

COMMITTEE MEETING - MINUTES
Monday 25th April 2022 from 6.30 pm – 8.00 pm
Zoom conference – Minutes were recorded

Presents:

Geoff Biggs, Jason Swerling, Keith Cookson, Sophie Nguyen, Sadia Moh, David Boothroyd, Diana Hare

1. Opening – Welcoming to new attendees

Presents Guests: Phydellis Rochester

2. Apologies for absence

Father Henry and Joyce Calvin.

Nicole has stepped down as a forum member, but she has proposed to offer her services at different and occasional events.

3. Minutes and matters arising

Agreed as accurate

Bank Authorisation – update

Geoff is being the only signatory and Sadia has been added in the account but need to get authorised online. Toby and Jack's signatures are still active because we need to have two authorisations to get payment made.

AGREED: Keith will complete the necessary forms to be added to the Forum Bank Account.

4. Working Groups Updates

1 Green Westbourne (new group adopted in our last Meeting)

a) The Big Westbourne Walk

Happy Lizzy is organising the "Big Westbourne Walk" event on Saturday 21st May 2022 from 11.00 am – 1.00 pm with family activities trail from Brunel Estates, Brindley Estate, Grand Junction and ending at Amberley Estate. Although not being present at this meeting, the Westbourne Working Group has been planning this event with Happy Lizzy and is still active.

AGREED: Sadia to send Jason copy of the flyer to promote this event on the Forum Website.

Note: Lizzie Fletcher is on maternity leave but has delegated the Green Westbourne project to continue and she has created a WhatsApp group platform with 25 different people to share ideas of green projects around Westminster. Lina will be heading this project after 21st May. A plan will be set up with different project to be achieved on termly basis.

2 Events

a) Westbourne World Festival Review (12th March 2022).

- The festival was contracted to Happy Lizzy to organise.
- It was well attended – 463 people
- Tasty food with only 5% left over but was not wasted.
- Rated excellent event from 40 feedback questionnaire
- Music to start perhaps at the beginning of the event due to the children active around the stage.
- Some workshops went well but not others **AGREED:** Geoff to speak to Lizzy to review for the next time.

The event cost was £6,500 approximately £13.00 a head. Good value for food and entertainment

b) *Summer Festival Plan 26 June*

Geoff has completed and submitted a fund-raising application for £9,000 to the National Lottery who are usually quick in responding.

He will also complete another application for £6,000 to the Ward Budget at WCC. There might be a bit of setting up due to the ward boundaries changes, but the review and process of application is set on 9th May 2022.

The next meeting for Westbourne Forum Summer Festival Steering Group will be on the 12th of May, Lizzy will notify the people on the planning group.

Planning

a. *Neighbourhood plan*

- Keith is still developing ideas on housing.
- Father Henry has been overseeing the drafting of the plan and looking also at the green areas, but he is leaving the Forum by end of June 2022.
- No report regarding basic evidence from the community on what they want in their area due to the volunteer leaving.
- idea of using the students to create a questionnaire or an activity to engage with the community in summer festival is now cancelled as students didn't respond.

Proposals and suggestions

- Need someone to take over Father Henry to write the NP.
- Locality Grant and CIL fundings to help hire a consultant to draft the NP.
- A need to agree the NP priorities (previously suggested priorities: Housing, Green Open Public Space, the Canal, and Transport – Cycling and pedestrian routes).
- It was agreed that Keith will meet with Aiden Marshall to get his views on legitimate and non-legitimate policies comments. The meeting has now been scheduled for Friday 29th April 2022.

AGREED: Keith will email the committee with the feedback and will also raise Sophie's questions at the meeting.

AGREED: Sophie to ask Fr Henry to support the Forum in putting an application to the Locality funding to employ an expert to help with the Neighbourhood planning as the Forum needs to know what will be asked from the volunteers or consultant employed with Locality Funding.

b. *CIL*

Process for CIL might change with the New Administration.

c. *Planning updates*

- Outstanding main application is St. Mungo's almost ready for the Officers to write it up and put it before a committee by May or June 2022
- The Collective development will be going ahead as an approved application.

5. Community Development Worker

Update

- Trust of London has funded Sadia's role for another two years. The amount of funding is less than previous two years. Limited resource for printing/Workshop
- Sadia continues to network and getting involved locally and involved in Parent Voices project
- Floating Classroom has provided three free boat trips on the river for the community. Through these events, Sadia will continue to promote the Forum, engage the community, and recruit new Committee Board members.

To continue to promote activities on the Forum Website.

AGREED: to Add Jason on the Westbourne Network group.

6. Finance Update

- Balance in Account: £265.93
- The £5,935 are the two checks that haven't been banked by Happy Lizzy.
- Surplus money has been used for the Westbourne World Food Festival.
- Unsuccessful funding from the North Westminster Fund.
- Less spending this year for the Westbourne World Festival – Need to be reviewed
- Communication spending: The Forum's logo has been updated and Jason has been doing a great job with the website. Money was previously allocated for setting the Website, so this needs to be changed now.

- £1000 for community workshops

Income

- Award for all: application submitted for £9,000 for summer festival
- Locality fund will go under other sources

AGREED: Geoff will email the budget update to all the committee.

7. **Governance**

Elections – 15 October TBD

- Proposal to hold an AGM/Community Event on the 15th of October as a nominal date where all committee members would stand down to be re-nominated through a process of elections. AGM event is an open meeting where anyone can stand.
- A need to invite people from different areas, volunteer organisations/businesses/residents who might also be interested to join the Forum.
- Need to recruit people to put themselves forward.
- All members wishing to be part of the Board Committee will have to complete the Forum Board Committee form to join in
- Anyone can join a meeting but only the Board Committee members can vote on decision making.

AGREED: Geoff will put in place a process with a framework to discuss and finalise at the next Committee Meeting.

8. **Any other business**

Set new goals 22

- Forum Agenda: Looking for elections to recruit new Board for a 3-year period.
- AGM 15th October.
- To deliver two community wide events.
- To adopt Green Westbourne as a working group and see projects progress.
- To develop a Neighbourhood Plan (to discuss further at the next meeting).
- New logo.
- To continue to develop communication.

AGREED: Geoff will email new logo when finalised to Jason.

Fob for accessing some building in Westbourne Ward

AGREED: Sadia will email Keith with the issue.

9. **Date of next meeting and conclusion**

18.07.22 at 6.30pm zoom.