****

**Norwood Forum Committee**

**Wednesday 15 July 2020 at 5:00pm**

**Zoom meeting**

**Minutes**

**Present:** Anne Crane (Acr),James Davis (JD), Kim Hart (KH) (Vice-Chair), Su McLaughlin (SMcL), Gloria Orosungunleka (GO), Noshir Patel (NP) (Treasurer), Sunil de Sayrah (SdS) (Chair) and Philip Virgo (PV)

**Apologies for absence:** -

**Also present:** Gerry Evans (GE) (Lambeth Council) (part); Tim Stephens (TS) (Administrator)

Sunil de Sayrah in the Chair

1. **Notes of the previous meeting (20.05.20)**

Approved.

1. **Chair’s report**

**AGM**

Agreed to proceed with the AGM on Saturday 15 August 2020 (1pm), under the arrangements set out in the report which followed constitutional requirements as far as practicable given physical public meetings were banned because of the pandemic. The agreed arrangements would be vetted by the LFN (note Gerry Evans was not present a this stage of the meeting). No community grants have been awarded so there will be no presentations.

If Helen Hayes was unable to attend, alternative arrangements for a Community Conversation would need to be established urgently (and SdS suggested West Norwood Cemetery). The first two Community Conversations have been highly successful with nearly 4000 people reached in total (Facebook stats).

Promotion was underway to attract new committee members; two candidates have come forward so far. All those present confirmed they wished to stand for re-election, and SdS would phone those absent to encourage them to also stand. SdS hoped the Committee with its extensive diversity would be maintained going forward. All Committee members should be promoting the Forum and asking friends and associates to consider joining the Committee.

**Blue Plaques**

20 Blue Plaques had now been prepared (largely by TS) and were ready to be manufactured and installed in West Norwood town centre. The remainder from the original planned batch of 30 would hopefully be completed for phase 2.

1. **Treasurer’s report**

NP reported:

* Draft accounts had received GE approval
* The accounts summary, which was approved for submission to the forthcoming AGM
* Funds were held separately for Streetworks consultation
* The LFN 2020-21 funding bid would now be worked up
* Agreed that Norwood Forum provide banking arrangements for Lambeth TechAid (they are a not-for-profit organisation without a bank account and this is one of the services the Forum offers to community organisations).
1. **Norwood Community Safety Partnership**

PV had submitted a written report. In addition he reported on a recent meeting of the Lambeth Community Engagement Consortium:

* The new Lambeth Director of Commissioning and Community Safety, Children’s Services was planning to introduce comprehensive new ward based consultation arrangements with published action plans. The LFN was mentioned in relation to this.
* He understood local COVID-19 Track & Trace arrangements were heavily dependent on personal as opposed to electronic contact.
* The partnership working in 2019 at Tulse Hill between Rathbone Society and Station to Station had been commended.
* He would ask the Rathbone Society for publicity details of the summer play projects programme so this could be publicised by Norwood Forum (including the TRAs) and volunteers sought.
1. **Privacy Policy**

Agreed:

1. To approve the existing Privacy Policy for 2020-21 with the new additions highlighted in yellow.
2. Passwords to all accounts (currently Mailchimp, Twitter, Facebook, Instagram and Zoom) to be reviewed and changed by the Vice-Chair on a six-monthly basis, or urgently as a result of any security alerts.
3. All Committee members are reminded to note they must demonstrate support for data protection legislation and promote a positive culture of data protection compliance.
4. All committee members are reminded to undertake the listed actions now (para. 4) in order to ensure the secure storage of personal data. All such data must be stored securely by the Administrator on Forum systems only.
5. To next review the Privacy Policy on or before 1 June 2021.
6. Norwood Forum emails should not be forwarded to non-committee members without agreement.
7. **Planning applications and pre-applications**

Windsor Grove: the case officer had left the Council. Consideration by Planning Applications Committee was not expected before August 2020.

St. Luke’s Church tower: SdS/KH would ensure the steps were put in place to ensure the consultation with the London Peregrine Partnership etc and the necessary arrangements put in place for the protection of the Peregrine Falcons.

Mr Francatelli and Siam Niyom had been required to seek planning permission, although this would now be unnecessary under amended planning law from August 2020.

NPA: it was expected the draft Local Plan would be ready for a workshop with Council officers in September 2020, presumably with the referendum following in May 2021 (to coincide with the delayed London Mayoral and Assembly elections). Work was being undertaken on buildings that should be added to the local list.

1. **Local economy**

Not discussed.

1. **Forum community co-ordination role**

Not discussed. Written report on West Norwood Cemetery business had been provided by TS.

1. **Forum communications**

SdS thanked KH for the quality and frequency of the Forum newsletters, and also thanked NAG for theirs and for the mention of the recruitment campaign for Committee members.

1. **Other business**

Ward Consultation review: had opened the previous day for comments by mid-September. No proposals for comment had been produced; a map of the former ward boundaries had been circulated by Lambeth in error.

TfL street space review: SdS would ask Simon Phillips for any plans for Rosendale Road.

Next meeting: not discussed.

GO had met Francis (Friends of Gipsy Hill), and reported on their recent activity.

The meeting ended at 6:05pm.

|  |  |  |
| --- | --- | --- |
| **Action Points {last date discussed)** | **Who** | **When** |
| 1. GDPR and data protection: annual review {15.07.20}
 | KH/ TS | June 2021 |
| 1. Norwood Community Safety Partnership: report to each meeting
 | PV | Next Meet – end March |
| 1. Year of Culture {14.01.20}:
* Window Wanderland October/November 2020
 | KH |  |
| 1. Blue Plaques: phase one: implement; develop phase two {20.11.19}
 | SdS/CF/TS  |  |
| 1. Defibrillator: research costs, national scheme, possible locations {19.11.19}
 | JD  |  |
| 1. Clean air a public update to be prepared {14.01.20}
 | SdS and ACr |  |
| 1. Streetworks Steering Group: future activity
 | SdS | As at 01.03.20 awaiting date from TfL |
| 1. Next Community Conversation {15.07.20}
 | SdS/KH/NP  |  |
| 1. LFN bid 2020-21 {15.07.20}
 | NP  |  |
| 1. Rathbone Society summer play programme: publicise {15.07.20}
 | PVTS  |  |