****

**Norwood Forum Committee**

**Monday 16 August 2021 at 7:00pm**

**The Hope pub, Norwood High Street, SE27 9JS**

**(Community Room)**

**Minutes**

**Present:** Ibtisam Adem (IA), Anne Crane (AC), Jane East (JE), Kim Hart (KH) (Chair), Gloria Orosungunleka (GO), Noshir Patel (NP) (Treasurer) and Philip Virgo (PV)

**Also present:** Tim Stephens (TS) (Administrator)

**Apologies for absence:** Su McLaughlin (SMcL); Councillor Jackie Meldrum (JM), and Gerry Evans (GE)(Lambeth Council)

Kim Hart in the Chair

**Declarations of interest**

None.

1. **Notes of last meetings**

* Committee meeting Wednesday 2 June 2021: approved.
* AGM Saturday 3 July 2021: noted.

1. **Workshop: planning for 2021-22**

The following documents were tabled:

* Approved Lambeth Forum Network (LFN) funding bid for 2021-22
* Existing Norwood Forum mission and role postcard
* Wild Norwood flyer
* Winter Market flyer
* Blue Plaques map phase 1 flyer.

The Committee reviewed:

* LFN Commissioning Outcomes 2021-24 of:
* Upgrading reporting and monitoring
* Growing local partnerships
* Improving inclusion and diversity
* The revised LFN benchmarks and the planned Norwood Forum ambitions (specific measured benchmarks), including those specified new ambitions for this year, as set out in the approved LFN funding bid for 2021-22 (tabled)
* Mission and Vision: its current ongoing projects and assigned each to the categories of Enabling, Empowering, Campaigning
* Areas of Forum interest (throughout the meeting)

A draft action plan will be produced for discussion at the next meeting {this will include the suggested Community Safety Partnership activities).

Time did not allow completion of the annual calendar of meetings, activities, and events. {an outline will be submitted to the next meeting along with the draft action plan}

The following areas were discussed and actions agreed:

**General**

* Maintain log of volunteers hours for LFN monitoring: All
* Plan discussion of future geographical coverage area of Norwood Forum once the Local Government Boundary Commission for England has published its final report for Lambeth (expected 5 October 2021): TS
* Completion of Norwood Forum Eco System document. Recording all Forum contacts and projects as a memory bank and live resource. Especially important as Forum memory stronger than Council in light of continual churn of Council staff and consultants: NP/KH/TS

**Equality, Diversity and Inclusion (EDI)**

* Check on completion of LFN EDI monitoring form and chase as necessary: KH
* Write a policy: KH will obtain sample policy from LFN, GO agreed to adapt and draft version for Norwood Forum
* LFN benchmark: how the Norwood Forum committee reflects our community – discussion on language and age – see below for specifics
* EDI stats at Ward level - review Census 2021 data once published: KH

**EDI - Language**

* Language as a barrier: case by case basis – typically older generation in some communities lack English skills. Noted that for Yoruba speakers, English widely spoken by this community
* Continue/increase website signposting of translated verified information and events in languages other than English. (already on website: [www.norwoodforum.org/information-60-languages](http://www.norwoodforum.org/information-60-languages) - in process of being updated).
* What else could be added/what is missing on website.
* How to make our web resource more widely known? Trusted community leaders, sewing groups (women can be excluded from information in some communities), schools to parents (children can be most proficient English speakers in a family).
* To include deaf and sight-loss (already on website: [www.norwoodforum.org/deaf-and-sight-loss-support](http://www.norwoodforum.org/deaf-and-sight-loss-support)) – same questions as above – what is missing, how to make the resource more widely known.

**EDI – Young People**

* Even without latest Census stats still possible to identify that the committee lacks the young person’s voice  
  **Ideas:**
* IA had two young people who might be interested in joining the committee and will follow this up: IA
* Approach schools - young journalists commissioned to write for Norwood Forum – article/blog posts: KH has school contacts via art teachers, PV has contacts via CSP project: Action – KH to liaise with PV to write to schools
* Approach Young Labour, Young Conservatives and other young people’s political groups to join committee.
* CSP ambition – link young people to training to build and maintain young people’s information platform. Possible funding from the new providers of fibre broadband and in conjunction with Station to Station – part of their new business plan (following successful referendum): Action – ongoing – CSP full report on proposals for the coming year will be presented at the next committee meeting
* Could Station to Station promote training opportunities for young people with local businesses?

