

**Committee Meeting Minutes and Actions**

**Monday 21 October 2024, 6.30pm - 8.30pm, at The Hope**

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

1. **Introductions & Declarations of Interest**
* Jane E welcomed new members to the first in-person meeting of the new committee, and also informed the committee that Viv Kind had stepped down from the Forum.
1. **Minutes and matters arising/updates on actions from last meeting**
* Tom provided an update regarding the visibility of signage around Rosendale School Street, noting that though Lambeth are doing some tree trimming, tree coverage is still obstructing some of the signs.
* **ACTION**: Tom will continue to liaise with Lambeth Council to seek solutions for improving signage visibility.
* The action regarding Viv's review of the Community Safety Partnership is no longer necessary.
* **ACTION:** Jane and Kim will review the outstanding actions from previous Committee meetings and provide an update at the December Committee meeting.
1. **Updates to the committee**
* Written updates using the new report form were distributed to the Committee in advance.

Public transport update

* Kim provided an update to the Committee on the transport workstream, explaining that a letter had been drafted to Councillor Rezina Chowdhury, which included the community-collected transport data.
* It was agreed that the Forum's proposals should be presented to the Council, after which a strategy will be developed for engaging with other stakeholders, such as London Travel Watch or station managers.
* There was a debate about whether to incorporate the Forum’s work on Clean Air into the letter to the Council and it was agreed to reference it but that this was a standalone item.
* Kim advised that at the time of our previous work, Norwood’s air quality was shown to not be the worst among London’s boroughs. Data can be viewed at the London Air website.
* **ACTION:** Jane will review the transport subcommittee letter before it is emailed to Councillor Rezina Chowdhury.
* **ACTION:** Update Tom’s report with Judith Kavanagh’s comments and circulate to the Committee and issues relating to Gipsy Hill shared with Friends of Gipsy Hill.
* **ACTION:** 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.
* **ACTION:** The Committee to share any new comments regarding the transport workstream via the Forum’s WhatsApp group.

West Dulwich consultation

* Tom provided an update on the Forum's meeting with Lambeth Council in September regarding projects in West Dulwich, including the street Improvements, the Controlled Parking Zone (CPZ), and the extension of the Healthy Route from Brockwell Park to Gipsy Hill. He pointed out that the approach was not well-coordinated.
* It was noted that the Forum cannot pursue a follow-up meeting with Lambeth on this issue pending funding allocation, but the report outlines the potential for Norwood Forum to make the case for a strategy for our area, with involvement from local councillors.
* It was noted that some parents perceive that since they cannot pick up their children with the new School Streets in place, they have concerns that this has led to an increase in muggings.

Community Grant Scheme & Feast update

* Four applications have already been submitted, with another expected soon. Kim confirmed that we can allocate 10 to 12 grants, with a budget of around £1,200. In the previous round, we received 17 applications.
* Kim noted that the Forum reaches about 13,000 people through the website, newsletter and social media channels, and that we will promote the Community Grant Scheme through these platforms.
* **ACTION:** Committee members asked to promote the Community Grant Scheme.

Heritage
West Norwood Fountain

* Tim reported that damage to the historic marble drinking fountain (Mrs Woodford Fawcett Fountain) located on the pedestrian island at the junction of Norwood High Street and Knight’s Hill has been reported to Lambeth’s Conservation Officer.
* **ACTION:** Tim will monitor the situation and provide any updates to the Forum.

West Norwood Cemetery

* There are four co-opted vacancies on the Shadow Strategic Partnership Board and Tim has already recommended that one of the places be filled by someone with horticultural or biodiversity expertise.
* The Cemetery Board has a significant workload, with numerous tasks to complete within a tight period, including the visitor centre, which is set to be finished in early 2025.
* **ACTION:** Tim and Sue to flag missing areas of knowledge and/or local organisations as potential co-optees to the new the Shadow Board, such as the South London Botanical Institute or St Christopher’s Hospice.
* **ACTION:** Tim to provide an update on Lambeth Local History Forum (LLHF) at next Committee meeting.

Thriving Norwood

* Kim explained that the shortlisting meeting for the Thriving Norwood Coordinator was to be held on 21 Oct, with interviews quickly afterwards.

Planning

* Several ongoing small planning applications were discussed, including concerns regarding the establishment of a children’s home at 89 Elder Road (SE27 9NB) and 192 Norwood Road (SE27 9AU) becoming an adult gaming centre.
* Lambeth Council has not credited Norwood Forum’s objections relating to 192 Norwood Road.
* **ACTION:** The planning sub-committee to discuss the issues related to Elder Road with local councillors.
* **ACTION:** Tim to contact Lambeth regarding 192 Norwood Road to ensure that Norwood Forum’s comments have been recognised in Officers’ report.
* **ACTION:** Jane P to flag concerns with 192 Norwood Road applicant with Councillor Olga FitzRoy.

Community Safety Partnership

* Andrew reported on behalf of Philip, who was unable to attend.
* Sue highlighted that 18% of children are absent from school every day.
* Questions were raised about the data available on the number of children being mugged after school.
* It is known that parent patrols are being organised after school to help ensure children's safety.
* Discussion about what actions schools are taking in response to muggings of students after school, and whether they are collaborating with the police on this issue.
* **ACTION:** Philip to provide an update on parent patrols, data on pupil muggings and the actions schools are taking, so the committee can determine if additional support can be provided.
1. **Governance & 'Getting our House in Order’**

Code of Conduct & Constitution

* A full report ‘Constitution, Declaration of Interests and Code of Conduct’ had been circulated with the agenda and which was accompanied by two appendices: recommended Conflict of Interest Policy and recommended Declaration of Interests form.
* Jane explained why we were having this discussion: 1) with the growth of the Norwood Forum Committee, there is a need to ensure all new members are clear about their roles and responsibilities, and for us to avoid missed or mixed communications; 2) there is a recognition that the current Constitution fails to capture some key guidance; and 3) to help make the running of the Forum manageable and enjoyable for all.
* It was agreed that a new Constitution should be drafted which is clear and concise.
* There was a debate on the content of the proposed Declaration of Interest form and whether or not this should be published with particular concerns raised about committee members personal details being open to the public. And also, the distinction between Declaration of Interest and Conflict of Interest
* The existing process of inviting Declaration of Interest at the beginning of each meeting was agreed would continue.
* **ACTION:** Committee members to raise issues of concern by email.
* **ACTION:** KH to write proposal for redrafting Constitution for the next meeting.

