



Norwood Forum Committee
Monday 12 August 2024 at 6:30pm
Zoom meeting
Minutes

Present: Jane East (JE) (Interim Chair), Kim Hart (KH) (Secretary), Noshir Patel (NP) (Treasurer), Anne Crane (AC), Odilon Couzin (OC), Viv Kind (VK), Bryn Lockwood (BL), Gloria Orosungunleka (GO), Sue Osborn (SO), Tom Palmer (TP), Jane Pickard (JP), Tim Stephens (TS), Philip Virgo (PV)

Also present: Councillor Jackie Meldrum (JM), Sophie Mason (SM) (Administrator)

Jane East in the Chair

1. Welcome and Declarations of Interests

JE welcomed attendees to the meeting and highlighted that Councillor Jackie Meldrum has joined.

It was agreed Officers would make early decision before each meeting on inviting councillors.

JE thanked outgoing Chair KH and Administrator TS for their support and helping her in her role as Interim Chair.

Minutes of the last meeting were not approved and dealing with matters arising will be taken forward to the next meeting.

JE and TS discussed Declaration of Interest (DoI) requirements for Committee members. TS explained that there are strict rules around this in local government but that there is currently not a mechanism for this for the Forum and that the Committee might want to discuss this in more detail.

ACTION: It was agreed that JE/KH/TS would prepare a draft DoI for the next Committee meeting to review.

2. Introductions

Attendees introduced themselves. JE rounded up the hugely inspiring discussion:

- the Forum will be “productively noisy” and will be harnessing community energy and making sure no one is left behind.
- the Forum has a huge wide range of interests and expertise including in the environment, community safety, transport, education and children, health and wellbeing, heritage, planning, fundraising, housing, youth and elderly and creative arts and culture.

3. Committee Member Responsibilities

The responsibilities of Forum Committee Members as outlined in the Constitution were noted. Key points from the discussion:

- being a committee member can open doors for you on projects that you might be working on which is a privilege but also comes with a lot of responsibility.
- it's also about paying attention to things we might not individually be interested in but we know are important in our community – graffiti, problems emptying bins, Thames Water digging up a road. We have knowledge and contacts and can help resolve these day-to-day issues that make everyone's lives a bit easier.
- it was confirmed that Committee Meeting minutes are published on the Norwood Forum website: www.norwoodforum.org/download-minutes
- responsibilities for Chair, Secretary and Treasurer were outlined, and examples given on what the responsibilities are for these roles, as listed in the Constitution which can be found here: <https://norwoodforum.org/constitution>
- there is a Code of Conduct in the Constitution (shared in the agenda for this meeting), but this does not cover issues such as confidentiality, for example not sharing Norwood Forum business/emails/etc outside of the Committee without checking with the Chair first. It was agreed that a set of protocols would be drawn up and shared with the Committee for approval by email prior to the next Committee meeting.

ACTION: JE/KH/TS/SM to prepare draft Code of Conduct.

4. Annual Public Meeting and AGM

KH provided background on the Forum's consultation with the community on the current transport campaign, including how this was undertaken. This included newsletter and social media calls for ideas from the community, our stall at the July West Norwood Feast, and roundtable discussions at our recent Public Meeting and AGM.

The key comments from the community have been collated but it was agreed that more work needs to be done to make this piece of work available to the Committee. Committee members highlighted some of the issues discussed on their tables at the AGM. Points noted included:

- the issue of people falling between the platform and the train at West Norwood which also has a knock-on effect with other routes causing delays to other train services.
- pavement clutter and rubbish bins and whether guidance can be provided to Serco, so bins don't cause pavement clutter which is detrimental to visually impaired.
- TP contacted the e-scooter and e-bike providers ahead of the meeting and explained the response from providers.
- KH suggested when our collated comments list is complete, the next stage could be to ask Cllr Rezina Chowdhury for a round table discussion to analyse and assess addressing these issues as a partnership project. JM agreed this would be a good option as the Cllr is currently Vice Chair on the London Councils Transport and Environment Committee.

ACTION: KH/AC/SM to work on collating all comments around the transport campaign and circulate to the Committee for review.

5. Programme of Activities

JE asked KH to summarise other areas of work the Committee must commit to. Points noted:

- Thriving Norwood which is an area of work KH will continue to lead on. This work started with a £100,000 grant from Lambeth three years ago.
- Norwood Forum is a member of the Lambeth Forum Network, and we should attend its monthly meetings. Typically, that's the Chair, which JE agreed to, but also suggested other Forum members could also attend on a rota.

