



Committee Meeting Minutes and Actions

Monday 3 February 2025, 6.30pm - 8.30pm, at The Hope

Attendees: Jane East (Co-Chair), Tom Palmer (Co-Chair), Kim Hart (Secretary), Noshir Patel (Treasurer), Odilon Couzin, Bryn Lockwood, Gloria Orosungunleka, Sue Osborn, Tim Stephens and Philip Virgo

Apologies: Anne Crane, Dr Andrew Johns and Jane Pickard

Also present: Sophie Mason (Administrator)

1. Welcome

Jane welcomed everyone to the meeting and opened the session in Tom's absence, as he was running late. She noted that Jane P is unable to attend meetings on Mondays during term-time.

ACTION: Sophie to speak to Jane P to review future meeting dates and consider some potential alternative days for discussion.

2. Matters Arising and Minutes

2.1 Matters Arising

Updates on ongoing Minutes and Actions from the last meeting:

- Tim reminded the Committee that any comments or corrections to the Minutes should be emailed directly to info@, and do not need to be cc'd to the entire Committee.
- Delete duplicate comment in last meeting's Minutes relating to planning.
- **ACTION:** Add "Clean Air" to the agenda for the April Committee meeting.
- **ACTION:** Add re-draft of the Constitution to the April agenda. It was noted that no feedback had been received from Committee members.
- It was agreed that there would be no separate email for the planning sub-committee, they will use the dedicated WhatsApp group to discuss planning matters and use info@ only to confirm response to each application so Sophie is in the loop.
- **ACTION:** Gloria to submit her Declaration of Interests (DoI) form. It was confirmed that a signed form is not required; an email confirmation will suffice.
- Tim reported that Cllr Fitzroy had made progress on how the Forum might receive licensing applications. Following a discussion on who would review these - it was not expected there would be many - no immediate decision was reached.
- **ACTION:** Tim to share details with Sophie on how to register for licensing applications. Decision on who will review these to be agreed.
- Tom provided an update on the signage around Rosendale School Street, and it was agreed that no further action would be taken.

- Tom also updated the Forum on the email correspondence with the Headmaster of Elm Green School, reporting that school staff do safety patrols but that there is quite a big risk for volunteers, so this is not being encouraged by the school.

2.2 Minutes

The minutes were approved.

3. Governance

Tom took over chairing the meeting.

3.1 Discussion on the Declaration of Interest forms will be taken forward to the next Committee meeting as part of the Constitution revisions item.

3.2 Lambeth Forum Network meeting took place on Wednesday 22 January. Jane and Tom attended on behalf of Norwood Forum. Our LFN Bid was on the agenda and was approved so our budget of £5500 for 2024/25 is secure. Jane highlighted that Kim and the Forum were highly regarded, which was positive feedback.

Our commitment as part of this funding is to organise four targeted engagement meetings before the AGM in June, with specific community groups: the Portuguese community, the African Caribbean community, younger people and older people. These meetings will focus on gathering feedback on transport issues from each group.

Terms of Reference (ToR)

It was agreed that the meetings should take place at different venues, at varying times, and with four different committee leaders taking charge of each.

Jane E will draft a ToR document to guide the development of these meetings. The ToR will outline the purpose of the meetings, the desired solutions and clarify what type of feedback on transport is being sought.

ACTION: Jane to draft ToR.

It was agreed that the following Committee members would lead on the meetings:

- Philip – younger people
- Gloria – older people
- Kim – the Portuguese community
- Jane E – the Black community (or those of African and/or Caribbean heritage)

It was agreed that the meetings should not be called "Public Meetings." Philip suggested using the term "Community Engagement Events" instead, which was agreed.

Community Groups

- Evolve, a school in Gipsy Hill, was noted as being very vocal and should be invited to participate in the meetings.
- Agreed "Young people" would mean those in secondary school and sixth form.
- Important to contact the Rathbone Society to engage their young people in this meeting.
- Sue agreed to liaise with the Head of Turney School
- Kim suggested inviting a couple of young people from each school – and will supply the Forums list of school contacts
- Sue highlighted the large Portuguese community that attends Chatsworth Way Baptist Church
- Portuguese also encompasses our Brazilian community – the Cathedral International church in the KIBA being a focus

- ACTION: Kim agreed to provide intros/contact details to those organising the four engagement meetings.

