

**Forum Committee Meeting
Monday 10th October 2022 from 6.30 pm
Zoom Conference
MINUTES**

Presents: Geoff Biggs, Sadia Moh, Lina Alchami, Jason Swerling, Cllr Angela Piddock, Sophie Nguyen, Keith Cookson, Cllr David Boothroyd, Diana Hare

1. Opening - Welcome to new attendees

the Chair welcomed all attendees. No new attendees

Please note Sophie is leaving after being a member of the Forum for five years. It is her last meeting with the Forum. Geoff thanks Sophie for her 5 years participation and hard work with the Forum. She will be invited to Forum's events.

2. Apologies for absence – No apologies

3. Minutes and matters arising

Minutes - agreed as being accurate.

Bank Authorisation – update

AGREED: Sadia and Geoff to discuss outside this meeting.

4. Working Groups Updates

4.1 Green Westbourne working group - Update

- The Floating class offered two community trips for Westbourne and Church Street Wards Neighbourhood Forums. The last trip was focussed on getting the local elderly residents on board. 21 participants joined the trip, and the outcome was remarkably successful. Great feedback.
- Trip to Kew Gardens was organised last summer by Moya from Urban Wise for the community. Volunteers' community champions were involved as well as some community members including children. The focus was to connect with nature. 23 people attended this trip.
- Westbourne Green gardening is still active and is now attracting more elderly residents.
- The Great Big Green Week organised by WCC. A stall was provided for the Westbourne combined with Church Street. It was to promote the climate change with the help of community Champions from both wards. Planting seeds activity was provided whilst promoting nature and local activities. Good attendance.
- Geoff and Happy Lizzy also organised litter picking for the children during summer. Children enjoyed the day and gain experience. There will also be a new planning for October holiday scheme to organise some plastic picking including the canal.
- One Westminster "Time & Talents" program for volunteering organised a gardening day to landscape outdoor space at Grand Junction to contribute to the Great Big Green Week. They planted some flowers along GJ as well as near the GJ café.
- Allotment: Elderly regular visits from Forrester Court Care Home are attending the gardening activity.
- Women's Cycling Group activity has now restarted, and it has been very successful. This activity is open to people living around Westbourne, Harrow Road, Queen's Park, and Church Street areas. The sessions are held every Thursday for beginners and Advance levels. More women are coming along to join this activity.
- Forum Website: Power Point report display on the website – to discuss outside meeting.
- Flyers Not on PDF format from other sources cannot be displayed: SM to raise issue with the local organisations.

4.2 Events working group

- International Festival and Elections – Date set for 11th March 2023
- Proposal to combine the Elections with the International Food Festival.
- Happy Lizzy, contracted organiser, has been notified of starting a planning schedule.

- A suggested date in November to meet and start organising a plan and invite organisations who wish to participate.
- The event will be promoted in January 2023.

4.2 Planning working group- Update

The planning sub-group has been active for the past year and half. Due two members leaving the Forum, a decision for developing a NP or Community Right is now for debate.

Keith, Diana, and Sophie met last week and discussed what will be the future of the Subgroup.

Outcome: A NP will take a length of time and will also require professional skills from a consultant to carry out the work. Although the NP will allow to have CIL money, it will still involve a great amount of work and it could take five years to get it finalised.

Advice was provided by WCC mentioning that there are two routes that can either be developed to access CIL money: apply for Community Right to build over projects - i.e., small developments which can include many infrastructures for instance parks, but this will need to be confirmed. The Forum doesn't need to have a NP for that, but it will still require a community consultation.

They also discussed if the Forum is to be evolving and shaping the urbanism of the area. It will need to apply for a grant to have a consultant who will identify whether to go ahead with the NP or for small developments and the Forum will lead the project. Keith has volunteered to do the application to get the grant and Sadia has been assigned to the community involvement. Diane is keen to participate. There is still a need employ a paid consultant.

If the Forum decide to go ahead with small projects, it will be advisable to look at what WCC are involved in to avoid duplication. In addition, the use of vacant or semi-vacant properties are very important and it is being look at now by WCC.

