

HAMPSTEAD NEIGHBOURHOOD FORUM COMMITTEE

Minutes of Meeting

Wednesday, 7 January 2015, 6:30 pm

Attending: Bob Buhr (BB)
Melissa Remus Elliot (MRE)
Stuart Flude (SF)
Janine Griffis (JG)
Vicki Harding (VH)
Alex Nicoll (AN)
Kimry Schlachter (KS)
Ellen Solomons (ES)
Ben van Bruggen (BVB)
Jeremy Wootliff (JW)

Also Attending: Carissa Bub (CB)
Linda Chung (LC)
Peter Kohl (PK)
Sowmya Parthasarathy (SP)
Richard Price (RP)

Apologies: Councillor Siobhan Baillie
Councillor Theo Blackwell
Councillor Tom Currie
Councillor Simon Marcus
Councillor Stephen Stark
David Castle
Fiona Reeve
Stephen Taylor

Location: 14 Denning Road NW3 1SU

1. Minutes of Last Meeting; Matters Arising

The revised draft of minutes of the last Committee meeting, held on 13 November, 2014, which had been circulated to the Committee in advance, were approved without further amendments.

2. Review of Community Engagement Event of 20 November 2014

AN gave a report on the community engagement event that had been held on 20 November 2014 at the Hampstead Community Centre. He noted that the event had been well attended. The event involved round-table discussions on certain priorities following the Forum's vision document that previously had been subject to a public consultation. AN had compiled a summary of the responses and suggestions made by participants at the event. He noted that there were very few new responses or suggestions from those that already had been received in the public consultation, and suggested that the format for the event (which followed a similar format to other previous community engagement events) probably had run its course. He further suggested that future community engagement events instead should focus on specific suggested policies that may be incorporated into the Forum's Plan, which approach was agreed by the Committee.

3. Plan Development

JG reported that the Committee's Vision sub-group would be holding a workshop on 13 January with Fortismere Associates, who had been retained as consultants to assist in the development and drafting of the Forum's Plan.

SP gave a brief summary of the background and experience of Fortismere Associates. She noted that their initial scope of work would be to help to develop a specific action programme to develop the Plan, following the items set out in the Forum's Vision document and subsequent consultation on 20 November. She distributed to the Committee an agenda for the 13th January workshop. The purpose of the workshop was to establish the scope of the draft Plan (building on the work undertaken to date) and to identify the elements of the draft Plan, the suitable tools to deal with aspirations, the elements of evidence that would need to be gathered, the key partners for Plan production and any further support that may be needed by Fortismere.

4. AGM

a. Election Procedures – PK noted that a sub-committee of Andrew Haslem-Jones, BVB and PK had discussed potential procedures for the nomination and election of Committee members at the AGM to be held on 5 March 2015. PK outlined the sub-committee's recommendations: (a) that a preliminary notice be sent to all members of the Forum, approximately six weeks before the AGM, asking members to "save the date" for the AGM and asking any interested members that they can run for the Committee by submitting a completed nomination form (with one other member nominating each candidate) to the Forum Secretary by the 21st day before the AGM; (b) that each nomination form would request that the candidate submit a short biographical paragraph on the candidate; (c) that in accordance with the Forum's constitution, a formal notice of the AGM would be sent to members by the 20th day before the AGM, which notice would include the slate of nominated candidates with their short bios; (d) at the AGM, if the number of candidates is equal to or less than the number of places available (15, not counting ex officio members), then the entire slate could be elected in bloc; (e) if the number of candidates exceeds the number of places available, then candidates would be elected by written ballot of those attending (in person or by proxy), with the 15 candidates gaining the most votes being elected. PK also noted that the Constitution also permitted the Committee to co-opt up to three additional Committee members. After discussion, these procedures were approved by the Committee. PK said that he would prepare a summary of these procedures and circulate them to the Committee. As Committee approved procedures, they could be amended by future Committees, but would not constitute a part of the Forum's Constitution.

b. Format for the AGM -- The Committee discussed potential alternatives for the format of the AGM. After discussion, it was decided that the AGM would include the following items: (a) election of the Committee; (b) review of the Forum's activities over the past year, (c) a presentation by speakers involved in another neighbourhood forum such as Highgate Neighbourhood Forum if representatives were available and (d) a presentation of volunteer opportunities in the Area related to the Forum, including the Conservation Area review project.

5. South End Green Development Group

RP discussed the potential grant opportunities from the Mayor's High Street Fund for development of the South End Green high street area. Grants are for up to £20,000, to be match-funded by local businesses. RP noted that a SEG development group had been formed and had met to consider possible ideas for a grant application, a list of which RP circulated to the Committee. ST mentioned that a questionnaire would be prepared for the Forum's website, asking members to comment on the application ideas and/or to suggest other ideas for SEG development.

6. Communications

AN reported that the Forum's enhanced website was up and running. AN had added to the site a timeline of events and actions of the Forum, with links to relevant documents.

7. Conservation Area Review

JG reported on the status of the Conservation Area review and asked for additional volunteers to assist in the review.

8. Finance

SF reported that the Forum had now spent all of its previous grant funds, which included the retainer of Fortismere Associates as a consultant, and prepayments of certain known expenses such as maintenance of the website and document printing costs.

9. AOB

The status of the planned Tesco in Belsize Park and the New End nurses housing development were discussed.

10. Dates of future meetings

Wednesday, 4 February 2015
Thursday, 5 March, 19.00 (AGM)
Wednesday, 1 April 2015
Wednesday, 6 May 2015
Wednesday, 3 June 2015
Wednesday, 8 July 2015
Wednesday, 9 September 2015
Wednesday, 7 October 2015
Wednesday, 4 November 2015