3.3 What constitutes a Forum - to feed into next LFN meeting

Tom explained this is on the agenda of the next LFN meeting following the Myatts Fields LFN Bid which was single issue and involved them wanting to change their name, which the LFN had voted against.

Tom proposed the idea of a Forum as a “bridge between the community and the Council,” which was widely agreed upon as a strong strapline.

It was noted there remained some perception that Forums acted as the Council’s mouthpiece due to the funding coming from the Council. Kim reiterated that the campaigning that Norwood Forum undertook – namely Scrap the Yard and on SADPD had helped to change that narrative locally. Odilon

suggested the Council could be more transparent and share more information with the LFN.

Kim pointed out that the Council website said this about the LFN: LFN forums work together to increase the voice of local groups and residents in borough-wide decision-making. Yet knowledge of the LFN was still severely lacking within the Council and that it would be in the Council's interest to engage more with local forums and their communities. **ACTION:** Invite Amelia Willis, Head of

Community Engagement and Participation at Lambeth Council to the April Committee meeting.

4. Committee Activity

10 “Committee Activity” Reports circulated ahead of the meeting, and verbal updates also provided at the meeting.

4.1 Public Transport & Active Travel

Tom handed over to Bryn for an update, which was as follows:

- Bryn, Tom and Kim met with Councillor Rezina Chowdhury on Thursday 12 December, to discuss the outcome of our campaign and public consultation. The meeting was considered constructive, with transport feedback from the community shared, particularly where Rezina has the authority to make changes.
- A positive development is the introduction of a second Superloop bus connecting East to West, and the extension of the 201 bus route to Dulwich Village is also being considered.
- Philip pointed out the unusual lack of a bus route along the South Circular.
- It was noted that achieving step-free access at Tulse Hill Station is challenging but essential to continue advocating for as it is an important transport interchange, whilst other more minor stations such as Streatham Common have recently achieved this.
- Bryn highlighted issues with speeding on Norwood High Street from the Library and past South London Theatre, noting the presence of two churches, the cemetery, and the South London Theatre making this a community hub. Cllr Chowdhury was not aware of this but supportive of our ambitions to advocate for speed reduction improvements. It was suggested

we aim to loop these in with the delayed Council Healthy Walking Route along Hannen Road and Auckland Hill.

- **ACTION:** A detailed Action Plan is being prepared by the sub-group to go back to Cllr.

4.2 Thriving Norwood

Short update with two actions:

- **ACTION:** Odilon asked to attend a Thriving meeting, Kim will invite
- **ACTION:** Kim to invite Teresa, the Thriving Coordinator, to next Committee meeting in April.

4.3 Planning

ACTION: Planning to go on agenda at April meeting.

4.4 Small Grants

Sophie provided a brief update, explaining that four organisations had not claimed their funding. Two of these organisations will apply, while the other two have not responded to emails. It was agreed that any unclaimed funding will be returned to the pot for future use.

4.5 Heritage

West Norwood Cemetery

Tim reported that the Strategic Partnership Board is no longer a 'Shadow', but that the Archdeacon now has oversight for the whole of the cemetery, not just the consecrated part.

Tim reported this was the first Strategic Partnership Board meeting that included the new co-opted members, including Elyssa Livergant, Director, South London Botanical Institute, who we nominated.

The cemetery entrance at Robson Road has been pushed back another five months until October 2025.

Tim flagged that cyclists are welcome, but electric bikes and scooters are banned to prevent delivery drivers from cutting through the Cemetery. There is geo-fencing in place to prevent Lime bikes etc from entering.

ACTION: Add "Accepted Use of Cemetery" to the agenda for the next Committee meeting. Tim suggested using the Forum as a sounding board before he and Sue attend the next Strategic Partnership Board.

4.6 Education

Sue reported that the results of the Fenstanton School and Trinity School consultation had been received, with the schools merging and being located at the Fenstanton School site.

ACTION: Sue to draft a response to the school consultation.

4.7 Community Safety

The following Committee members were suggested as representatives for the Safer Neighbourhood Panels:

- West Dulwich - Andrew
- **ACTION:** Philip to check with Andrew
- Gloria – Gipsy Hill
- St Martins – Anne or Tom
- **ACTION:** Tom to liaise with Anne on this
- Knights Hill –Jane P or Tim
- **ACTION:** Tim to liaise with Jane P

ACTION: Kim to share dates of all meetings

4.8 SADPD

Kim confirmed the Community Stakeholder Group had been invited to participate in the upcoming Examination Hearings. Our Site 18 was on the agenda for Wednesday 5 March. Anne has contacted London Planning Aid for pro-bono support and in the meantime the Stakeholder Group would be meeting later this week to make a plan of action.