EDI & Privacy Policy

* Concerns about GDPR and personal data were raised, and it was confirmed that the Forum does not share personal data without consent. All Committee members must comply with the Forum’s Privacy Policy.
* Agreed by everyone at the meeting that they are comfortable sharing their personal data with one another within the remit of the Committee.

Communications

* The need to manage email and WhatsApp communications effectively was emphasised, with Kim noting the high volume of emails sent to the Forum’s inbox.
* **ACTION:** Only email info@ if something cannot be shared on WhatsApp, is urgent – urgent items may still be seen sooner on WhatsApp, or that Sophie needs for her work or to file
* **ACTION:** Sophie to explore setting up a separate email address for the planning subcommittee.
* **ACTION:** The Committee to provide feedback on the new report templates so that useful and more concise summaries are produced.

Frequency of meetings

* **ACTION:** Transition to in-person meetings every two months, with sub-groups meeting in the intervening months.

Appointment of new Chair, timeline & process

* **ACTION:** Jane E stated that she is serving as an Interim Chair and welcomes discussions with anyone interested in the role of Chair of the Forum.
* **ACTION:** Ask Forum members which local partnership groups they would like to participate in.
1. **AoB**
* The Forum has been invited to attend the Remembrance Day service at Vincennes War Memorial. It was agreed that Sophie would lay the community wreath, and Kim will ask the Thriving Norwood network for a community member to accompany her. Any committee members are welcome to attend.
* **ACTION:** Kim will approach Thriving Norwood network regarding attendance at the Remembrance Day service.
* The Committee then discussed the possible closure of Jubilee Primary School for Deaf Children and the response to the consultation that Sue has prepared on behalf of the Forum. Kim suggested we quickly ask for the data the draft says is missing, which was agreed, as this could impact our response.
* **ACTION:** Odilon will review Sue’s response to the school consultation and Jane will review the final version for submission.

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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 | Jane and Kim will review the outstanding actions from previous Committee meetings and provide an update at the **December** **Committee** **meeting**. | Jane / Kim | In progress | Dec |
| 3 | Jane will review the transport subcommittee letter before it is emailed to Councillor Rezina Chowdhury. | Jane / Kim / Tom / Bryn |  |  |
| 4 | Update Tom’s report with Judith Kavanagh’s comments and circulate to the Committee and issues relating to Gipsy Hill shared with Friends of Gipsy Hill. | Tom / Kim / Sophie |  |  |
| 5 | 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 | Dec |
| 6 | The Committee to share any new comments regarding the transport workstream via the Forum’s WhatsApp group. | ALL |  |  |
| 7 | Committee members asked to promote the Community Grant Scheme. |  |  |  |
| 8 | Re: Fawcett Fountain: Tim will monitor the situation and provide any updates to the Forum. | Tim | In progress |  |
| 9 | Re Cemetery: Tim and Sue to flag missing areas of knowledge and/or local organisations as potential co-optees to the new the Shadow Board, such as the South London Botanical Institute or St Christopher’s Hospice. | Tim / Sue |  |  |
| 10 | Tim to provide an update on Lambeth Local History Forum (LLHF) at **December Committee meeting.** | Tim |  | Dec |
| 11 | The planning sub-committee to discuss the issues related to Elder Road with local councillors. | Planning sub-committee |  |  |
| 12 | Tim to contact Lambeth regarding 192 Norwood Road to ensure that Norwood Forum’s comments have been recognised in Officers’ report. | Tim |  |  |
| 13 | Jane P to flag concerns with 192 Norwood Road applicant with Councillor Olga FitzRoy. | Jane P |  |  |
| 14 | 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. | Philip |  | Dec |
| 15 | Re Governance / Code of Conduct / Constitution: Committee members to raise issues of concern by email. | ALL |  |  |
| 16 | KH to write proposal for redrafting Constitution for the next meeting. | Kim |  | Dec |
| 17 | Only email info@ if something cannot be shared on WhatsApp, is urgent – urgent items may still be seen sooner on WhatsApp, or that Sophie needs for her work or to file | ALL |  |  |
| 18 | Sophie to explore setting up a separate email address for the planning subcommittee. | Sophie | In progress |  |
| 19 | The Committee to provide feedback on the new report templates so that useful and more concise summaries are produced. | ALL |  |  |
| 20 | Transition to in-person meetings every two months, with sub-groups meeting in the intervening months. | Sophie | DONE |  |
| 21 | Jane E stated that she is serving as an Interim Chair and welcomes discussions with anyone interested in the role of Chair of the Forum. |  |  |  |
| 22 | Ask Forum members which local partnership groups they would like to participate in. | Kim / Sophie | In progress |  |
| 23 | Kim will approach Thriving Norwood network regarding attendance at the Remembrance Day service. |  |  |  |
| 24 | Odilon will review Sue’s response to the school consultation and Jane will review the final version for submission. | Sue / Odilon  | DONE |  |