ACTION: SM to highlight date of next LFN meeting with JE and Committee.

- KH explained some of the Forum's day-to-day work which SM is responsible for such as answering emails and queries, monthly newsletter, managing the website, and feeding social media platforms.

ACTION: KH requested further support from Committee in relation to social media and liking and sharing posts. See AOB below for more information.

- Launch of the Norwood Forum Community Grant Scheme which we announced at the AGM. Every few years the Forum has run a small grant scheme, providing £300 each to around ten different Grass Roots Projects in the community. There's an established framework in place and a very simple application for the community to apply using. We will need two volunteer Committee members to run this new scheme.

ACTION: It was agreed to share link to the last round of funding that includes a report on each project we funded: <https://www.norwoodforum.org/2022/23-Norwood-Forum-grants-scheme>

- The Forum is involved in planning and there is a sub-committee made up of NP, GO and JP representing the Forum, AC representing Norwood Action Group and Marian Girdler representing the Norwood Society. Marian is a former Lambeth Planning Officer which is very helpful. AC explained the process that SM forwards all the consultation requests to this sub-committee. The sub-committee thinks about whether the Forum needs to respond. TS also highlighted that not all planning applications are received such as tree preservation orders, and that there is a long weekly list published by the Council which no one really has time to go through, so we also rely on word-of-mouth and by keeping our eyes open. AC confirmed responses from the Forum members can need chasing so additional membership was discussed to help address this and TP volunteered. Sometimes we make joint responses, other times by organisation especially if that strengthens our representation.
- JM also reminded everyone of SADPD – see below, a new planning framework might emerge from our new central government so strategic issues can also emerge. JM also mentioned a housing application about to come in for the Trinity Baptist Church site.

ACTION: SM to add TP to the planning sub-committee.

- OC asked if the planning sub-committee could have a housing sub-committee which looks at housing and HTMOs, which was agreed.

ACTION: SM to ask the Committee who would like to be on this sub-committee. JE to work with sub-committee members to draw up Terms of Reference for sub-committee.

- SO highlighted the Lambeth Council consultation on primary school closures which is due to close at 11.59pm on Sunday 18 August.

ACTION: SO to draft the response and circulate to the Forum for comment.

ACTION: SM to diarise next Committee meetings and then look at when Forum should attend other community events such as Feast.

ACTION: PV requested VK to look at the community safety partnership documentation relating to early years which she agreed.

ACTION: KH to circulate details on Lambeth re-consulting on the SADPD as the deadline to respond in tomorrow at 5pm.

ACTION: KH to share Lambeth website link that shows all the Forums within the LFN: <https://www.lambeth.gov.uk/your-community/have-your-say/lambeth-forum-network>

JE emphasised that every action we commit to must have a named lead, and summarised:

Thriving Norwood	KH, anyone else is welcome to join
Community Safety Partnership	PV, VK
Monthly newsletters, social media, websites, emails	SM, KH
Lambeth Forum Network	Chair (JE) + Cttee members on rota
Community Grant Scheme	Two Cttee members
Planning sub-committee	NP, JP, GO, AC, TP
Planning sub/sub-committee focus on housing	OC, VK tbc
Heritage/History	TS
Governance	Especially position of Chair – ALL
School consultation	SO, ALL
Public Transport/Active Travel	AC/KH/SM initially to draw threads together so Action Plan can be produced

ACTION: SM/KH/JE will review list of organisations that we keep regular contact with, have a seat on a committee, or attend meetings of and share separately.

6. Possible co-option of new Committee member

Andrew John (AJ) elected by majority as a new member of Norwood Forum Committee.

JE noted that the Forum is not as diverse as it could be and highlighted PV's point that the Forum should be "a subset of our communities". There are two spaces on the Committee [one now that AJ has been elected] and that we probably want to try and fill them with people who bring more diversity in terms of age or ethnicity.

ACTION: SM to add Andrew John to the Committee and work with JE/KH on introductions.

7. AOB

ACTION: SM to send out dates for future Committee meetings which usually take place on a Monday evening.

ACTION: KH to set up virtual meeting to take new Committee members (and older ones too if they wished) through the website and our social media platforms.

Meeting finished at 8.32pm.
