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info@norwoodforum.org

**Norwood Forum Committee**

**Thursday 23 November 2017 at 7:00pm**

**The Old Library 14-16 Knights Hill SE27 0HY**

**Minutes**

**Present:** Su McLaughlin (SMcL), **Gloria Orosungunleka (GO)** (Vice-Chair)**,** Noshir Patel (NP) (Chair), Sunil de Sayrah (SdS) (Treasurer) and Jan Ware (JW)

**Apologies:** Sharon Fuller (SF), James Goodman (JG) and Councillor Fred Cowell (FC)

**Also present:**

Item 2 only: Ann Kingsbury; Bid project team: Joahanne Flaherty and Dan Thomas

Sarah Coyte (SC) (Lambeth Council), Sandy Nuttgens (SN), and Tim Stephens (TS) (Administrator)

Jan Ware in the Chair

1. **Declarations of interest**

There were no declarations of interest.

1. **West Norwood Cemetery HLF bid**

The Committee received a presentation from the HLF bid project team (circulated separately to Committee members), and a map of the mooted works and draft conversion works to The Lodge were tabled. The Committee received answers to a series of questions and would be pleased to assist the project team in future publicity as the outcomes of the consultation were released, plans for developing the bid progressed, and initiatives introduced by the newly appointed Activities Co-ordinator to increase community useage of the Cemetery. JW would send the local spaces for hire document.

1. **Minutes of last meeting and matters arising**

Approved.

1. **Forum communications**

Newsletter:

Next edition would be a special Xmas edition, and SdS had taken responsibility for this. General news would be omitted and introduction by the Chair would trail the launch of the new website and logo.

Launch of new website and logo:

SMcL introduced her tabled paper. A further separate meeting would be required. Agreed SdS with SMcL produce a card to trail the new website and logo, to be distributed at forthcoming Xmas events. GO would supply biog. and photo the next day. Launch date of 01.01.18 agreed.

Subject to JW raising with the developer the possibility of posts on website automatically appearing on Facebook and Twitter, agreed:

1. Existing emails should not be copied and simply lost with the transfer to new server.

2. Note that Gsuite would be used by the Committee

3. Facebook page: JW would update and tidy up; new logo to be used as banner.

4. Twitter: SMcL would update; new logo to be used as banner.

5. Once website and new logo is live; the following process would be followed.

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| --- | --- | --- |
| Media | Comments | Who |
| Facebook post | Also post to website news or events | Original poster/sharer |
| Tweet | Also post to website news or events | Original poster/sharer |
| Website: news |  | All Committee members |
| Website: events |  | All Committee members |
| Newsletter: continues fortnightly | Includes only major news, with teaser and links to news page and events page  | Lead stories: Chair and other committee officersEditor: TS |
| Newsletter specials (as news arises) | Use as and when and increasingly to highlight local issues | Chair and other committee officers |

6. Agreed the following resultant responsibilities:

|  |  |
| --- | --- |
| Website editor | TS |
| Tweets and news or events info. on website | All Committee members |
| Facebook and news or events info. on website | All Committee members |
| Website: news | All Committee members |
| Website: events | All Committee members |
| Newsletter: fortnightly - editor | TS |
| Newsletter: fortnightly - stories | All Committee members |
| Newsletter: specials (as news arises) | NP, GO, SdS |

1. **West Norwood Heritage and Cultural hub**

To be discussed at January meeting and SN to be invited; December meeting cancelled. SN advised the new Cinema manager should be appointed by the new year.

1. **Norwood Forum walkabout (12.11.17): outcomes**

NP and SdS had compiled a list of issues along Knights Hill and Norwood Road (from Roseberys to Tulse Hill station), and other views on dumping hot spots, decluttering, quality of and incomplete Streetworks works, etc. would be welcome. TS to produce composite for use at Streetworks if an underspend is identified.

