



**NORWOOD FORUM**  
CONNECTING THE COMMUNITY

**Norwood Forum Committee Meeting Minutes and Actions**

Monday 6 October 2025, 6.30pm – 8.30pm

The Hope Pub, Garden Room

**Newly elected Norwood Forum Committee members attending:** Odilon Couzin, Anne Crane, Jane East, Pete Elliott, Kim Hart, Anita Hall, Andrew Johns, Bryn Lockwood, Gloria Orosungunleka, Sue Osborn, Tom Palmer, Noshir Patel, Tim Stephens, Philip Virgo

**Other attendees:** Sophie Mason (Administrator)

**1. Welcome**

This was the first Norwood Forum Committee meeting since the Annual General Meeting. A warm welcome was extended to Anita, who has joined the committee. It was noted that a second new member, Pete, would be joining later.

**2. Minutes and Matters Arising/Updates on Actions**

There were no matters arising and any outstanding actions will be covered by today's agenda. The Minutes were approved.

**3. Review of Policies and Communication**

An induction for our new committee members and a refresh to our existing committee. Pete joined this section of the meeting.

The committee discussed:

- Reminder of confidentiality and the need for new Declarations of Interest (DoI) annually.
- Overview of Leadership Group roles and responsibilities.
- Overview of the Administrator's role (Sophie).
- Review of communications: website, social media, newsletter, and internal communication processes.

Key points from the discussion:

- All key documents are available on the Norwood Forum website under the *About* section.
- The committee discussed the pros and cons of having subcommittee email addresses to improve communication and reduce reliance on the busy *info@* inbox
- The committee reviewed the DoI protocols.
- It was confirmed that committee meetings are not public meetings.
- It was explained that Sophie works with Kim, who is both the Secretary and her line manager. Sophie works the equivalent of five hours per week – roughly one hour per day, Monday to Friday – and has set tasks to complete, so her capacity to take on additional work is limited. If anyone on the committee would like her support with anything (apart from sending information for the website – see below), they should contact Kim.
- Items are posted on the website daily by Sophie, and committee members are encouraged to send news, events and updates ready drafted where possible, for publication.

- Norwood Forum's area is Brockwell Park to Crystal Palace, West Dulwich to Streatham – or by wards: Gipsy Hill, Knights Hill, West Dulwich and the part of St Martin's ward that is focussed on Tulse Hill Station.
- It was explained that all the Forums have 'fuzzy' borders as it's very much down to residents and businesses which Forum they feel best represents them. We are Lambeth centric but do list news and events happening on our borders on all sides including across Lambeth and other London boroughs including LBCroydon, LBSouthwark etc.
- The committee agreed the Forum should try to use our Bluesky account at least as much as Twitter, and that reels and videos are becoming more useful platforms for sharing content and engaging with the community. The Forum already has a YouTube channel where we can post content as well. The current aim is to return to posting a story across all our social channels daily with the aim to boost our numbers.
- The importance of clear communication channels was reiterated, particularly around internal coordination and external messaging.

#### **ACTIONS:**

- **ACTION:** Sophie to post approved minutes from the last meeting on the website
- **ACTION:** Jane to lead on exploring a new internal communication system and email setup. A small working group will review options, costs and potential solutions. They will report back to the December committee meeting.
- **ACTION:** Committee members to remember to send ready drafted news and event listings to info@/Sophie for publishing on the website.
- **ACTION:** Gloria to send Sophie a story about a trader she met at last West Norwood FEAST.
- **ACTION:** Sophie to amend the Committee Report template to remove boxes and make it easier to use. Include a new section which involves publishing an update for the website.
- **ACTION:** Sophie to share upcoming committee meeting dates (first Monday bi-monthly) and the AGM date in June 2026.

#### **4. Election of New Leadership Group**

The following nominations were received, noted, and unanimously agreed:

- **Co-Chairs:** Jane East and Tom Palmer
- **Secretary:** Kim Hart
- **Treasurer:** Odilon Couzin and Noshir Patel with Kim Hart as support as part of a handover from Noshir to Odilon

The process for electing officers internally was explained, including the requirement that committee members must have served for at least one year before standing for leadership positions.

