



Committee Meeting Minutes and Actions

Monday 7 April 2025, 6.30pm - 8.30pm, at The Hope

Attendees: Jane East (Co-Chair), Tom Palmer (Co-Chair), Kim Hart (Secretary), Noshir Patel (Treasurer), Anne Crane, Odilon Couzin, Dr Andrew Johns, Bryn Lockwood, Gloria Orosungunleka, Sue Osborn, Jane Pickard, Tim Stephens and Philip Virgo

Also present: Sophie Mason (Administrator), with Teresa Donoghue, Health and Wellbeing Coordinator Thriving Norwood, joining for part of the meeting.

1. Welcome and Declarations of Interest

Jane welcomed everyone to the meeting – all Committee members present – and asked if anyone had anything to declare. No new conflicts of interest were declared.

2. Minutes and matters arising/updates on actions

Points to note:

- Minutes approved with one correction: remove comment attributed to Tim in item 3.3.
- Amelia Willis, Head of Community Engagement and Participation at Lambeth Council, was not invited to this meeting, as previously agreed, due to an already full agenda. Some Committee members had the opportunity to meet her at the recent Volunteer Recruitment Fair. Amelia will be invited to attend a future meeting.
- Accepted use of West Norwood Cemetery not on the agenda as no Officer report to form the basis of this discussion was provided to the recent Strategic Partnership Board

3. Governance

3.1 Review of Declaration of Interest (DoI) Forms

The Committee agreed that strong and effective governance underpins the Forum's credibility, and that transparency is essential to maintaining its reputation. It was emphasised that members act in the community's interest rather than their own.

It was acknowledged that it is up to the best judgement of each Committee member to determine what should be included on their DoI form.

Jane noted that some forms had not been fully completed. She asked that Committee members adhere to both the spirit and letter of the Conflict of Interest Policy. It was agreed that all Committee members will review and re-submit their DoI forms by Monday 14 April.

ACTION: Sophie to return the DoI forms to Committee members with a request to review and update them as necessary.

3.2 Constitution

The Committee went through the proposed edits to the Constitution and all were agreed. A final version is to be produced with some further amendments which will be agreed by email. The new Constitution will be ready for formal adoption at the next AGM.

ACTION: All Committee members to provide any final comments on the Constitution.

ACTION: Leadership Team to finalise the Constitution under delegated authority from the Committee, without requiring further Committee approval.

4. Committee Activity

This section did not follow the agenda due to time overrunning. Only reports with matters arising are discussed.

4.2 Thriving Norwood

Teresa Donoghue attended the meeting to introduce herself and her role as Health and Wellbeing Coordinator at Thriving Norwood, a position she has held for the past four months. Her role involves supporting organisations that have received funding, with a focus on those delivering or planning health and wellbeing activities in the Norwood area. She also works to connect individuals and groups in this area to encourage collaboration and shared impact and she organises a monthly virtual meeting for the Stakeholder Group which includes local Councillors, GP's, social prescribers and other organisations working in the sector. These meetings each have a theme with guest speakers - recently covering Green Spaces, Food Poverty, and Housing.

Teresa reminded the committee that Norwood Forum previously received a £100,000 grant from Lambeth Council Public Health team and ran two funding schemes between 2021 and 2024 that funded 39 health and wellbeing projects. This was followed by additional funding from the Changing Lives initiative to fund the Coordinator role. Teresa has just been successful in obtaining a grant of £5K from NHS England for Thriving Norwood to run a Health & Wellbeing Day with a focus on women and girls. Plans for this are advancing.

Teresa also outlined Thriving Norwood's aim to establish a health and wellbeing hub in West Norwood. Currently, there is no dedicated space or budget for such a hub. Teresa is exploring the possibility of using underutilised space at the Leisure Centre and noted that the long-term vision is to create a central hub where all local health and wellbeing organisations can come together. This would also involve collaboration with Active Lambeth.

ACTION: Sophie to circulate Teresa's contact details to Committee members following the meeting.

ACTION: Philip to introduce Teresa to mental health contacts within the Croxted Primary Care Network.

4.4 Small Grants Scheme

One report circulated ahead of the meeting.

It was noted that the Small Grants paper still lists the London House of Wellbeing/Health Screening For All. Although they were awarded a grant, they have not yet responded to confirm they can run their project for residents within the Norwood area (they are based in Herne Hill). It was agreed they had now forfeited this opportunity due to the passage of time.

ACTION: Sophie to amend the Grants report and remove the note about the House of Wellbeing/Health Screening For All.

ACTION: Gloria and Odilon to keep close contact with all grantees to obtain progress updates, offer assistance and make sure the Forum has information on their project in order to promote it in a timely manner.

4.6 Safer Norwood

One report submitted ahead of the meeting.

Tim reported on the Knight's Hill Safer Neighbourhood Panel meeting (3 March 2025). While a range of concerns were raised by attendees, most were not police-related. For example, there were discussions around the use of e-bikes and parking concerns. Noted by members of the Transport Sub-Committee.

Key point from the discussion:

- The importance that hearing loops are fit for purpose was discussed at some length. A reminder to make sure our next AGM has a quality hearing loop. Last year we had to move on the day and the new venue did not have one. It was mentioned that SLT has a hearing loop that might be borrowed if needed. Kim confirmed the new venues in the cemetery will have quality hearing loops.

ACTION: Sophie to investigate the availability of hiring hearing equipment from SLT.

4.3 Planning

Report submitted ahead of the meeting.

ACTION: Planning Sub-Committee to share their recommendations on how they should operate and bring to the rest of the Committee in May.

4.8 Green Norwood

Report circulated ahead of the meeting.

There were no comments in respect of the Sub-Committee's Terms of Reference. It is accepted and the Sub-Committee will proceed in accordance with the aims set out in the ToR.

