

**Committee Meeting Minutes and Actions**

**Monday 2 December 2024, 6.30pm - 8.30pm, at The Hope**

**Attendees:** Jane East (Interim Chair), Kim Hart (Secretary), Noshir Patel (Treasurer), Odilon Couzin, Anne Crane, Bryn Lockwood, Sue Osborn, Tom Palmer, Tim Stephens, Philip Virgo  
**Apologies:** Dr Andrew Johns, Gloria Orosungunleka, Jane Pickard  
**Also present:** Sophie Mason (Administrator)

1. **Welcome and Declarations of Interest**

Jane welcomed everyone to the meeting and noted apologies from Gloria, Jane and Andrew.

Declarations of Interest were deferred to later in the meeting [agenda item 3]. Philip declared his interests.

Leadership for co-chair discussed: Jane advised that Tom has offered to step in as co-chair of the Forum, alongside Jane.

Tom shared his experience in campaign groups and expressed a desire for a more collaborative approach, working positively with local councillors.

There was a discussion on whether the Forum should be considered a "campaign group." Kim said that we were – and noted past and current community campaigns, while Jane emphasised the Forum’s role as a constructive ‘friend’ to the council. Central to our mission is safeguarding our reputation as a fair, honest, and constructive “friend” to decision-makers, ensuring we remain a trusted, ally for the community in all relevant areas.

The Forum’s leadership team confirmed as: Co-chairs (Jane and Tom), Secretary (Kim), Treasurer (Noshir), Administrator (Sophie).

A meeting will be scheduled over Christmas to further clarify roles.

1. **Minutes and Matters Arising**

Updates on ongoing actions from the last meeting, skipping over those marked “done”:

* Visibility of signage on the Rosendale School Street: Tom confirmed that this is still work in progress and that he has been in contact with the Council to improve visibility of signage.
* Transport issues relating to Gipsy Hill: Kim confirmed that information relating to Gipsy Hill and transport had been passed on to Friends of Gipsy Hill.
* The Forum’s work on “Clean Air”: Kim confirmed that this action is pending, and she just has to find the previous Citizens Science data before sending the package to Odilon and Tom.
* 89 Elder Road planning application: Anne confirmed that this is a licensing issue and to leave this with Lambeth Council. It was agreed that no action needed to be taken by Norwood Forum.
* Adult gaming centre: Tim confirmed that licensing has granted permission for this to open but has limited operating hours to 8am-11pm [rather than 24/7].
* Parent patrols, data on pupil muggings and the action schools are taking on pupil safety outside school: Philip provided an update on community safety, patrols and issues with volunteer involvement. Tom explained that he has been in contact with Elm Green School to gain an understanding of their approach to child safety outside school and pupil muggings. It was agreed that until we have information direct from a school on how they are handling this situation, the Forum won’t be discussing what we might or might not do
* **ACTION:** Wait to hear back from Elm Green School to determine strategies for the Forum moving forward. Tom to provide an update at the next Forum meeting.

1. **Governance**

Conflict-of-Interest Policy and Declaration of Interest Form circulated to the Forum before the meeting for approval. Key points from the discussion:

* The previous discussion on the Forum’s governance and updating the Forum’s Constitution was revisited. The focus was on the Conflict-of-Interest policy, with feedback provided by Andrew, Odilon and Tom.
* Two key changes were agreed in the Conflict-of-Interest policy, including the limitation of public access and the requirement for members to declare only those interests that may create or could create a conflict in the future.
* **ACTION:** Members agreed to submit the Conflict-of-Interest form by 31 December 2024.

Review of Constitution and proposed changes:

* Members were encouraged to provide feedback on any changes or improvements that should be made to the Constitution by 31 December 2024.
* A proposal was made to clarify the process for how committee members should represent the Forum, especially in terms of when to express personal views versus the Forum’s official stance.
* It was agreed that members must use careful judgment when representing the Forum and, if necessary, seek input from the committee or fellow subcommittee members to ensure consistency and alignment with the forum’s position.
* In cases involving contentious issues, it was suggested that members bring these issues to the committee for discussion ahead of time.
* **ACTION:** Members are to provide feedback on the Constitution by 31 December 2024.
* **ACTION:** Kim to incorporate comments and update the Constitution.

New LFN Bid:

* Kim gave a presentation at the meeting, which had been developed in collaboration with Jane and Noshir. The presentation was approved during the meeting.

1. **Committee Activity**

Nine “Committee Activity” Reports circulated ahead of the meeting, and verbal updates provided at the meeting.

**Transport:**

* Meeting confirmed with Councillor Rezina Chowdhury on Thursday 12 December to discuss transport priorities. Key issues to be discussed include supporting the introduction of an Overground service in the area, encouraging the increased frequency of bus services, improving cycling infrastructure to support safer and more accessible cycling options, addressing road safety concerns outside The South London Theatre.
* **ACTION:** Tom to share the map of existing and proposed dockless bays with the whole committee.

