



Harlesden, 17th June 2020

CM (2020)0617 minutes

**Harlesden Neighbourhood Forum
HNF**

Committee Meeting

Minutes of the Meeting

1. Opening of the meeting and adoption of the agenda

The Chair of the meeting was HNF Atara Fidler (HNF Chair)

The meeting is hosted on Zoom, and Ilaria Esposito (HNF Coordinator), Atara Fidler, Paul Anders, Sandra White, Colin George, Margaret Cox were present.

Action:

To adopt the minutes of the previous meeting. Click [here](#) to see the document. **Adopted**

Current items for discussion/ decision

2. COVID -19 Social distance survey:

2.1. Highlights in the following [HNF COVID-19 and social distancing survey](#)

2.2. **Ilaria** drafted the mail on Mailchimp and **Maddie**, and **Sandra** supported. It was decided that **Sandra** and **Paul** would look after Fb and Twitter posts.

2.3. Advert on Local press. **Maddie** would transform the COVID 19 brief in a press release plus the Survey. Ilaria and Sandra will follow up with that.

2.4. Contact Radio Station The Beat – **Atara** to follow up with them.

2.5. Send Survey also to housing associations and Milli Patel, Matt Kelcher.

Action:

- To take note of the survey delivery and follow up of decisions made. **Noted**
- To report on the delivery, responses, and communication channels. **Ilaria** said that the Survey went live on Thursday 11th June 2020, and 25 responses were received on 17th June 2020. The Survey has been shared via MailChimp, and **Paul** and **Sandra** shared on Fb and Twitter. **Ilaria** will check with **Maddie** if she managed to get a press release out.
- To get updates on a youth-friendly version YBF. **Sandra** will send it to Chris CEO YBF and contact Radio Station the Beat.
- To get updates from public health. **Atara** reported that there were no updates.
- To discuss further steps. The **Committee** agreed to have a draft a mid report for the results to share with Brent Council. **Paul** and **Ilaria** will produce one by 26/06 and then a final report by 10/07.

3. Planning Application notification and response procedure

- 3.1. Highlights in the following [Salvation Army Hall, Manor Park Road, London, NW10 4JJ](#)
- 3.2. We receive notification of planning applications concerning Harlesden. If we wish to comment on the application, our views will be considered provided they are received online or via post, within 28 days of the date reported on the letter. If HNF has been given the mandate by the membership to comment on planning applications, the Committee might consider putting a procedure in place.
- 3.3. Planning Applications notifications have been automatically forwarded to Colin. Paul was already set under “automatically forward” option on Google.

Action:

- To approve or make comments on the planning application submitted by the Salvation Army. **Colin** will share a form with proposed comments to the application with the rest of the Committee. **To be discussed and approved by the Committee.**
- **Colin** has sent the video of Salvation Army development. He shared that the building will have offices for the management and includes a roof terrace to allow staff to have a break from their desk probably. Internal spaces have got a more functional design. The community area has got much more space, and this can benefit the community as a whole.
- To decide on the proposal of developing an internal procedure to select and respond to planning applications. **Colin** and **Maggie** will share it. **Paul** and **Colin** receive automatic notification of the planning applications.
- To consider other applications: **Not discussed**

Craven Park
Stay Club

4. _____ Re-Application as Neighbourhood Forum

- 4.1 **Colin** flagged up that we received a gentle reminder from Brent to let us know that we will need to reapply to be a Neighbourhood Forum before 08/07/2020, as they naturally expire after a period of 5 years.
- 4.2 **Ilaria** and **Atara** investigated the requirements and had a call with the Planning Policy Officer Jordan Henderson.
- 4.3 Link to the [requirements](#)

Action:

- To create a folder with all the requirements and send it to planningstrategy@brent.gov.uk **Created.** **Ilaria** created a folder on google drive including instructions and to upload all the documentation once ready.
- Update the previous application to reflect your current constitution, and objectives going forward:
- To update the Neighbourhood Plan according to COVID – 19 implementation requirements.
- To consult with OCPD since our boundaries fall in their area. **Atara** will email the OPDC policy team (peter.farnham@opdc.london.gov.uk) – Like with Brent, the OPDC will also need to decide as to whether the Forum should be redesignated, and will need to consult on this too.

- To discuss the incorporation of Church End & Roundwood Neighbourhood Area. Boundaries can be found [here](#). **Discussion to be continued at the next meeting.**

Jordan Handerson looked into our queries with regards to extending the current Forum boundaries. Amendments to the designated forum area can be made as part of the application but recommended to look at it in a different time. The reasons for this new area will need to be justified. The new boundary will not automatically be reflected within the current Harlesden Neighbourhood Plan. The Plan, now adopted, exists without the Neighbourhood Forum, and is not related to its boundary. Decision-makers such as the Council and OPDC will continue to support the implementation of the Plan in their consideration of planning applications.

If the Forum would like the Plan to reflect the newly proposed Forum boundary, the Plan will need to go through a formal reviewing process. The amendment to the boundaries of the Plan is going to be considered a material modification. It means that changes the nature of the Plan because it will apply its policies to a new area, and new residents and businesses. This will need to go through examination and referendum as before.

Atara suggested looking into expanding the boundaries after the Council has redesignated the HNF. The Forum invested many resources in adopting and working on the NP and have just now incorporated as CIO and need to focus on the organisation establishment to be able to actively support the inclusion of Church End & Roundwood Neighbourhood Area.