1. **Streetworks**

Noted headline position of delays to the completion of scheme, with Norwood Road resurfacing delayed due to impending UKPN and Thames Water works.

1. **Norwood Planning Assembly**

NP would do special newsletter promoting the public meeting on Tuesday 28 November.

1. **Training event for local community**

Not discussed due to lack of time.

1. **Public meetings**

Not discussed due to lack of time.

1. **Community funding bid: Deerbrook Surgery**

Grant of £200 approved. SdS has met with the Surgery staff.

1. **Chair’s report**

NP had nothing further to report.

1. **Treasurer’s report**

SdS tabled a draft LFN bid (£5,000) which would allow similar activity to the current year. Other sources of funding would be required to expand activity. The LFN bid was approved for submission to 12 December LFN meeting. The tabled budget 2017-18 position statement, was noted.

1. **Other business**

Norwood Pensioners Group: classes at The Old Library were now rebranded as the “Activities Hub”, and a new fundraiser was in place. There had been an increase in class and membership fees in an attempt to put NPG on a better financial footing. Plans were in place for a Xmas lunch (cold buffet) at the Old Library on 19 December, and a Forum financial contribution of circa. £150 was approved. JW/SdS/TS would assist on the day. Event to be included in a future newsletter.

Disabled Go contract: this organisation would review access to premises, and suggestions for suitable locations would be helpful. SC would write with further information.

Next meeting: Thursday 11 January 2018 at 7pm.

The meeting ended at 9:20pm.

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| **Action Points {xx.xx.xx} dates = meeting when discussed)** | **Who** | **Completed?/****when to be discussed** |
| 1. Special meeting actions:{14.09.17}:
* Mission statement
* Gipsy Hill representation
* Council estates representation: contact John O’Reilly.
* Social media policy.
* Areas of Activity list
* Planning application consultation and enforcement action
* Surveys
* Google suite
* Photos
 | SMcLSMcLNPTSTSCFSMcLTSNP |  |
| 1. Website: relaunch (01.01.18) {11.05.17; 20.07.17, 14.09.17 & 23.11.17}
* Advertising card
* Website and mailchimp
* Facebook
* Twitter
 | SdS/SMcL TSJWSMcL | 01.01.18 |
| 1. Website: committee member jpeg photo and profiles {14.09.17 and 23.11.17}
 | CF/JG/GO |  |
| 1. Norwood Forum newsletter:
* discuss at every meeting {09.11.16}
* to be sent to all Norwood Road businesses
 | TSSMcL |  |
| 1. 24/7: future relationship {15.06.17 & 14.09.17}
 | NP/SdS/SF |  |
| 1. LFN bid (12.12.17) {23.11.17}
 | SdS |  |

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| **Action Points {xx.xx.xx} dates = meeting when discussed)** | **Who** | **Completed?/****when to be discussed** |
| 1. West Norwood Heritage and Cultural Hub {14.09.17}
* cultural hub and KIBA identity/brand name
* Planning enforcement: converted shop fronts
* Funding of Master Plan objectives; e.g. LIP
* Private briefing for Forum, BID and NPA members
 | FC |  |
| 1. Waylett Place: plans {15.06.17, 20.07.17 & 17.09.17}
 | NP/FC |  |
| 1. Norwood Road walkabout: Streetworks underspend
 | NP |  |
| 1. Training event for local community: survey {08.03.17, 05.04.17 & 11.05.17}
 | JW & SMcL |  |
| 1. Building social cohesion and counter extremism within Lambeth: any further follow up action {20.07.17 & 14.09.17}
 | JW |  |
| 1. Public meetings {20.07.17 & 14.09.17}
 | JW |  |
| 1. Thurlow Park Road zebra crossing {05.04.17 & 11.05.17}
 | NP |  |
| 1. Central Hill Estate: Council’s case and way forward. Discussion with Cllr Luke Murphy {05.04.17, 11.05.17, 15.06.17 & 21.07.17}
 | NP |  |