**Thriving Norwood:**

Congratulations given to the new Coordinator appointment.

**Small Grants Scheme:**

* Odilon confirmed that 34 applications were received and nearly all applied for the maximum amount of £300.
* **ACTION:** Sophie to share the details of the winning applications with the Committee.

**Planning:**

* The Planning Subcommittee agreed to reflect on the overall role of the group and will present a proposal at the next meeting. A discussion took place on whether the Forum should create a new Housing Subcommittee to specifically address housing-related matters. A discussion took place on whether the Forum should create a new Housing Subcommittee to specifically address housing-related matters.
* It was noted that we don’t get information from Lambeth about licensing applications, even though Tim has tried to get this info on more than one occasion.
* **ACTION:** Tim will review the information we get from Lambeth regarding licensing and planning applications and will update the Committee at the next meeting.

**Heritage and West Norwood Cemetery:**

* Concerns were raised about changes to the conservation area in the Cemetery and potential loss of vegetation, unclear if more wildflowers would be a positive outcome.

**Education:**

* There was a mention of absenteeism in schools, with one in five children not attending regularly. Odilon said that a large amount of this is due to illness, so the figures are not a real reflection. Mental health and chronic illness were identified as contributing factors to the decline in school attendance.
* **ACTION:** Philip to share data on absenteeism at school.

**Norwood Community Safety Partnership (CSP):**

* Following a meeting between Jane, Kim and Philip it has been agreed that Norwood Forum would no longer co-host the NCSP due to the lack of direct accountability and concerns about managing data. Community safety remains an important area to the Forum, and we hope to send a committee member regularly to each of the four Safer Neighbourhood Panels in our area to strengthen our communications with the Police.
* **ACTION:** Philip, Jane, and Kim will agree on the wording to be used in any communications regarding the ending of the Forum’s partnership with NCSP.

**Lambeth Local History Forum:**

* Tim asked the Forum if anyone would like to organise a walk for LLLF, but no one volunteered.
* Tim also advised that the LLLF brochure was changing format.

**Representation on community groups:**

* There was an effort to assign Forum members to represent the Forum on various community groups. The group reviewed the list of responsibilities and called for volunteers to take on these roles.
* Tom agreed to be the Forum’s lead on parks.
* **ACTION:** Forum members are to review the community groups and indicate where they would like to be the representative by email to Sophie at info@

1. **AOB**

* Meetings will take place on the first Monday of every two months. Sophie to send out calendar invites for the whole of 2025.
* Social media will be added to next month’s agenda [February] for discussion.

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|  | **Actions** | **Who** | **Progress** | **Date** |
| 1 | Tom will continue to liaise with Lambeth Council to seek solutions for improving signage visibility (School Street). | Tom | In progress |  |
| 2 | Kim will share the Forum’s work on ‘Clean Air’ with Tom/Odilon who will review the material and facilitate a discussion on Clean Air at the next committee meeting. | Kim / Tom / Odilon | In progress | Feb |
| 3 | Wait to hear back from Elm Green School to determine strategies [if any] on child safety for the Forum moving forward. Tom to provide an update at the next Forum meeting [Dec mtg].  Philip to share data on absenteeism at school [Dec mtg].  Philip to provide an update at December Committee Meeting on parent patrols, data on pupil muggings and the actions schools are taking, so the committee can determine if additional support can be provided [Oct mtg]. | Philip | In progress | Feb |
| 4 | KH to write proposal for redrafting Constitution for the next meeting. | Kim | In progress | Feb |
| 5 | Sophie to explore setting up a separate email address for the planning subcommittee. This will be set-up in January. | Sophie | In progress | Jan |
| 6 | Ask Forum members which local partnership groups they would like to participate in. | Kim / Sophie | Done | Jan |
| 7 | Members agreed to submit the Conflict-of-Interest form by 31 December 2024. | Kim | Done | Dec |
| 8 | Members are to provide feedback on the Constitution by 31 December 2024.  Kim to incorporate comments and update the Constitution. | Kim | Done | Feb |
| 9 | Tom to share the map of existing and proposed dockless bays with the whole committee. | Tom | DONE | Dec |
| 10 | Sophie to share the details of the winning Community Grant applications. | Sophie | Done | ASAP |
| 11 | Philip, Jane, and Kim will agree on the wording to be used in any communications regarding the ending of the Forum’s partnership with NCSP. | Philip/ Jane/Kim | Done |  |
| 12 | Forum members are to review the community groups and indicate where they would like to be the representative by email to Sophie at info@ | Sophie | In progress | ASAP |
| 13 | Diarise Forum mtgs for next year. | Sophie | DONE | ASAP |
| 14 | Add social media to February agenda | Sophie | DONE |  |