Colin shares that this can be an opportunity to include residents that have been asking for it, to have a say on the Craven Park application and broaden the scope.

The rest of the **Committee** supports the arguments, but with reserves or further reflections, hence they would like to discuss further in the next meeting and **Colin** will look into possible solutions concerning incorporating the new area at this stage. He will prepare a report to share with everyone.

- To use Survey as prove of consulting members on the process.

Seek renewed engagement with residents, some of whom may not have lived/ worked in the area at the time of the previous designation. Given the circumstances, a short survey with some introductory information should be sufficient. Guidance on how best to consult can be found in the Statement of Community Involvement, here (p.21 for Neighbourhood Forums): <https://www.brent.gov.uk/media/16408316/statement-of-community-involvement-final.pdf>

- Deadline: Firstly, the Forum will not expire on 08/07/2020, as this was five years from the date of application. It will expire on 28/09/2020, which is five years from adoption/ designation of the Forum. Secondly, there is no deadline for submission. As above, the Plan will continue to exist without an established Forum. Once the Forum expires, they will no longer be able to support its implementation as a forum. However, it will still be a material consideration by the Council and can be referred to by individual residents/ businesses when making representations on planning applications. Once our Application is created, Brent will undertake a public consultation for six weeks. We will have 20 weeks from the date immediately following that on which the application is first publicised to make our decision.

5. Annual General Meeting (AGM)

5.1 **Atara** proposed to call for an AGM since the HNF has been incorporated as CIO and will require a new strategy and implementation plan as well as a new Committee. Documents will be sent in advance, and an AGM invitation email will be out for people to participate and eventually put forward their candidacy.

5.2 **Sandra** and **Maddie** will help **Ilaria** and **Atara** to create an Agenda for the AGM.

Action:

To decide the dates of the AGM. **To be decided**
 To discuss how to host an AGM safely online with Zoom or on another platform.
 To report on the status of AGM planning.

Atara shared her proposal via a written plan and according to the constitutions:

After six years of being involved in leading the Forum, the current Chair would like to retire from her role. Over the last four years, the Forum held AGM where trustees were elected around Spring / Summer. The Forum has been recently constituted.

The Forum has now recruited a coordinator. The Forum also requires to review at work for the year to reflect the changing circumstances around COVID 19. The review will enable it to set the work of the Coordinator.

The Committee, therefore, needs to consider

- If and how we can hold an AGM
- How can we move in replacing Chair
- How do we go about reviewing our plans

Points for considerations per HNF new constitution:

- We require to hold an AGM 18 months from first constituted as a charity; given that we got our charity status 20th March – this will be 21st September.
- We are required to give 14 clear days to our members – communication should include the location of the meeting, information reg. decision/bio of candidates
- Our quorum is 10% of the membership or eight members whichever is most significant.
- If a quorum is not present – the meeting will be adjourned after 15 minutes and a new session will be set – for that we need to give seven days notice.
- If there is no quorum in that meeting whatever member/s in the room will constitute a quorum
- We can hold postal votes (including electronic)
- Min of 6 trustees and a max of 12 (Maddie, Sandra, Paul, Colin, Maggie, Atara, Nick? James?)

Two options are available to the HNF:

Option 1

- Postpone AGM until we can hold an actual meeting & when there will be more substantial things for us to report on.
- Call for new trustees to come on board – it would be good to increase no to safely be above six members (trustees should be eligible members of Forum)
- Elect a new chair to replace Atara.
- The extended Committee will hold a special meeting to review business plan for the year ahead and agree on priorities

Advantages: Straight forward; Enable us time to re-build our profile after a period of relatively quiet

Disadvantage: it is a shift from the previous year and will require communication to the broader membership around that

Option 2

- Hold an AGM by zoom – this will require some creativeness around agenda and careful organisation and robust risk management
- Hold a digital vote via email for trustees
- Elect a new chair
- The extended Committee will hold a special meeting to review business plan for the year ahead and agree on priorities

Advantage: In line with last year.

Disadvantage: Not straight forward; Require quite a bit of capacity in setting up when the outcome can be still limited no. of members getting involved; Our resources might be better spent re-establishing ourselves and building profile and engagement

Option 1 has been adopted.

Paul suggested that once the redesignation process is finished, we can do a catch up between members and the Committee.

For information

6. **Organisational set up:**

- a) Employment Status and Payroll.
- b) Public Liability offer is on hold with Case insurance waiting for PAYROLL set up
- c) Policies and Contracts updates.
- d) Set up a Remote working desk for the Coordinator.
- e) Bookkeeping and google drive management

Action:

To take note of the state of implementation. **Noted**

- a) Employment Status and Payroll. **Ongoing**
- b) Public Liability offer is on hold with Case insurance waiting for PAYROLL set up. **On hold**
Policies and Contracts updates. **Ilaria** has signed her contract of employment. **Sandra is** updating policies and is suggesting a risk register and conflict of interest policy go with it. The approach will serve for insurance.
- c) Set up a Remote working desk for the Coordinator. **Ongoing**
- d) Bookkeeping and google drive management. **Ilaria** - Finance folder created for internal bookkeeping. We will also use Skytax bookkeeping portal to do so

7. **Any other business**

Colin mentioned that he is reading the new Brent Strategy around traffic and mobility. **Colin** will circulate some thoughts on it.

8. **Date and venue of the next committee meeting**

The Committee will resume in two weeks on 01/07/2020 at 6 pm.