The Committee agreed to the Forum's engagement in the air pollution community-based research project being run by Imperial College.

ACTION: Odilon to lead on the air pollution project and report back at the next Committee meeting in June.

Tom reported that the Forum had been approached by Brockwell Live with a request for a meeting to discuss upcoming events in Brockwell Park. It was agreed that the Forum should aim to attend any such meeting, ideally in collaboration with Herne Hill Forum.

ACTION: Tom to follow up with Brockwell Live and Herne Hill Forum regarding a potential meeting.

Comments raised:

- What actions will Brockwell Live take to minimise damage to Brockwell Park?
- The Forum should closely scrutinise Brockwell Live's environment policies.

4.1 Transport and Transport Workshops

Two reports circulated ahead of the meeting. One report on the transport workshops, the other a more general update.

Tom provided an update. The group is still awaiting feedback from the meeting with Councillor Rezina Chowdhury. It was suggested that the delay may be due to the council awaiting the outcome of the High Court case relating to the West Dulwich LTN.

The report also provided an update on the removal of the Tulse Hill Gyratory community campaign and its new name: Transform Tulse Hill. A public meeting is being planned.

Tom also noted changes to the upcoming transport workshops. The original group categories have been revised: the 'Black and Caribbean' and 'Portuguese' groups have been replaced with 'Parents of Young Children' and 'Commuters'. The four updated groups are:

- Commuters
- Parents of Young Children
- Older People - Gloria leading
- Young People - Tom leading

Tom confirmed that the workshops will be held at the end of May. He is currently coordinating the sessions, including participant recruitment and venue bookings.

ACTION: Tom and event leaders to coordinate the workshops, including booking venues and managing all logistics.

ACTION: Jane E and Kim to agree who will lead Commuters and Parents of Young Children workshops.

5 Any other business

5.1 LFN

Jane E gave brief feedback on the Lambeth Forum Network (LFN) meeting which was held on 17 March. There was an explanation of the roles of various people in the new Community Engagement and Participation Team, led by Amelia Willis. Nayotia Miller is the new LFN Coordinator with Catherine Walsh taking on a new role as Voluntary and Community Sector Manager (to provide capacity-building, fundraising and partnership-building support.) The meeting also heard about Lambeth's new Night-Time Strategy - focusing on safety, accessibility and a thriving night-time economy. A revised draft ToR for the LFN Neighbourhood Forums has been circulated. We are invited to give feedback. Jane E raised the issue of a shared hearing loop for the forums but there was no time to discuss the matter and no decision was made.

ACTION: All Committee members to review the LFN draft ToR and send any comments (by revised date of end April).

5.2 Education

Sue provided a brief update on local schools, noting that admissions for September are expected to be significantly lower this year, and that schools are facing a crisis situation. It was agreed that Sue will draft a letter from the Forum addressing the issues in education, specifically the implications of falling rolls. The draft will be shared with Helen Hayes.

ACTION: Sue to draft a letter in response to the issues in education for the Leadership team to sign off and share with Helen Hayes.

5.3 SNP

Gloria confirmed her availability to attend the Safer Neighbourhood Panel meeting on **17 April**. Kim will share further details ahead of the meeting.

ACTION: Gloria to attend SNP meeting on 17 April and Kim to share further details.

Next meeting: Monday 2 June, 6.30pm in the Garden Room at the Hope

	ACTION	WHO	STATUS	DATE
1	Remove comment attributed to Tim under item 3.3 which he did not state: 'Tim suggested that the Council should set the agenda for community forums.'	Sophie	In progress	ASAP
2	Sophie to return the DoI forms to Committee members with a request to review and update them as necessary.	Sophie	Completed - but awaiting some responses	ASAP

3	Committee members to provide any final comments on the Constitution.	All		ASAP
4	Leadership Team to finalise the Constitution under delegated authority from the Committee, without requiring further Committee approval.	Leadership Team		Before the AGM
5	Sophie to circulate Teresa's contact details to Committee members following the meeting.	Sophie	DONE	N/A
6	Philip to introduce Teresa to mental health contacts within the Croxted Primary Care Network.	Philip	DONE	N/A
7	Sophie to amend the Grants paper and remove the note about the House of Wellbeing/Health Screening For All.	Sophie	DONE	N/A
8	Gloria and Odilon to keep close contact with all grantees to obtain progress updates, offer assistance and make sure the Forum has information on their project in order to promote it in a timely manner.	Gloria and Odilon	In progress	June Comm meeting
9	Sophie to investigate the availability of hearing equipment at SLT.	Sophie		Ahead of the AGM
10	Planning Sub-Committee to share their recommendations on how they should operate and bring to the Committee in June.	Planning Sub-Committee		June
11	Odilon to lead on the air pollution project and report back at the next Committee meeting in June.	Odilon	In progress	June
12	Tom to follow up with Brockwell Live and Herne Hill Forum regarding a potential meeting.	Tom		tbc

13	Tom and event leaders to coordinate the transport workshops, including booking venues and managing all logistics.	Tom and event leaders	In progress	Events are in June
14	Jane E and Kim to agree who will lead Commuters and Parents of Young Children workshops.	Jane E and Kim		ASAP
15	All Committee members to review the Lambeth Forum Network draft Terms of Reference and send any comments by end April.	All	Pending - Sophie to send ToR with April Committee minutes	By end of April
16	Sue to draft a letter in response to the issues in education for the Leadership team to sign off and share with Helen Hayes.	Sue / Leadership Team		
17	Gloria to attend SNP meeting on 17 April and Kim to share further details.	Gloria / Kim	In progress - Kim has shared details. Gloria to report back following the meeting.	12 April meeting