

Harlesden Neighbourhood Forum

Trustee meeting minutes

Date and time of the meeting	Tuesday 20 <sup>th</sup> April 2021– 6.30-7.30 pm
Location	Zoom
Attending	Ilaria Esposito (IE), Paul Anders (PA), Colin George (CG), Madeleine Jennings (MJ), Sandra White (SW), Margaret Cox (MC), Nounh Abukar (NA) <b>Committee Members (CM)</b>
Guests	
Apologies	
Absent	

Agenda item	Discussion (Key discussion and agreed points)	Actions
1.	<p><b>Welcome / Introduction.</b></p> <ul style="list-style-type: none"> <li>• <b>MJ</b> welcomed the committee.</li> <li>• Minutes and actions from the 23rd March meeting adopted.</li> <li>• Conflict of interest register check: none disclosed.</li> <li>• <b>MJ</b> proposed to <b>CM</b> that it would be helpful to receive written updates from each trustee before the meeting. This will save time, help the committee to make informed decisions and ask to formulate relevant questions.</li> </ul>	<p><b>CM</b> to decide if writing updates need to be sent in advance - attached to the agendas of meetings.</p>
2.	<p><b>Funding update</b></p> <p><b>Trust for London</b>  <b>CM</b> decided to apply for extended funding to cover the coordinator salary. The grant is also required for boundary extension and community inclusion in the Forum's work. <b>PA</b> mentions the accessible application form not being user-friendly and suggests cleaning it up to facilitate our work.  <b>IE</b> informs the committee that the midterm report from previous funding due 30th June 2021.</p> <p><b>The National Lottery Community Fund</b> (no deadline). <b>CM</b> decided to apply to the Reaching Communities programme for organisational development and strategic planning/ 5 years funding. <b>SW</b> informed the Committee that we could start working on this once the new Trust for London application is submitted.</p> <p><b>Kickstart Scheme</b> (to employ a young person 16-25 years old). <b>PA</b> applied to the scheme.  Our application was declared of good quality. However, we could not get the funding at this time because we are a newly registered charity and need to submit our first annual/financial report to the Charity Commission in late 2021/early 2022. We will try again later this year.</p>	<p><b>IE</b> will compile the Trust for London midterm report.  <b>IE</b> is drafting/cleaning the application for funding extension - deadline 1st June 2021/ Internal deadline 30 the April.  <b>IE</b> and <b>SW</b> will discuss with Crisis to discuss options for coworking spaces or hotdesking</p>

	<p><b>International Civil Service.</b> The committee discussed the opportunity to host 2-4 postgraduate volunteers under ICS of the European Commission (expenses and insurance all covered by the sending organisation) for a year to offer their skills and gain different ones in the charity sector. The volunteers will arrive in September/October 2021 and could volunteer for HNF 2/3 days a week and will be managed by IE.</p> <p><b>IE</b> informed the committee that an agreement with a local organisation holding a physical space is needed for the volunteers to access a desk and the opportunity to take place.</p> <p><b>GC</b> asks for more details.</p> <p><b>PA</b> raises the point that the volunteers should be treated as such, and we have to be honest about the expectations we have.</p> <p><b>IE</b> mentions that before their arrival, they will receive three months of training and attend specific online training delivered by the UK charity sector on H&amp;S, safeguarding, risk assessment, community involvement, accessibility and equal opportunity, GDPR and bid writing. However, some have already practical experience in the last one.</p>	
3.	<p><b>Clean air and environment</b></p> <p><b>Brent Council's green recovery</b> – HNF has been contacted about the promotion of zero-emission courier Amandine has been in touch with Oli Ivens working on the project on behalf of Brent Council at the end of last week.</p> <p><u>HNF could support in 2 ways :</u></p> <ol style="list-style-type: none"> <li>1. Contact businesses and promote the scheme.</li> <li>2. Advertise the scheme on social media and the HNF website.</li> </ol> <p><u>They are looking for independent businesses with the following qualities:</u></p> <ul style="list-style-type: none"> <li>- Already deliver in London/looking to start deliveries</li> <li>- Sell high volume/low weight items</li> <li>- Sustainably-minded businesses</li> </ul> <p><u>Ideal business types include:</u> - Bakeries, florists, pharmacies, opticians, healthcare, independent shops, coffee wholesalers</p> <p><b>Community/mini gardens</b> - <b>MC</b> gives an update on the networking and conversations had with:</p> <ul style="list-style-type: none"> <li>- Tesco (landowner) about the space surrounding the store where planting is possible.</li> <li>- Chris White - Brent's officer for environment and infrastructure, will look into the mini garden proposal and the problem we have with air pollution mainly brought by HGVs. Chris White might have pulled a meeting together with some of the stakeholders involved in this issue. IE informed CM that Powerday PLC became a member of HNF.</li> <li>- Mili Patel about Bramshill open space.</li> </ul> <p><b>MC</b> met with clean air ambassador Amandine to discuss the advocacy work for the healthy streets programme.</p> <p><b>Veolia community fund project (Harlesden clean up competition)</b> – CM decided to postpone the event according to Brent Council decision to defer all cleanups after 21<sup>st</sup> June 2021. The date for the event is Saturday 17<sup>th</sup> July 2021</p>	<p><b>Amandine</b> to follow up with zero emission courier.</p> <p><b>IE</b> will include the opportunity for the zero-emission courier in the survey for businesses under the Veolia project.</p> <p><b>MC</b> and Amandine will continue the work around healthy streets and how the Forum can contribute.</p> <p><b>MC</b> will be joining and supporting HNF Ambassador Renette in her work at Bramshill.</p> <p><b>MJ</b> will approach the new member – Powerday PLC, soon</p> <p><b>IE</b> to include – save the date- into the newsletter</p>