Kim has written to all of our councillors and our MP Helen Hayes to ask about their plans for the Hearings and Cllr Jackie Meldrum will join the Stakeholder Network Group planning discussion. Awaiting a response from Helen Hayes.

Tim asked if there has been any discussion to preserve Norwood Road as a historical site, reporting that council documents state it holds no historical significance. The oldest part of Norwood is by the chicken shop and No 68 bus stop. Kim confirmed that this was the case. As a reminder the Stakeholder Group comprises: Norwood Forum, Norwood Action Group, The Norwood Society, Station to Station, (former) Norwood Planning Assembly, Knollys Road Residents Group, and local residents. It has worked very closely with all our councillors and our MP since inception in early 2022.

4.9 Green Norwood

Odilon requested that the Forum's work include indoor air quality, in addition to outdoor air quality. It was agreed Odilon, Gloria, Jane, Bryn and Tom will form a new sub-committee to take forward this agenda.

ACTION: Sophie/Kim to create Green Norwood sub-committee.

4.10 Review of representations to outside organisations and groups

No discussion but to go on next Committee meeting agenda.

ACTION: Add review of reps to outside organisations and groups to agenda.

5.AOB

Kim requested that instead of Committee members sending links to potential news stories, that they instead write the news story so it can be quickly added to our website and shared on our social

media channels, if required. The news story need only be a few sentences and should be emailed to info@ with a verified link and an image.

Philip raised the Safe Space scheme and the importance of there being paper maps. When young people's phone run out of charge, they still need to know where the Safe Space locations are.

ACTION: Sophie to investigate the Safe Space scheme further.

	ACTION	WHO	STATUS	DATE
1	Sophie to speak to Jane P to review future meeting dates and consider some potential alternative days for discussion.	Sophie	Pending	ASAP
2	Add "Clean Air" to the agenda for the April Committee meeting.	Sophie	DONE	April
3	Add re-draft of the Constitution to the April agenda.	Sophie	DONE	By April
4	Gloria to submit her Declaration of Interests (DoI) form. It was confirmed that a signed form is not required; an email confirmation will suffice.	Gloria	Pending	ASAP
5	Tim to share details with Sophie on how to register for licensing applications. Decision on who will review these to be agreed.	Tim	DONE	DONE
6	Public Meetings/Community Engagement Events: Jane to draft ToR. The following Committee members will lead on the meetings: ● Philip – younger people	Jane / others	Pending	By April

	<ul style="list-style-type: none"> ● Gloria – older people ● Kim – the Portuguese community ● Jane E – the Black community (or those of African and/or Caribbean heritage) 			
7	A detailed Action Plan is being prepared by the sub-group to go back to Cllr.	Kim/Bryn/Tom	DONE	
8	Invite Amelia Willis, Head of Community Engagement and Participation at Lambeth Council to the April Committee meeting.	Sophie/Kim/Jane /Tom	In progress	
9	Odilon asked to attend a Thriving meeting, Kim will invite	Kim/Sophie	DONE	
10	Kim to invite Teresa, the Thriving Coordinator, to next Committee meeting in April.	Kim/Sophie	DONE	
11	Planning to go on agenda at April meeting.	Sophie	DONE	
12	Add "Accepted Use of Cemetery" to the agenda for the next Committee meeting. Tim suggested using the Forum as a sounding board before he and Sue attend the next Strategic Partnership Board.	Sophie	DONE	April
13	Safer Neighbourhood Panels confirmation:		Pending	ASAP

	<ul style="list-style-type: none"> ● West Dulwich - Andrew - Philip to check with Andrew ● Gloria – Gipsy Hill ● St Martins – Anne or Tom - Tom to liaise with Anne on this ● Knights Hill –Jane P or Tim - Tim to liaise with Jane P ● Kim to share dates of Safer Neighbourhood Panel meetings 			
14	Sophie/Kim to create Green Norwood sub-committee.	Sophie/Kim	Pending	ASAP
15	Add review of reps to outside organisations and groups to agenda.	Sophie	DONE	ASAP
16	Sophie to investigate the Safe Space scheme further.	Sophie	Pending	ASAP