**Climate Change**September includes the international Car Free Day – Wed 22 September.

KH has been speaking to the 15min Norwood consortium about using September to focus on environmental issues in actions and small projects, daily social media posts, newsletters etc:

* Highlight local organisations and their projects
* National initiatives that have a local focus
* Lambeth Climate Assembly outcomes
* What does our neighbourhood need (IA – monitoring of increased pollution outside her children’s school due to traffic displacement from LTN)
* This could also be attractive to young people – see note above about commissioning articles/blog posts
* Gap in local air pollution monitoring – highlighted re the Windsor Grove planning application
* Wastage of energy - unnecessary night lighting of businesses – approach Station to Station to discuss
* New section on website to draw all these threads together: TS

**Public Transport**

* Reduced services in light of pandemic
* Uncertain future for reintroduction of normal services
* Identification of gaps in provided routes
* Poor service to further education – travel from West Norwood to Clapham (Lambeth College) as an example

**Norwood Forum connections to external groups/meetings:**

**Kim**  
Lambeth Forum Network

Norwood Action Group – share with Noshir  
Lambeth Food Hub Network  
West Norwood Neighbourhood Working Pilot   
Gipsy Hill Health and Wellbeing Pilot (part of the pilot above)  
Lambeth Voluntary Community Sector Partnership Group   
Lambeth Digital Inclusion Network

**Tim**  
West Norwood Cemetery Heritage Lottery Fund Implementation Board  
Lambeth History Forum

**Philip**  
Convenor: Norwood Forum’s Community Safety Partnership  
Lambeth Safer Neighbourhood Board  
Lambeth Prevent Advisory Group.  
Lambeth Youth Safety Network – PV: speak to IA re linking Rathbone to this network

**Noshir**

Lambeth Forum Network  
Norwood Action Group

Brockwell Park Community Partners

1. **Data Privacy Policy: 2021 annual review** (written report)

Agreed:

1. Having reviewed the current Privacy policy, agreed that no changes are required.
2. That passwords to all accounts (currently Mailchimp, Twitter, Facebook, Instagram and Zoom) continue to be reviewed and changed by the Chair on a six-monthly basis, or urgently as a result of any security alerts.
3. That all Committee members review the data they hold relating to Norwood Forum business and arrange to discuss security with the Chair
4. That all Committee members reread the Privacy Policy and confirm in writing that they will demonstrate support for data protection legislation, promote a positive culture of data protection compliance and undertake the listed actions (para. 2.7) so as to ensure the secure storage of personal data.
5. To next review the Privacy Policy on or before 1 July 2022.
6. **Other business**

Local History Fair (04.09.21) stall: ACr, GO, NP and IA would cover the afternoon session (1:15-4:15pm). TS to contact volunteers.

Next meeting: Monday 6 September 2021 at 6:30pm at The Hope: TS

The meeting ended at 9:10pm.

|  |  |  |
| --- | --- | --- |
| **Action Points {last date discussed)** | **Who** | **When** |
| 1. GDPR and data protection: annual review {16.08.21} | KH/ TS | July 2022 |
| 1. Norwood Community Safety Partnership: cycle of zoom meetings {24.01.21}:  * Schools, skills, jobs: TBA * Public zoom meeting * Lambeth Made: West Norwood hub? | PV |  |
| 1. Blue Plaques: phase two {24.02.21}:  * worked up ideas | TS  All |  |
| 1. Next Community Conversation {16.09.20} (ideas: all) | SdS/KH/NP |  |
| 1. Small parcels of land: Assets of Community Value {24.02.21}  * Need to proceed * Suggestions on areas of land | JM  All |  |
| 1. Community grants: next programme {14.12.20} | KH/JE |  |
| 1. Streetworks: finishing the Norwood Road phase and a statement on the future of the Tulse Hill gyratory removal project. {28.04.21} | KH/NP/  JM/TS |  |
| 1. Naming the Station Rise to Norwood Road alley way: competition with Elmgreen School. ACr: note on street naming principles NP: consider competition {28.04.21} | ACr  NP |  |
| 1. Activity planning 2021-22: draft outline action plan | KH  TS |  |