The committee also discussed the need for a third signatory on the bank account to help streamline payment approvals and it was agreed to extend that to the whole Leadership Team.

#### **ACTIONS:**

**ACTION:** Noshir to set up additional signatories on the bank account: Jane, Tom and Odilon.

#### **5. Committee Actions**

Only reports requiring actions/decisions were discussed.

### **5.1 Co-Chairs' Report – Lambeth Forum Network (LFN)**

The Co-Chairs shared positive feedback from Sarah Coyte at the last LFN meeting regarding the Forum's LFN funding bid and acknowledged the importance of the Forum's ongoing work. Our Bid was approved.

The upcoming LFN Away Day on Saturday 18 October 2025, was discussed, and the need for committee representatives to attend was noted. Information will be shared.

The committee also discussed the importance of recording volunteer hours so they can be accurately reported annually to the LFN.

#### **ACTIONS:**

- **ACTION:** Share details of the Lambeth Forum Network Away Day (Saturday 18 October 2025) with all committee members.
- **ACTION:** All committee members to keep a record of the number of hours they spend on Norwood Forum work.

### **5.3 Green Norwood**

The committee discussed practical next steps following the recent Green Norwood meeting at the Cemetery, focusing on turning the five identified areas of interest into concrete actions.

It was noted that achieving quick wins and initiating citizen-led research projects, particularly around air quality, would help maintain community engagement and demonstrate early progress.

The Green Norwood survey is ongoing, with a target of 100 responses.

Jane highlighted that funding opportunities are available, meaning the Forum could potentially support small-scale community bids to advance local environmental initiatives.

#### **ACTIONS:**

- **ACTION:** Anita to speak to and Kim about adding more Green Norwood information and resources to the website for community access.
- **ACTION:** Consider preparing generic information for grant applications so the information is ready to drop into a submission when funding opportunities arise.
- **ACTION:** Promote survey

### **5.4 Transport**

It was reported that fencing has been installed around the Fawcett Fountain site for its re-installation. The committee discussed the need for improved protection to help prevent further damage to the fountain.

There was also a discussion regarding the Tulse Hill Gyratory and exploring new approaches to address ongoing traffic issues in the area. The campaign is running a survey (link will be shared) and are preparing a deputation to go to the next Lambeth Council meeting.

Additional transport-related matters raised included:

- The possibility of using temporary measures to slow traffic on the West Norwood gyratory was discussed, along with the need for expert advice on traffic-calming options.

Speed monitoring was conducted on the section outside South London Theatre, and although the results were as expected – showing speeding vehicles – no progress has been made towards finding a solution.

- Exploring the potential use of speed cameras to reduce vehicle speeds. We know from our Transform Tulse Hill campaign involvement that there will be no new speed cameras installed pending the introduction of a new generation of camera
- Reminder of our Annual Review promise to hold a community meeting on all things relating to dockless bikes and e-scooters – the suggestion to invite the e-bike companies was agreed.

#### **ACTIONS:**

- **ACTION:** Investigate options for signage to protect the Fawcett Fountain once reinstalled.
- **ACTION:** Transport Sub-Committee to discuss traffic calming ideas and approaches on West Norwood gyratory
- **ACTION:** Organise a public meeting on dockless bikes and scooters.

### **5.6 Lambeth Council Budget Survey Discussion**

The committee discussed the importance of taking a collaborative approach to responding to the Lambeth Budget Survey.

It was agreed that there needs to be a clear understanding of Lambeth Council's savings targets and the scale of the proposed reductions in order for the Forum to communicate these accurately to the community.

Examples were discussed to clarify the figures provided in the council's survey:

- The council needs to identify £84 million in additional savings over the next four years, in addition to the £99 million already identified, bringing the total savings target to £183 million. This equates to approximately £21 million per year.
- Based on the 2024/25 budget of £415 million, the total savings required represent roughly 10% per year.
- Clarification is required from the council to confirm whether this interpretation of the savings target is accurate.

The discussion emphasised the importance of ensuring the public clearly understands the council's cost-saving measures and how they may affect local services.

