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**Norwood Forum Committee**

**Tuesday 26 June 2018 at 7:00pm**

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

**Minutes**

**Present:** Ana Capone (ACa),Anne Crane (ACr),Kim Hart (KH), Su McLaughlin (SMcL), **Gloria Orosungunleka (GO)** (Vice-Chair)**,** Noshir Patel (NP) (Chair), Sunil de Sayrah (SdS) (Treasurer), Philip Virgo (PV) and Jan Ware (JW) (Secretary)

**Apologies:** Colin Fenn (CF)

**Also present:** Councillor Jackie Meldrum (JM),Sarah Coyte (SC) (Lambeth Council); and Tim Stephens (TS) (Administrator)

Noshir Patel in the Chair

1. **Introduction of new Committee**

Each committee member introduced themselves, providing a snapshot of their interests of relevance to Norwood Forum.

1. **Declarations of interest**

There were no declarations of interest.

1. **Environmental issues**

Jason Prentis (Communications, Education and Outreach, Veolia) and Tony Cullip (Operations Manager, Veolia) attended to discuss the list of grot issues identified by Norwood Forum through a series of walkabouts including that on 18 April attended by Veolia, and communications.

They advised that the necessary actions to address the problems at 44-64 Knights Hill were in hand and likely to take 2-3 months to implement. Re-implementation of two timed one hour refuse collection periods (and one for recycling) was key. Enforcement action had identified a few commercial premises without refuse/recycling collection contracts (with Lambeth, a private company or via Station to Station) and fixed penalty notices were issued.

Councillor Jackie Meldrum said one hour early morning and late afternoon collections did not match modern working hours and that thought needed to be given to where refuse at 44-64 Knights Hill and the street opposite was to be stored awaiting collection.

The following comments were made on other grot spot locations:

* Occasional missed refuse collections from market stall at end of Chestnut Road (by new crews).
* Pigeon droppings and dead pigeon at Thurlow Park Road bridge, and similar problems at other railway bridges. Veolia reported that an imminent meeting was to be held with Network Rail to clarify responsibilities and necessary actions. Pavements at bridges were scheduled to be jet washed four times a year.

Councillor Jackie Meldrum highlighted the need to liaise with new KFC take away/restaurant before its opening on its refuse disposal, recycling and street cleaning arrangements. KFC adopted a strict pick it up regime which might be helpful to share with other local businesses.

The Veolia representatives also reported on the possible trial use of pavement green bins (similar to grit bins) for bagged recycling. They had found recycling bag rolls too large for letterboxes, and so smaller packs were being looking into. They undertook to report back progress on the new issues raised, the grot spot list and 44-64 Knights Hill with key dates. They would come back to a future meeting as required. They would also feedback on the further role Norwood Forum can play in improving the local environment, e.g. through newsletter articles on recycling. PV would gladly assist with delivering leaflets to local businesses.

1. **Forum activities for 2018-19**

The Committee discussed the draft list and decided to allocate responsibilities as follows:

1.Mission statement -Not discussed.

2. Representatives on various bodies:

* Streetworks: two representatives - NP is the Chair of the Steering Group, JW the second representative; CF and SdS also attend (and SdS is the Treasurer)
* Norwood Planning Assembly: NP (vice-chair) (ex officio member) and SdS. PV also serves. Remaining places on Executive Committee to remain unfilled
* West Norwood Cemetery Advisory Group: Ann Kingsbury
* Norwood Action Group: NP
* West Norwood Cinema and Library Steering Group: NP
* Brockwell Park Community Partners: NP

3. Leads:

* Station to Station – Business Improvement District (BID): SMcL (not a formal position on the Board)
* Station Rise market: NP and CF will lead at the appropriate time

4. Areas of activity:

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| Role | Lead |
| Public meetings: schedule and organise |  |
| Norwood area: reputational issues |  |
| Community cohesion |  |
| Lead in connecting the community, e.g. via role as information provider |  |
| Widening Committee representation; i.e. Gipsy Hill and council estates |  |
| 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 | CF |
| Licensing issues: representations |  |
| Environmental matters |  |
| Greening issues |  |
| Parks liaison |  |
| Streetworks | NP/JW/SdS/CF |
| Police matters  Attend SNPs:  Gipsy Hill  Knights Hill  Thurlow Park | PV  JW  SdS  PV |
| Health: Clinical Commissioning Group activity | KH |
| Transport; TfL; Network Rail; GOVIA: Southern Railway and Southeastern | SdS (with Tim Bellenger) |
| Council ward levered funds: CIL funding/ s.137 monies | (TS circulated CIL report following meeting) |
| List of grant funding/public investment opportunities for the Forum | KH |
| Older people – e.g. Norwood Pensioners Group | SdS |
| Arts and culture | SMcL |
| Food and nutrition (e.g. Foodbank and Community Shop) | Sds/GO |
| Access to shops, businesses and other services: local economy | PV/SMcL/ACa |
| Station to Station: BID | SMcL/PV |

Ensuring all geographical areas of the three wards was covered was important and especially Gipsy Hill Ward. Consideration needed to be given to inviting a Ward councillor from each of the three wards to each committee meeting (in rotation). Councillor Jackie Meldrum would attend or establish a rota if an annual cycle of meetings could be established. Holding a public meeting in a new and relevant locality would assist extending the reach of the Forum.

