

## Harlesden Neighbourhood Forum Committee Meeting

<b>Date and time of meeting:</b>	21 <sup>st</sup> June, 5.30 – 7.30pm
<b>Location:</b>	Crisis , Ajax House, 16a St Thomas's Road, Harlesden
<b>Attending:</b>	Leao (Chair) (LN), Sumathi (Secretary) (SP), Paul (Treasurer) (PA), Atara (Vice Chair) (AF), Kathryn (KC), Mark (MC), Marco , Amanda (AD), Ken (KH) Hannah (HC)

### Meeting notes

Agenda item	Discussion (Key discussion points and agreed points)	Actions	Status
	The committee meeting was quorate with 7 members present (minimum 5 required by the constitution), as well as Ken Hullock.	<ul style="list-style-type: none"> <li>Ensure actions for each agenda item are captured in a separate column <b>(HC)</b></li> </ul>	Complete
Intro	<ul style="list-style-type: none"> <li><b>LN</b> Introductions, review of meeting agenda and objectives</li> <li><b>LN</b> reviewed the minutes from previous meeting on May 4<sup>th</sup></li> <li><b>KC</b> sadly leaving committee and unable to continue leading Environment and Open Spaces working group. This was her last committee meeting</li> <li><b>MC</b> took on Transport working group lead until new lead can be found.</li> </ul>	<ul style="list-style-type: none"> <li>Amend minutes from May 4<sup>th</sup> meeting to contain correct meeting date <b>(HC)</b></li> <li>Add confirmation of appointments as voted by committee members to May 4<sup>th</sup> minutes <b>(HC)</b></li> <li>Ensure updated version is uploaded to Google drive and shared drive <b>(HC)</b></li> <li>Letter of resignation, confirming end date to be sent to the committee secretary <b>(KC)</b></li> <li>Sharon Rennie (Green Club member and resident living within forum boundaries) identified as possible new working group lead <b>(HC)</b> to approach Sharon, following approval from Chair &amp; Vice Chair)</li> <li>Speak to Sam to see if he is interested in becoming working group lead for transport <b>(MC)</b></li> </ul>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Provided Sharon with info. Awaiting confirmation.</p>
1.	<p><b>Site Development Chapter Feedback</b></p> <ul style="list-style-type: none"> <li><b>KH</b> took the committee through the site proposals. Currently no plans in place for identified sites.</li> <li>Council have duty to identify if a strategic environmental assessment is required</li> </ul>	<ul style="list-style-type: none"> <li>Owners of sites to be identified via land registry <b>(HC)</b></li> <li>Clarify exact boundaries of site in south side of Challenge Close <b>(KH)</b></li> <li>Create template for letter to site owners to declare the forum's interest in sites and their feasibility for development <b>(KH)</b></li> <li>Contact site owners <b>(HC)</b></li> </ul>	Complete

	<ul style="list-style-type: none"> <li>Hannah gave brief overview of surveying conducted by researchers at Plaza and Bus depot</li> <li>All happy with site proposals</li> </ul>	<ul style="list-style-type: none"> <li>Consult with pub owners too, prior to submission of draft plan to council <b>(HC)</b></li> <li>Finish collating researcher survey results and produce graphical representation <b>(HC &amp; researchers)</b></li> <li>Study use of car park in the plaza, to add as evidence to chapter <b>(HC/ researchers)</b></li> <li>Draft plan to be sent to Brent council and OPDC, making it clear that site owners are being contacted <b>(SP)</b>. <b>KC</b> to advise on when plan is ready to submit to Brent and OPDC.</li> </ul>	
2.	<p><b>Communications Update</b></p> <ul style="list-style-type: none"> <li><b>AD</b> and <b>HC</b> updated on web-site</li> <li>Decision not to upload draft plan to the site until reviewed by Brent council and the OPDC</li> <li>Discussions regarding the vision and how accessible the language is to all members of the community</li> <li>Google drive events calendar</li> </ul>	<ul style="list-style-type: none"> <li>Update the site with general info about the chapters and working groups in order to launch site on 13<sup>th</sup> July at event, giving <b>AD</b> sufficient time to review and amendments made <b>(HC)</b></li> <li>Create <a href="mailto:info@harlesdenneighbourhoodforum.com">info@harlesdenneighbourhoodforum.com</a> email address to replace Gmail one and update Wix site with new email address <b>(HC)</b></li> <li>Make the language in the vision more accessible to all members of the community <b>(AD &amp; MT)</b></li> <li>Design flyer for the forum that reaches out to more of the community, in plain English <b>(HC)</b></li> <li>Add link to events calendar to google drive <b>(HC)</b></li> </ul>	Completed (PW - Harlesden16)
3.	<p><b>Meeting dates and agenda for next general Forum meeting</b></p> <ul style="list-style-type: none"> <li>The committee decided not to hold a forum meeting on 13<sup>th</sup> July but to still hold an event (summer social) so that momentum isn't lost. Also an opportunity for the researchers to play a greater role in the forum.</li> </ul>	<ul style="list-style-type: none"> <li>Working group to meet and plan event <b>(HC</b> to organise with <b>AD, AF, KC, SP,)</b></li> <li>Organise venue <b>(HC)</b></li> <li>Organise catering <b>(HC)</b></li> <li>Speak to UCL students to see if they would be prepared to speak at event <b>(PA)</b></li> <li>Another forum meeting will need to be organised once Brent and OPDC have seen the draft plan</li> </ul>	Completed
4.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>Signatures required for bank account set up.</li> </ul>	<ul style="list-style-type: none"> <li>Signatories confirmed as <b>Leao, Paul, Amanda</b> and <b>Atara</b>.</li> <li>Coordinate process and submit on behalf of the committee. <b>(HC)</b> Check with Natwest whether this is possible and liaise with Paul as well.</li> </ul>	

5.	<ul style="list-style-type: none"><li>• Date of next committee meeting confirmed as September 14th</li></ul>		
----	--	--	--