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**Norwood Forum Committee**

**Tuesday 12 August 2019 at 7:00pm**

**The Hope pub, 49 Norwood High Street, SE27 9JS**

**Minutes**

**Present:** Ibtisam Adem (IA), Ana Capone (ACa), Anne Crane (ACr), James Davis (JD), Kim Hart (KH) (Vice-Chair), Gloria Orosungunleka (GO), Noshir Patel (NP) (Treasurer), Sunil de Sayrah (SdS) (Chair) and Philip Virgo (PV)

**Apologies:** Colin Fenn (CF) and Su McLaughlin (SMcL)

**Also present:** Tim Stephens (TS) (Administrator)

Kim Hart in the Chair

1. **Notes of the previous meeting (25.06.19)**

Approved.

Promoting Local Businesses: noted from SdS that Wendy Jackson had confirmed she was still willing to be involved, and that he would circulate the final draft of the grant application to the committee with a view to this being submitted by the end of the month.

1. **2019-20 Planning and activities** (agenda items 3 & 4)

A workshop format was used for the following items.

Mission statement

Expanding the Vision: Connecting the Community. KH to transcribe notes, prepare a first draft and circulate for agreement.

Projects and themes

Representatives on various bodies

Agreed:

(a) To approve the list of organisations, with no additions

(b) To appoint the following representatives to the organisations listed:

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| --- | --- |
| Body | Places and main reps. |
| Brockwell Park Community Partners | NP |
| Lambeth Forum Network | SdS / NP / KH  All committee members welcome |
| Norwood Action Group (ACr Chair) | SdS |
| Norwood Planning Assembly Executive Committee (ACr also serves) | SdS |
| Streetworks Steering Group | SdS (Chair) / NP (Treasurer) / CF (also invited) |
| West Norwood Cemetery Scheme of Management Committee and Advisory Group to be replaced by National Lottery Heritage Fund (NLHF) Implementation Board (responsible for overseeing the Parks for People project) and later the Strategic Partnership Board (once established) | TS |
| West Norwood Library & Cinema Building User Steering Group | KH / NP |

Other Forum activities

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| Role | Lead |
| Planning: strategic issues and NPA: site 18, heritage and cultural hub (inc. Cemetery and Cinema/Library), KIBA, other key sites | ACr |
| Planning applications: representations/pre-application stage/liaison with NAG (Rob Andrew) | ACr  Comments by CF/GO/NP |
| Licensing issues: representations {no response from council on this} | CF/ACa |
| Environmental and Greening issues, incl Parks liaison, Open Orchard | SdS/NP |
| Safer Lambeth | PV |
| Attend Safer Neighbourhood Panels (SNPs):  Gipsy Hill  Knights Hill  Thurlow Park | JD/GO  SdS  PV/NP |
| Health: Clinical Commissioning Group; PPGs | KH/PV |
| Transport: TfL; Network Rail; GOVIA: Southern Railway and Southeastern, Friends of West Norwood Station (with Tim Bellenger) | SdS/NP |
| Older people – e.g. Norwood Pensioners Group | SdS |
| Younger people – e.g. Rathbone Society | IA/SdS |
| Culture incl Year of/Window Wanderland (29.11.19 - 08.12.19) | KH/CF/SMcL |
| Role | Lead |
| Community Shop, Foodbank, etc | JD |
| Station to Station (no formal position on Board) | SMcL |
| Station Rise market (research proposal) | ACa |

Access to shops, businesses and other services: local economy – a standing item on each committee agenda.

Calendar of activities

A calendar of activities for the year was developed (attached (Note: partially updated since meeting)). All Committee members should add other specific dates as meetings arose. KH would investigate the use of G Suite for a shared calendar.

The proposed themes for the coming year were:

* Mental Health
* Street Art
* Focus on young and old people especially regarding skills

To be discussed in detail at the next committee meeting.