Notes for the Grant funding applications workshop: SMcL to find and send to KH. The status of the Forum was not thought to be an impediment to grant funding applications. All Committee members were asked to think of ideas for projects that should be worked up.

ill might assist.

It was recognised that in undertaking the above activities, all Committee members should:

* Be undertaking the important role of aspiring to link all areas of the community (including hard to reach groups). A list of TRAs and other community organisations would assist
* Report back on relevant issues
* Promote newsletter sign-ups and the website at every opportunity.

1. **Minutes of last meeting (17.05.18) and matters arising**

Approved.

Noted that NPA had found breakfast meetings to be largely favoured by the business community. Seeking to establish better co-ordination with Station to Station would be taken forward by inviting the BID Project Manager (Susie Barlow; c.c. John Price) to the next or subsequent meeting. Current and future BID and mutual activity would be discussed. Station to Station to be a standing item on future agendas.

Social media review session: SdS would advise in due course.

Action points update:

4.: Delete. No response received from Cllr. Fred Cowell on this issue, which would now be subsumed under the culture strategy.

1. **Culture strategy**

KH reported on the proposal to develop a culture strategy for Norwood. This would cover the three wards (but this might need to be adjusted in view of the potential amount of work involved) as well as facilitate the development of the cultural and historical hub in West Norwood. This challenging piece of work would require an established process and consultation with relevant individuals and groups (attempting to reach as many local people as possible). It would have regard to both Lambeth’s Local Plan and the NPA developing Neighbourhood Plan.

The Committee was supportive of this initiative, and KH would circulate an example redacted project action plan; committee members should read this and report ideas. The culture strategy would be a standing item on each committee agenda.

NP would invite KH to attend the next meeting of the West Norwood Cinema and Library Steering Group (this was currently being rearranged).

KH would send SMcL her presentation to the AGM (16 June 2018).

1. **Forum communications**

The next newsletter would be published the next day, 27 June. A regular cycle was not being followed because of workload pressures, but articles were welcome at any time from all committee members and could be published initially on the website if time sensitive.

1. **Chair’s report**

NP reported on the LFN Away Day (24 June):

* One key suggestion was to consider what Norwood should look like in five years time. All Committee members were asked to make suggestions, perhaps by suggesting successful town centres to which Norwood could aspire.
* Lambeth was considering establishing a time bank for staff (each permanent staff member was allowed 21 hours per year voluntary service with local organisations). Norwood Forum would be able to bid for access to these services.
* LFN funding was guaranteed for the forthcoming year. Preparation of the Council’s LFN annual report preparation was underway and SC was seeking the supporting information for a funding application by mid-July for this purpose.
* He would invite Councillor Mohammed Seedat (Cabinet Member for the Voluntary Sector, Partnerships and Community Safety (job share)) to the next meeting.

1. **Treasurer’s report**

Norwood Forum was now holding the cash for Greening West Norwood.

1. **Other business**

Next meeting: Wednesday 25 July 2018 at 7pm at The Hope (unless NP could hire a room at The Rosendale pub at no cost). No annual cycle agreed. Future meetings should avoid Tuesdays (ACa) and Wednesdays (SMcL) (and possibly alternate between these days) and the second Thursday in the month (NP).

The meeting ended at 9:45pm.

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| **Action Points {date when discussed)** | **Who** | **When** |
| 1. Communications:  * Website * Newsletter * Facebook * Twitter * Social Media review session: who is doing what, how media connects and cover | TS  SdS  JW & SMcL  JW /SMcL/  SdS/NP  SdS | Every meeting |
| 1. Environmental issues {26.06.18}:  * Update grot list * Report back by Veolia on grot list * Report back by Veolia on communication issues | TS | ?25.07.18 |
| 1. Building social cohesion: possible public meeting on crime {11.01.18 & 08.02.18} | NP> Cllr Anna Birley |  |
| 1. Thurlow Park Road zebra crossing {11.01.18} | NP> Cllr Anna Birley |  |
| 1. Development of Forum co-ordination role: committee member attendances and report backs {26.06.18} | All | Every meeting |
| 1. Property c/o 3 Thurlow Park Road and 339 Norwood Road {17.05.18} | SdS |  |
| 1. GDPR and data protection: review position {17.05.18} | JW/TJS | On or before 01.06.19 |
| 1. Station to Station {26.06.18}  * Invite BID Project Manager (Susie Barlow; c.c. John Price) to the next or subsequent meeting * Standing agenda item | SMcL | Every meeting |
| 1. Culture strategy for Norwood {26.06.18}  * Circulate redacted action plan * Ideas * Attend West Norwood Cinema and Library Steering Group * Send presentation to SMcL * Develop strategy: standing agenda item | KH  All  NP & KH  KH  KH | Every meeting |
| 1. LFN Away Day (24.06.18) {26.06.18}  * Future Norwood (five years time): ideas * Supporting information: supply by mid-July * Funding application: prepare * Invite Councillor Mohammed Seedat to next meeting | All  NP  SdS  NP | 25.07.18 |