list-style-type: none"> ○ We will need to provide sufficient notice as per constitution ○ We will need to manage election process, including making application form available, circulating role description in a timely manner and ensure on the night that only those available to vote exercise this right ○ We will need to ensure to draft annual report and signed in off by committee in advance <p>Agreed</p> <ul style="list-style-type: none"> ● Approach David Crain to see if he would agree to manage election process again 	<ul style="list-style-type: none"> ● AF / LW to follow identified steps to ensure AGM is well planned and managed 	
4.	<p>Community Housing Fund</p> <ul style="list-style-type: none"> ● PA and AF presented Brent council approach to Forum around community housing fund <ul style="list-style-type: none"> ○ Brent Council officer approached forum to discuss recent funding received by Brent from DCLG. ○ Funding aimed at communities where affordability of housing was affected by Air BNB and second homes ○ Funding is to be used towards a pre-feasibility study to explore possibility of setting up Community Housing (i.e. Community Land Trust) aimed at local people ○ AF, PA and SP attended initial meeting with Brent to explore possible use of funding and additional meeting attended by PA with Brent and Locality ○ Funding is made available in 2 lots, production of pre-feasibility study stage 1 might result in drawing of further funding ○ PA highlighted that if the forum is to consider further involvement in community housing, it will most likely need to consider is legal status to enable that <p>The issue was discussed and agreed</p> <ul style="list-style-type: none"> ● That this is a very initial exploration but merit investigation ● That if funding is indeed confirmed by Brent update will be provided at AGM 	<p>AF to circulate Proposal to committee members</p>	

5.	<p>AOB</p> <ul style="list-style-type: none">• PA queried regarding bank accounts, AF confirmed that form was lost by Bank. ML to proceed with a new application• Agreed next committee meeting will take place post AGM	<ul style="list-style-type: none">• ML to follow up on setting up forum bank accounts	