

Highgate Neighbourhood Forum – Committee Meeting Tuesday 19th March 2013

Present: Maggy Meade-King, Ian Henghes, Michael Hammerson, Harley Atkinson, Neil Perkins, Louise Lewis, Martin Adeney, Stuart Cox.

1 Minutes: Harley Atkinson

2 Apologies: Elspeth Clements, Judith Hermer, Susan Rose, Marie Helene English, Cllrs Valerie Leach, Maya de Souza and Sally Gimson.

3 Last Meeting Minutes

The minutes of the previous meeting were approved.

4 Matters Arising (not on agenda)

None

5 Prince's Foundation report and future support

The section of the Foundation offering support to NFs is closing down. A consortium has won the contract for support and administration of funding for producing Neighbourhood Plans. Applications need to be submitted soon: guidelines will be published on April 15 and applications can be submitted from May 1.

Action MMK

There are now several plans in progress across the country, and one has been approved.

6 AGM and Constitution

The AGM will be on Thursday May 23 at 7.30pm, in the Murugan Temple on Archway Road. The main agenda items will be reports from Chair, Treasurer and planning working groups, and the election of next year's Committee.

Action MMK

A number of proposed changes to the Constitution were discussed, based on a precirculated paper. Changes (to be proposed at the AGM by the Committee) were agreed to sections 2.1, 3.2 (removing the reference to Appendix 2), 3.3 (reduce quorum to 7), 3.7 and 3.17 (adding a sentence on conflict of interest). It was agreed to delete Appendix 2 (list of affiliated organisations) and refer to the web site. HA will draft the changes for approval.

Action HA

7 Register of Committee Members' Interests

HA tabled a paper outlining a possible format for this (contents and accessibility) which was generally agreed: disclosable interests should not include home addresses or addresses of other property; the Register should not be available on the web site but only on [reasonable] demand. HA will draft a form for Committee members to register interests, noting that this will only be implemented in full for the 2013-14 Committee.

Action HA

8 Electronic filing system and IT matters

IH outlined two proposals: for email archival, and for document sharing and storage.

Emails of potentially lasting significance will be archived by copying to an archive address. Retrieval will be aided by including a keyword in the subject line. This provision was agreed and IH will set up the archive.

Action IH

The use of Google Drive for document storage and sharing was discussed and generally approved. IH will produce further guidelines on its use and will set up a folder structure for use.

Action IH

9 Bank account

An account has been opened with the local LTSB branch.

10 Membership

Nothing to report.

11 Schools

MH reported on a successful and stimulating meeting with students and staff at Highgate School. A note will be distributed.

Action MH

12 Plan working groups

MMK reported that the five working groups were progressing, and that in addition appendices would be developed by a number of locality groups: current locality groups cover the Wellington, Highgate Station, Archway Road, the village core and the Highgate Bowl.

13 External meetings

MMK and EC have met the TfL officials responsible for inner London boroughs (including Camden) and outer London boroughs (including Haringey) to discuss bus routing, the future of Highgate station and a number of other issues. TfL is still refusing to re-site the Pond Square bus terminus but this is still being pursued.

MH and others have met Haringey conservation staff to discuss habitats (including bats).

MMK and MH have met Simon Lee of City of London to discuss the Heath Ponds Project and the impact of this on the Neighbourhood Plan.

Meetings are planned with the new Haringey Chief Executive for both HNF and Highgate Society – MMK will ensure that there is no overlap in representation.

Action MMK

14 AOB

LL requested an overlay for maps showing the Area boundary. IH may be able to provide.

MMK pointed out that work needed to be done on connecting with residents and other potential members who do not fall within affiliated organisations.