Key points included:

- The Forum's response to the budget survey should focus on locally relevant issues, including income generation and cost-saving opportunities.
- The need to understand statutory requirements to ensure the response is both realistic and constructive.
- Recognition of the cumulative impact of multiple years of budget cuts and the need for continued collaboration with the council.
- The potential value of an independent review into council decision-making processes and a clearer understanding of how funds have been allocated and spent in the past, to ensure lessons are learned from previous decisions.

- The importance of making specific, actionable recommendations for the Norwood area, such as the repurposing of empty properties and underused school sites.

#### **ACTIONS:**

- **ACTION:** Andrew to draft an initial response to the Lambeth Budget Survey, incorporating the points discussed. Tom agreed to collate comments for v2.
- **ACTION:** Confirm and clarify Lambeth Council's budget reduction figures to ensure accuracy in Forum communications.

### **6. Sub-Committee Workshop**

The committee discussed the structure and membership of Forum Sub-Committees for 2025/26, confirming the need for active participation and clear terms of reference for each group.

It was agreed that each sub-committee should:

- Have a minimum of three volunteer members (not all need to be committee members).
- Meet at least once between main committee meetings (held bi-monthly).
- Elect a lead responsible for reporting to the main committee when required.
- Develop a short Terms of Reference (ToR) to be signed off by the committee.
- Refer contentious issues to the Leadership Group before formal decisions are made.
- Write update articles for the website.

It was noted that the Safer Norwood Sub-Committee will require four volunteers so the Forum can have representation on the four Safer Neighbourhood Ward Panel in our area – Gipsy Hill, Knights Hill, West Dulwich and St Martin's.

The committee reviewed existing sub-committees and agreed to continue with the following groups:

1. Planning (joint with Norwood Action Group and the Norwood Society)
2. Transport
3. Green Norwood
4. Safer Norwood

#### **6.1 Planning Sub-Committee**

The committee discussed the current structure and membership of the Planning Sub-Committee noting it was originally set up in 2018 to write joint submissions from the Forum and NAG.

Key points:

- Continued involvement of The Norwood Society was supported, recognising its conservation and heritage expertise.
- Norwood Action Group (NAG)'s role was reviewed, with agreement on the need for clear representation by those with dual membership.
- It was agreed that while joint submissions on planning applications are valuable, separate responses from each community group can strengthen support by highlighting issues from multiple perspectives.
- Appreciation for contributions of Anne and Marion, whose expertise and voluntary input have been vital.
- The potential to co-opt individuals with planning expertise, even if not committee members, was endorsed.

- Representation from The Norwood Society, NAG, and Station to Station (when relevant) was confirmed.
- It was agreed the new licensing applications we are now receiving will be dealt with by this sub-committee.

**ACTIONS:**

- **ACTION:** Review the Planning Sub-Committee's structure, roles and membership.
- **ACTION:** Explore co-opting additional members with planning expertise.
- **ACTION:** Sophie to forward all licensing emails to the Planning Sub-Committee for review and potential response.

Members: Anne, Sue, Odilon, Marion (Norwood Society), Station to Station (advice sought when relevant)

**6.2 Transport Sub-Committee**

The Transport Sub-Committee agreed to continue to engage with Lambeth Council, TfL etc on transport, traffic and active travel initiatives.

Members: Tom, Bryn, Anne, Tim, Kim.

**ACTIONS:**

- **ACTION:** Review existing list of priorities raised by the community
- **ACTION:** Review outcomes from three workshops – possibly revisit Older Peoples workshop and Young Families to arrange

**6.3 Green Norwood Sub-Committee**

The Green Sub-Committee will focus on local environmental initiatives, including recycling, biodiversity, and new community-led projects.

Members: Jane, Anita, Pete, Bryn, Tom, Odilon.

**ACTIONS:**

- **ACTION:** Develop a list of potential community projects and small grant opportunities.
- **ACTION:** Promote current survey

**6.4 Heritage Sub-Committee**

It was agreed there would be no Heritage Sub-Committee.

**6.5 Safer Norwood Sub-Committee**

The Safer Norwood Sub-Committee will support engagement with local Safer Neighbourhood Panels across four wards: Knights Hill, Gipsy Hill, West Dulwich, St Martin's.

Four representatives are needed to ensure attendance at quarterly meetings.