4.	<p><b>Harlesden wayfinding</b></p> <ul style="list-style-type: none"> <li>• <b>IE</b> informed <b>CM</b> about Abundance Arts workshops for their children and family club during the half term. More than ten entries have been produced.</li> <li>• <b>IE</b> is compiling a list of potential judges and requests names of persons fitting the role.</li> <li>• The <b>CM</b> discussed the date for the open to all online art workshop. Decided to be Thursday 29<sup>th</sup> April 2021 at 5 pm</li> <li>• <b>IE</b> mentioned that schools have been unresponsive, and it is understandable since they have a lot to do. However, help in promoting is required from the whole committee. Members of the working group should involve as many as possible people and organisation they know.</li> </ul>	<p><b>NA</b> and <b>CG</b> to involve their network in taking part in the competition and workshop.</p> <p><b>MC</b> to contact Susan Grace for Newman Catholic College</p> <p><b>IE</b> to write and call the school directly and involve other groups in her network.</p> <p><b>IE</b> to prepare a special newsletter for the art workshop.</p> <p><b>CM</b> to provide <b>IE</b> with proposals for the judges' panel members by 27<sup>th</sup> April.</p>
5.	<p><b>Planning report</b></p> <ul style="list-style-type: none"> <li>• <b>MJ</b> and <b>IE</b> had a meeting with Claire Bradley – Brent Principal Policy Officer. Claire congratulated the Forum on the recent redesignation and asked about plans and projects.</li> <li>• <b>MJ</b> enquired about the possibility of receiving licensing applications directly. Claire mentioned that on licensing applications: whilst in planning, Brent must consult neighbourhood forums where requested. There is no equivalent legislation for licensing. <b>CG</b> required to kindly ask if they can try to send those applications like they do with planning. <b>CM</b> agree.</li> <li>• <b>MJ</b> and <b>IE</b> also mentioned the intention of the Forum to extend its boundaries to include part of the community that has always felt part of Harlesden.</li> </ul> <p>Claire mentioned that for Neighbour Plan modification, it would make sense to wait until the Local Plan is adopted. The new NPPF (National Planning Policy Framework) will be published before updating the plan (hopefully this year) so that HNF has greater certainty in the broader policy context.</p> <p>There are three types of modification that can be made to a neighbourhood plan or order. The process will depend on the degree of change which the modification involves:</p> <ul style="list-style-type: none"> <li>- <b>Minor (non-material)</b> modifications to a neighbourhood plan or order would not materially affect the policies in the plan or permission granted by the order. These may include correcting errors, such as a reference to a supporting document, and would not require examination or a referendum.</li> <li>- <b>Material modifications that do not change the nature of the plan</b> or order would require examination but not a referendum. This might, for example, entail the addition of a design code that builds on a pre-existing design policy or the addition of a site or sites which, subject to the decision of the independent examiner, are not so significant or substantial as to change the nature of the plan.</li> <li>- <b>Material modifications that do change the nature of the plan</b> or order would require examination and a referendum. This might, for example, involves allocating significant new sites for development.</li> </ul> <p><b>CG</b> reminded the <b>CM</b> that some of the policies on the NP need to be changed concerning OPDC since some of their plans have been modified.</p>	<p><b>IE</b> to write to Claire about receiving notification of licensing applications.</p> <p><b>IE</b> to put the item on the June CM agenda – HNF expansion. Check constantly with Claire for updates about NPPF.</p> <p><b>IE</b> to include news of redesignation in the April newsletter.</p> <p><b>IE</b> to invite Planning Aid for London to our next HNF meeting</p>

	<p><b>IE</b> informed <b>CM</b> of her meeting with Planning Aid for London, the free advice and support service for people and communities who want to engage in the planning process. They are a <i>pro bono</i> organisation and would be willing to support our boundaries expansion process.</p>	
6.	<p><b>General reporting/attendance to events and meetings</b></p> <ul style="list-style-type: none"> <li>• <b>CG</b> – not heard from Matt Kelcher about some of the problems on the high street.</li> <li>• <b>CG</b> mentioned that the work around the former Picture Palace and Salvation Army hall is confusing. <b>MJ</b> told <b>CG</b> to contact Matt on the matter. <b>SW</b> said that she will ask for updates on the subject at her meeting with <b>Lisa Sharp</b> (Economic Growth Senior Manager &amp; High Streets Investment Manager (Interim) at Brent Council) and will ask how HNF could be more involved in the matter from the planning point of view.</li> <li>• <b>GC</b> attended the GUA meeting. OPDC submitted all the paperwork for several planning applications, but it would be nice to get an update on the OPDC implementation plan</li> </ul>	<p><b>SW</b> to invite <b>Lisa Sharp</b> to a June Committee meeting so to ask her questions</p>
7.	<p><b>Next Forum meeting</b></p> <p>19<sup>th</sup> May 6-7.15 pm. The meeting will be online.</p>	<p><b>IE</b> to mention – save the date- on the newsletter</p>
8.	<p><b>Date and venue of the next committee meeting</b></p> <p>The next meeting on 5<sup>th</sup> May 6 pm-7.30 pm will be on governance and organisational development</p>	<p><b>IE</b> will include an agenda item to brainstorm on the HNF meeting Agenda and to be discussed at the beginning</p>