

# Highgate Neighbourhood Forum Committee Meeting Minutes

**Date:** Tuesday, June 3, 2014 Time: 7.30-9.30pm

**Attendance:** Martin Adeney, Rachel Allison, Harley Atkinson, Simon Briscoe, Elspeth Clements, Michael Hammerson, Cllr Bob Hare, Ian Henghes, Louise Lewis, Hannah Liptrot, Maggy Meade-King, Cllr Liz Morris, Alicia Pivaro, Allan Rapley, Christopher Riley, Christoph Schedl, Gail Waldman

**Apologies:** Cllr Martin Newton, Neil Perkins, Susan Rose, Cllr Clive Carter

**Minutes:** Approved from last meeting (31 March 2014). No matters arising.

## **Election of Chair**

It was agreed that Rachel Allison be elected as Chair of the Highgate Neighbourhood Forum Committee

## **Election of other officers**

The election of other officers were agreed as follows:

- Vice Chair – Simon Briscoe
- Secretary – Christopher Riley
- Treasurer – Neil Perkins

## **Appointment of other posts of responsibility**

The appointment of other posts of responsibility were agreed as follows:

- Neighbourhood Plan – Elspeth Clements
- Communications – Maggy Meade-King
- IT – Ian Henghes
- Membership – Louise Lewis

## **ACTIONS:**

- Alicia Pivaro to promote Membership of HNF at the school fairs over the summer:
  - Highgate School – 21 June
  - Highgate Primary – 28 June
  - St Michael's – 5 July

## **Neighbourhood Plan – Elspeth Clements**

Elspeth Clements updated the committee on the current status of the plan.

The plan has been split into 20 policies in total, which have been embedded into 5 headings.

It is intended that the plan will be circulated to Camden and Haringey in

July/August 2014 for comment.

The plan will be circulated to residents in September 2014.

**ACTIONS:**

- Simon Briscoe to draft letter for the Chair to send to both Camden and Haringey confirming the procedure - and notably the evidence requirements - in cases where the Forum wants policies already adopted in one borough to apply in the other, i.e. across the whole of the Highgate area.
- Elspeth Clements to check if HSG11 is in place in Camden.
- The Chair to contact owners of the proposed development sites to inform them of the ideas in the plan.
- Members were urged to look at the Exeter St James model for reference: [www.exeterstjamesforum.org](http://www.exeterstjamesforum.org)
- Communications Group to investigate the production of illustrations/pictorial/graphs, in particular for the proposed development sites and sustainability tree.
- The Chair to contact Simon Martini regarding maps for the plan.
- Maggy Meade-King to contact Janet Boston regarding drawings for the plan.
- Elspeth Clement to produce a document outlining what is left of on the matrix that is not included in the plan.
- **Members to provide further evidence where required on policy as indicated on the document that was circulated at the meeting by 23 June 2014.**

**Communications and Fair in the Square (June 14) – Maggy Meade-King**

**ACTIONS:**

- Maggy Meade-King to reconvene the Communications Group and when the draft consultation report is ready, produce a paper for the next meeting.
- To utilise the stall at Fair in the Square to inform residents of the action plan and use the opportunity as a membership drive.
- To continue the good work with Social Media and the Newsletter.
- The Chair to send text for newsletter to Louise Lewis.
- Alicia Pivaro to create a doodle poll to create a rota for the HNF stall.

**Action Plan: Implementation and working groups – Maggy Meade-King**

It was noted that the action plan is a working document that will be the continuing life of the Forum.

**ACTIONS:**

- To promote the action plan at the Fair in the Square and School Fairs over the summer to engage the community in the different topics and build momentum.

**AOB**

**ACTIONS:**

- The Chair to invite Council members from Haringey and Camden to meet with members of the Committee.
- In Alan Marriott's absence it was agreed that Cllr Martin Newton be asked to oversee the Wellington Gyratory aspect of the Plan.
- Rachel Allison to seek advice from the DCLG regarding Indemnity Insurance.
- Ian Henghes to circulate information on the Google Drive workshops being held at the Highgate Society.

**Date of next meeting**

The committee will be canvassed on a date for the next meeting.