

Harlesden Neighbourhood Forum Committee Meeting

Date and time of meeting:	8 th of March, 6.30 – 8.05pm
Location:	Lift, Ajax House, 16a St Thomas's Road, Harlesden
Attending:	Leao (Chair) (LN), Sumathi (Secretary) (SP), Colin (CG), Amanda (AD), Paul (Treasurer) (PA), Atara (Vice Chair) (AF), Kathryn Cook (KC) Danielle (DM),
Apologies:	Rhoda (RI), Carol (CA)

Meeting notes

Agenda item	Discussion (Key discussion points and agreed points)	Actions	Deadline
	The committee meeting was quorate with 7 members present (minimum 5 required by the constitution)		
	<ul style="list-style-type: none"> LN welcomed all to the meeting and reviewed the Agenda and objectives of the meeting LN introduced AD to present on Communications Strategy 		
1.	<p>Communications Update</p> <ul style="list-style-type: none"> AD gave a brief recap on the HNPF's efforts to identify a graphic designer and revealed the final rendering of the new logo that local designer Mike Garland recently completed. AD explained that the rationale behind the design was to be bright and bold, friendly and engaging and a logo that was striking and stands alone without the words. AD explained that the strap line used plays back to mission statement. <p>CG asked if the different use of colour pallets could be used to represent different working groups. AD said that that could be something to think about but was not the point of asking for a diverse range of colour options.</p> <ul style="list-style-type: none"> AD then notified the group that she had been working to develop a website for the forum and had come to the conclusion that the best way to move forward with a website was to pay for a service 	AD to register website, other members to help	

	<p>monthly. AD offered to set up the account and help with financial contributions. Other members offered to contribute and the subject of cost would be revisited when the forum set up a bank account</p> <ul style="list-style-type: none"> AD then briefly reviewed Communications Strategy Update handouts and says she will share electronically and have everyone feedback before the next meeting to fill in the gaps as it is a living document everyone can keep updating The discussion then moved to vision statements and AD asked if we combine the two winning vision statements (statements 1&3) from the exercise at the general forum meeting or use one in the beginning and put the third in another place AF suggested the forum use vision statement 1 as the vision statement for the plan and then use vision statement 3 as an introduction. Everyone agreed with the suggestion but PA suggested that the language in vision statement 1 could use a little tweaking and he would be happy to help with this Paul mentioned that in LE working group they talked about doing translations to get the information out and everyone agreed that it would be helpful 	<p>with payments</p> <p>AD to circulate comms handout via email and forum members to complete</p> <p>Paul to tweak vision statement 1</p>	
<p>2.</p>	<p>AGM Update</p> <ul style="list-style-type: none"> LN then moved the conversation on to the AGM. AD raised the question of moving the AGM to the Royal Oak pub to give it more atmosphere and also said it was difficult to hear the speakers at the Methodist Hall. LN said he worried about the cost and AD said she spoke to assistant manager and they might be keen <p>AF said she worried about alienating the Muslim community but the church is also not a secular space. CG suggested running it past Rhoda. SP suggested looking into Portuguese places and CG suggested the Roundwood centre. Everyone decided to think of possible venues.</p> <ul style="list-style-type: none"> AF asked if we would keep the presentation of draft chapters on the AGM agenda. PA voiced concern over a lack of time if a guest speaker was also invited. 	<p>Committee members to think/investigate venue possibilities for AGM</p>	

	<p>CG suggested the committee should get an interesting speaker and leave the presentations alone. Other committee members voiced concerns that updates would be too similar to reviewing the annual report.</p> <p>The group discussed and decided it might be unfair to give committee members extra time to discuss their work if they were also running for re-election and it would be best to identify someone to speak on Neighbourhood Planning and the potentials it has for community development.</p> <p>The group also discussed the potential of having music, or inviting local artists and entertainers to the AGM to give it a more celebratory feel</p> <ul style="list-style-type: none"> • AF suggested David Craine might be a good option to chair the elections or asking David Craine and a counsellor to help with counting. PA said that 3 minutes would be too long to give people to speak. The group decided to limit speaking time for committee candidates to 2 minutes. • SP briefly went over the key dates and deadlines for the AGM and people wishing to run for election. AD asked about having the need to have forum members second them if they wish to run. PA also questioned the necessity of seconds. The group decided to drop the requirements of those wishing to run to be seconded by a forum member. <p>AF and LN reviewed the process of the election of the chair and vice chair and treasurer and stated they will take place after the committee election, separately. SP said we will update AGM agenda and put on google drive.</p>	<p>DM to update agenda for AGM and remove chapter presentations</p> <p>Committee members to think of potential speakers to invite and inform DM / SP</p> <p>Committee members also to have a think about any musicians, artists or entertainment</p> <p>Speaking time for committee candidates limited to 2 minutes</p> <p>DM will put updated AGM Agenda on google drive</p>	
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3.	<p>Annual Report</p> <ul style="list-style-type: none"> • PA said he will check on the requirements with the annual report and what will be said concerning finance including giving an update on the MoU between Lift and the neighbourhood forum • DM will also work up a draft outline of what to include in the annual report (text, meeting dates, etc.) and will collaborate with comms group on this as well 	<p>PA to look in to annual report requirements and feedback</p> <p>DM to work up a draft outline of Annual Report and will collaborate with comms group</p>	
4.	<p>AOB</p> <ul style="list-style-type: none"> • DM outlined the structure for a new quarterly newsletter about the work of the forum and asked members to give updates on their work so that it can be compiled and distributed before the AGM. DM said she will email the request with specifics about what information she needs from working group leads. • AF went to a Brent Council discussion group meeting on section 106 and CIL that was very informative. Where a neighbourhood plan is adopted the area has access to 25% of the CIL generated and this portion is allocated towards projects rather than capital spending. Brent has not spent the portion of CIL that has accumulated for Harlesden since they have not had a channel in the community, therefore it is important to fill that gap and create a section on CIL spending in the plan. AF spoke to the Regeneration Director at Brent Council who mentioned two key points: 1) the council appreciates the Forum's feedback on the 	<p>DM to email info request.</p> <p>Committee Members to send updates to DM</p> <p>SP to discuss section on CIL spending with Ken</p> <p>LN / AF to pursue discussions with Brent Council</p>	

	<p>OPDC consultation and it would be good to liaise more close and attempt to influence Brent Council's negotiations / submissions to OPDC, and 2) the council can provide an estimate of how much CIL might be available from potential Harlesden developments</p> <ul style="list-style-type: none"> • AF informed everyone that Lift is merging with Crisis UK and that Lift has a commitment to supporting the neighbourhood plan for 3 years but after that it will be different and a different organisation. LN said that Lift has been an important organisation to the HNPF and he hoped that the support would remain • PA said that was his question, if Lift would still be supporting the HNPF and if Crisis is comfortable with the commitment. AF said yes, that was the agreement. • LN said we are on track to deliver things in that timeframe and it will be good to think about the future of the HNPF and what the possibilities might be, maybe a parish council would be the next step. 	<p>The committee to discuss this after the AGM</p>	
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