

## Harlesden Neighbourhood Plan Forum Committee meeting

<b>Date and time of meeting:</b>	24 <sup>th</sup> June 2015, 6.30 – 7.30pm
<b>Location:</b>	Lift, Ajax House, 16a St Thomas's Road, Harlesden
<b>Attending:</b>	Leao (Chair) (LN), Sumathi (Secretary) (SP), Colin (CG), Amanda (AD), Paul (PA), Atara (AF)
<b>Apologies:</b>	Nancy, Rhoda, Carol

### Meeting notes

<b>Agenda item</b>	<b>Discussion (Key discussion points and agreed points)</b>	<b>Actions, owner and by when</b>
	The committee meeting was quorate with 6 members present (minimum 5 required by the constitution)	
1. Notes from last meeting and update on actions	<p>The minutes from the 17<sup>th</sup> April were approved and adopted by the committee.</p> <p>An amendment was noted for the away day (4<sup>th</sup> June) minutes – Amanda had volunteered to join the comms &amp; consultation group. Since the away day there have been slight changes to group membership which will be noted in the minutes. Thanks to Sara for taking such accurate and detailed notes.</p> <p>All agreed that the Committee minutes should be shared on Lift's website to ensure transparency.</p>	<p>SP to update the minutes</p> <p>SP</p>
2. Preparation for the special, general Forum meeting – 6 <sup>th</sup> July	<p>The Forum meeting is taking place at 6.30 – 8.30pm, Harlesden Methodist Church, Tavistock Hall. Refreshments will be served first and the meeting will begin at 6.45pm.</p> <p>The Chair asked for volunteers to support registering attendants at the beginning of the meeting (from 6.15pm), and ensuring voting cards are given to those with full membership. Atara, Leao</p>	

	<p>and Sumathi volunteered.</p> <p>A minimum of 15 Forum members are required for the meeting to go ahead. Committee members to encourage attendees, and sign up new members</p> <p>The group made some suggested amendments to the draft agenda which will be changed accordingly (see revised agenda to be saved in googledrive)</p> <p>Under the ‘report back from away day and forward plan for the forum’ agenda item, committee members discussed how best to present this to Forum. It was <b>agreed</b>:</p> <ul style="list-style-type: none"> <li>- Chair to provide a brief summary giving the working group structure and broad timelines</li> <li>- A committee lead will have 2-3 mins to present each working group topic and to the forum and to encourage Forum members to join the working group. They will need to present key info on a powerpoint slide (see actions column to the right)</li> <li>- There will be a flip chart paper for each working group posted around the room. At the end of the meeting each committee lead will encourage people to join them, ask questions, sign up for the working group etc</li> </ul> <p>It was <b>agreed</b> that committee members need to volunteer to ensure one committee lead per working group.</p>	<p>All committee members</p> <p>SP</p> <p><b>Each committee lead to draft a powerpoint slide to include:</b></p> <ul style="list-style-type: none"> <li>- Name of working group and topic</li> <li>- Who is in the group</li> <li>- Summary of key issues (around 3 top issues)</li> </ul> <p><b>Committee leads to send powerpoint slide to Sumathi by Thursday 2<sup>nd</sup> July</b></p> <p>Committee members, by Thursday 2<sup>nd</sup> July</p>
<p>3. Taking the subgroups forward</p>	<p>It was <b>agreed</b> that the NP topic groups will be called <b>working groups</b>.</p> <p>The group discussed the various templates and guidance documents provided by the plan development working group.</p> <p>A minor change to the minutes template was suggested and will be actioned.</p> <p>Discussion about the ‘Proposed Document Structure’:</p>	<p>SP</p> <p>Each committee lead for to</p>

	<p>- How many sub-topics to be discussed within each topic chapter? Working groups will need to produce an initial topic paper with headline list of subtopics – at this point they will meet with Ken to prioritise subtopics (see Topic working groups timeline slides)</p> <p>Discussion within the group about recording ‘social’ versus ‘spatial’ information arising from consultation and evidence review. It was agreed that given the context of Harlesden, the neighbourhood plan can be about planning in the broadest sense that includes social and economic considerations.</p> <p>Amanda volunteered to be the committee lead for heritage, environment and open space. Colin volunteered to be the committee lead for local economy.</p>	set up working group meetings by early Sept the latest
4. Appointing a treasurer and vice chair	<p>The Chair reminded the group that the committee has the power to appoint officers (as stated in the constitution). No-one had put their name forward for the roles of treasurer and vice chair; the Chair therefore proposed Paul as treasurer and Atara as vice chair (to enable links with Lift to be strengthened).</p> <p>There was a unanimous vote in favour of Paul and Atara. The appointment is for one year (until the AGM in April 2016).</p>	
5. Next Forum and committee meetings	<p>Discussion of the forward plan – the group agreed to it although it is ambitious.</p> <p>The committee agreed their next meeting will be early September and agreed to avoid Mondays and Fridays for meetings.</p>	SP and LN to identify dates for Forum and committee meetings for next year and present to committee by end July.
6. Any other business	<p>a) Atara responded to the question raised in the away day of what funding is available for Lift and what is available for the neighbourhood forum. She proposed that an MoU between the Forum and Lift is drafted – led by local-based Lift trustees (on behalf of Lift) and the Chair and Treasurer of the Forum. MoU to set out what mutual expectations are and to clarify principles of working. It will also include broad info about what funding has been granted.</p> <p>Committee members <b>agreed</b> to this proposal: to set in motion a process for establishing</p>	<p>Lift to produce draft MoU by end July</p> <p>LN and PA to meet Lift trustees to discuss draft in time for a final MoU draft to be discussed at the Sept committee meeting</p>

	<p>an MoU for the forum's partnership working with Lift. It was also <b>agreed</b> to respond to any rumours or misinformation about funding with an update about the MoU process.</p> <p>b) Colin shared info about two recruitment opportunities coming up: 26<sup>th</sup> July – Kensal Green Big Green Lunch, and 11<sup>th</sup> July – HEART cleanup day.</p> <p>c) Leao informed the committee that he has contacted the Leader of Brent Council, Mohammed Butt, to arrange a meeting with Forum reps.</p>	<p>Comms &amp; consultation group to produce marketing material for events</p>
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