Members: Andrew (West Dulwich), Philip (St Martin's) (Philip is also Vice Chair), Pete (Gipsy Hill (Pete is also Chair), Odilon (Knights Hill) [Anita can attend Gipsy Hill meetings, as can Sophie as backup]

**ACTIONS:**

- **ACTION:** Confirm four ward representatives and ensure coverage of all panel meetings.

## 6.6 Projects and Campaigns

- Transform Tulse Hill: on steering group Tom, Kim – other committee members active.
- Streetworks: Kim, Tim, Bryn.
- Thriving Norwood: Chair shared between Kim and Cheryl Alfred, Hills, Brooks and Dales PCN
- Small grants: Odilon, Gloria with Sophie and Kim in support (complete pending final report).
- SADPD: Community campaign with Kim, Sue and Anne involved with core group.
- Strategic Partnership Board, West Norwood Cemetery: Tim, Sue
- Lambeth Local History Forum: Tim, with Kim as deputy
- Blue Plaques project: Tim with Kim in support

### Other key points:

- Invite Teresa, Thriving Norwood Coordinator, to alternate committee meetings.
- Education will be a watching brief and thanks to Sue for continuing to flag education issues.

Meeting ended with a thanks to everyone for attending and the support given.

Date of the next meeting is **Monday 1 December 2025** at 6.30pm (location likely to be The Hope Garden Room).

### Action Table

No.	Action	Who	When	Status
1	Sophie to publish approved minutes from the last meeting on NF website	Sophie	Before next meeting	Done
2	Explore options for new internal communication system and email setup, looking at costs and review options	Jane + working group	Dec 2025 meeting	
3	Send news/events ready-drafted for publishing	All committee members	Ongoing	In progress
4	Gloria to share West Norwood FEAST story with Sophie	Gloria	ASAP	
5	Amend Committee Report template to remove boxes	Sophie	Before next meeting	In progress
6	Sophie to share committee meeting dates and AGM date for 2026	Sophie	ASAP	
7	Noshir to set up additional bank account signatories	Noshir	ASAP	In progress

8	Share LFN Away Day details (18 Oct) with all committee members	Tom	ASAP	Done
9	All to keep record of volunteer hours spent on NF work	All committee members	Ongoing	
10	Anita to speak to Kim about adding more Green Norwood information and resources to the website for community access	Anita & Kim	Before next meeting	In progress
11	Consider preparing generic grant application info so its ready to go when funding ops arise	Green Norwood group	Ongoing	
12	Promote Green Norwood survey	Green Norwood/Comms	ASAP	Done
13	Investigate signage for Fawcett Fountain to protect once reinstated	Transport Sub-Committee		
14	Discuss traffic calming ideas for West Norwood gyratory	Transport Sub-Committee	Next meeting	
15	Organise public meeting on dockless bikes/scooters (action from AGM)	Transport Sub-Committee		
16	Andrew to draft initial Forum response to Lambeth Budget Survey incorporating points discussed. Tom to collate V2.	Andrew & Tom	ASAP	Done
17	Clarify Lambeth Council budget reduction figures to ensure accuracy in Forum comms			
18	Write draft Terms of Reference and agree Lead who will write the one page committee report	All Sub-Committeess	Before next meeting	
19	Explore co-opting planning experts (e.g Charlotte S2S)	Planning Sub-Committee	Ongoing	Seek advice from others

				when needed/relevant
20	Forward licensing emails to Planning Sub-Committee	Sophie	Ongoing	Done
21	Review community priorities list	Transport Sub-Committee	Before next meeting	
22	Review workshop outcomes from the three workshops – possibly revisit Older People and Young Families	Transport Sub-Committee		
23	Develop list of potential community projects/grant opportunities	Green Norwood Sub-Committee	Before next meeting	
25	Confirm four ward reps for SNT panels: Andrew (West Dulwich), Philip (St Martin's) (Philip is also Vice Chair), Pete (Gipsy Hill (Pete is also Chair), Odilon (Knights Hill) [Anita can attend Gipsy Hill meetings, as can Sophie as backup]	Safer Norwood Sub-Committee	ASAP	Done
26	Invite Teresa to alternate meetings	Kim/Sophie	Ongoing	In progress
27	Sue to flag education info and issues	Sue	Ongoing	Done