

Highgate Neighbourhood Forum

Committee Meeting Minutes

Date: Tuesday 3rd September 2013

Time: 7.30-9.30pm

Attendance from: Maggy Meade-King, Michael Hammerson, Louise Lewis, Allan Rapley, Stuart Cox, Alicia Pivaro, Neil Perkins, Elspeth Clements, Simon Briscoe.

Apologies: Susan Rose, Dion Watts, Harley Atkinson, Cllr Valerie Leach, Jim Meikle, Cllr Rachel Alison

Minutes: Approved from last meeting. No matters arising.

Communications and Consultations Strategy

- Maggy highlighted the previously circulated strategy but expressed that to move forward we needed clarification on when the plan would be ready for consultation. The consultation would focus on reaching people we had not yet reached.
- There were concerns that the plan would be too long to communicate and Maggy assured that there would be a leaflet with a simplified version.
- Because of the length of the plan there was a consensus that each group could focus on a different part of the plan and use a different method of consultation.
- It was noted that interest in the website and group was higher after leafleting at events.
- Comms and Consultation Group to meet on Tuesday 17th of September and give a further update

ACTIONS:

- Maggy to send out remaining flyers to for people to distribute at local events

Finance

- Neil gave an update on the Community Development Fund. We have received 90% of the grant and will receive the remaining 10% on completion of the project. We have to submit monitoring reports on project progress. The first report is due on the 16th December
- Because of the time taken to process the grant some of the dates have changed and we need to get back to them with an end of project date.
- Stuart highlighted that it would be good to start looking at who would deliver the design/print aspects of the plan.
- The bank balance is £140

ACTIONS:

- Maggy and Neil to decide on an end of project date to give to the funders.
- Stuart to give Maggy contact of designers who work for Jacksons Lane

Incorporation/charitable status

- Allan gave an update on his research onto whether it would be worth the HNF becoming a charity. He concluded it would be very onerous as it would be a massive amount of extra work that at this time we could not deliver.
- There was still a question of how we receive funds if we are not a charity and that other forums must be coming up against this. More research needed on Community Interest Companies.

ACTION:

- Neil to investigate Community Interest Companies.

Updating Website

- Ian highlighted that he needs more input from the groups on their activities to enable more activity on the website.
- There was suggestion to Elspeth that drafts of the plan be made available on the website for people to discuss
- A questionnaire based on questions provided by the groups has been produced and can be broken up into several short surveys for the website.

ACTION:

- All groups to give a regular update to Ian and Maggy either by

email or phone so they have information to update the website

Progress on the Neighbourhood Plan

- Elspeth gave a printed update of material that had received since her last update to show progress.
- Elspeth highlighted that Google Drive was not working for some people and was making the progress harder.
- Elspeth confirmed that she thinks the plan will be ready by October for consultation to begin in the first week in November.
- Elspeth had sent a rough draft of the plan for feedback but did not get one response. Simon suggested we should all be much more direct in our emails and ask for help. Stuart suggested writing “Must Respond” in email headings
- It was acknowledged there had been a dip in energy due to summer but now we are in September there should be fresh energy.
- Elspeth felt that she needed more assistance in the contacting of property/business owners but it was agreed this needed more thought as to what we would do when they respond.
- Simon suggested sending an update of the plan weekly.

ACTIONS:

- Elspeth to contact Amy Tyler Jones for more advice on the contacting property/business owners.
- Maggy to look at redrafting the letter that is going out to property/business owners
- Jim and Elspeth to email each group and ask them to send the images and graphics they think will be included in the plan
- Ian to liaise with Jim on finding a solution to the Google Drive issue.

AOB: Maggy informed the Committee that she was leading a group of Forum members to talk to TfL about traffic and transport issues on Sept 12.

The Meeting was also informed that there had been a planning application for housing on the Southwood Nurseries site in the Bowl. A joint working party of the Forum, the Highgate Society, the CAAC, the HVBA and the Harrington Scheme was taking forward opposition to this and formulating alternative proposals for the site.