Roles for all Committee members

Agreed:

(a) To not add any further duties to the list of committee officer responsibilities (other than those listed in the report)

(b) To approve the following list of responsibilities for all committee members:

1. Ensure that the Forum complies with its constitution and any statutory and other obligations.
2. Ensure that the Forum’s financial stability and use of its resources only in accordance with its objectives.
3. Contribute actively to the Forum’s work, supporting the Officers and participating in Committee and public meetings.
4. Volunteer to take on specific duties as the need arises.
5. Undertake the important role of aspiring to link all areas of the community (including hard to reach groups), e.g. via role as information provider.
6. Report back to the Committee on relevant issues by email between meetings or at meetings (in writing where necessary)
7. Prepare articles for the newsletter and/or website (news and/or events)
8. Promote newsletter sign-ups and the website at every opportunity
9. Prepare before attending committee and other meetings
10. Demonstrate support for data protection legislation and promote a positive culture of data protection compliance.

Agreed that all committee members would take it in turns to assist KH with each newsletter.

1. **2019-20 Committee meetings** (agenda item 5)

Schedule: monthly (except December) on Wednesdays, as set out in the calendar.

Venues: agreed to rotate between Sweet Carolina, The Garden and The Hope. ACa to arrange and advise.

Revolving Chair: agreed to continue with this practice; SdS would Chair the September meeting and SMcL the October meeting.

1. **2019-20 Membership of the Committee** (agenda item 2)

The two new candidates introduced themselves, explaining their interest in joining the committee. JD lived in Gipsy Hill which was the focus of his interests along with issues such as community safety and reduction of crime. IA had worked for Rathbone Society for nine years and would seek to be a voice for young people and other sections of the community; she would discuss the recent email from Andrew Preston (Rathbone Society) with him. Agreed:

To appoint Ibtisam Adem and James Davis to the Norwood Forum Committee for 2019-20.

IA and JD to send completed forms and jpg. headshots to TS.

1. **Other business**

Marketing plan: KH would develop.

Social media: KH would revamp and produce a strategy.

Publicity material: SdS to develop some material based on the recent card used to publicise the AGM and material from other community forums. A QR code (to the website) would be included.

Fundraising water bottles: KH had had preliminary discussions with Martin Grover (a local artist)

The meeting ended at 9:05pm.

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| **Action Points {last date discussed)** | **Who** | **When** |
| 1. Promoting local businesses project {25.06.19}:  * Make Tudor Trust grant application * Circulate grant application paperwork | SdS & SMcL |  |
| 1. Thurlow Park Road zebra crossing {11.01.18} |  |  |
| 1. Planning issues {25.02.19}:  * Site 18 * Yeatmans Norwood Road: make reps. at Cttee * 81-89 Norwood High Street: objection * 339 Norwood Road/ 3 Thurlow Park Road. | CF  CF |  |
| 1. GDPR and data protection: annual review position {17.05.18} | KH/ TS | June 2020 |
| 1. Networking event {25.07.18} | ACa |  |
| 1. NPA neighbourhood plan: broadband provision {30.04.19} | PV |  |
| 1. Licensing applications: review and make representations: TS to seek {25.06.19} | TS |  |
| 1. Building Safer West Norwood {25.06.19}:  * Lambeth Safer Neighbourhood Board community group “map” * Planning a public meeting * Review SLNB the development/implementation strategy * Planning a violence reduction education programme * Control of on-line content briefing * Police service volunteers meeting (15.05.19) * Advice to schools etc on Islamic events * Presentation to AGM (13.07.19) * LSNB website: Norwood section; spend of £500 contribution; send JM a précis * Violence Reduction Clinic - practice patient groups * Build case for piloting national volunteering activities | PV |  |
| 1. Mailchimp set up to establish reasons for non-subscribers {28.05.19} | TS |  |
| 1. Year of Culture {25.06.19}:  * Website: committee members to send info. on events in their assigned wards. * Window Wanderland (29.11 - 8.12.19): progress * Promotion of Year of Culture at Feasts | All  KH  KH |  |

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| **Action Points {last date discussed)** | **Who** | **When** |
| 1. Tree meeting with Lambeth officers, BID and Open Orchard {25.06.19} | SdS |  |
| 1. Mission statement: circulate draft for clearance {12.08.19} | KH |  |
| 1. Proposed themes for the coming year: discuss Sept. meeting {12.08.19} | SdS |  |
| 1. Local economy: add as standing agenda item {12.08.19} | TS |  |
| 1. Publicity material {12.08.19} | SdS |  |
| 1. Marketing plan {12.08.19} | KH |  |
| 1. Social media strategy {12.08.19} | KH |  |
| 1. Fundraising water bottles {12.08.19} | KH |  |