It was also discussed that there will be a need to identify small manageable projects that can be done in a short period of time whilst pausing for a NP until a decision is made. These small projects would not require a consultant and CIL money could be used for these small developments. It is also important to stress that this will require someone dedicated to lead on these projects. To also note that CIL money will not fund major work but will remunerate someone to run the projects.

Next Step - Summary

- To put the NP on hold for the moment.
- Identifying the projects.
- Work on smaller scale manageable projects.
- Exploring internally to find out what are the barriers and what could be done.
- Trying to liaise with Place Shaping identifying a project and then putting a proposal together.
- Identify who could deliver this project within the council.
- Writing a CIL proposal on behalf of the Forum and how it could be delivered.
- Keith offered to do the application for small cost of the project.
- Setting up meetings where ideas could be shared towards small projects and decide what are the priorities and then engage with the community.
- There will be a need of subgroup committee to engage and organise planning meeting.
Keith offered to help and support a project but has also to prioritise his work as WCC Officer.

AGREED: Keith and Diana to email Geoff with some available in end of November. Geoff to finalise the date and invite all the committee members. Anyone with ideas prior to the meeting, please email them Geoff.

5. Community Development Worker

Update

Outreach has taken place by distributing over 360 flyers to some local buildings in the area but so far, no response of interest in joining the Forum from the community. Two residents met at the allotment seemed to be interested in joining and waiting for their response. The outreach will continue to target the residents and talk to businesses.

Website - Update

Some technical issues in displaying flyers were raised: Flyers are to be on PDF format, Forum Facebook hasn't been used. A need to target other local organisations to let them know about the Forum Website.

AGREED: Communication Subgroup committee to discuss and finalise issues.

6. Finance Update

Accounts Report

Please see account details which were distributed by email.

- Bank Balance: 12,236 - £7,733 Summer Festival (Happy Lizzy hasn't managed to bank her check)
- Actual balance: £4,503.93
- The Forum received a grant from the councillors for Summer Festival and it was gratefully received which gave the Forum a cash flow.
- There has been no spending since our last Forum meeting. So far, no new application for further funding.

The actual balance might not be sufficient to hold the Global Food Festival in March and the elections, and there is also a need to keep £500 in the account.

7. Governance

Elections - Update Meeting

Geoff, Cllr Angela, and Jason have met and focused on the planning for the elections rather than looking at the Constitution.

- Proposed date for the event: 11th March 2023
- 20th November 2022 – an election application form has been produced which will be emailed to all the committee members for any comments.
- December 2022 – to send out the application forms to targeted list and promote the elections.
- Members of the Committee have been asked to help talking to people they may know who community minded residents are to come on board for an initial chat prior to the elections. To contact Sadia or Geoff.
- Other means of promotion: Use of WCC publication to businesses coming up soon.
- Proposal: Cllr Angela Piddock will be having a meeting at Westminster Academy with the headteacher, and pupils and she will promote the elections. Pupils could co-opt rather than participate. She will also try to find out which teacher was interested in the past in the Green Westbourne – Lina will also try to help.
- There will be a meeting on the first Thursday of November to take this process forward. We will invite everybody to this meeting.

Code of Conduct - Abby Jan Dharamsey

Geoff has emailed Abby but had had no response. Abbey will not be able to stand at the elections until he addresses the issues that are still outstanding. His application will not be accepted. The forum is to be promoted as a constructive and positive platform.

Forum of Forums meeting

Note: Geoff went for the first time to Forum of the Forums meeting and discovered that they are 16 forums such as ours in Westminster. It is a good platform where ideas could be shared and that could be helpful for our forum.

8 Any other business

Westbourne Green

Chair's suggestion: to have some more input from Cllrs Angela Piddock, Cllr Adam Hug and Cllr David Boothroyd in term of how to bring relevant issues and items to the Forum meeting.

Cllr Angela agreed to this proposal.

9. Date of next meeting and conclusion

23rd January 2023