

# CENTRAL EALING NEIGHBOURHOOD FORUM WORKING GROUP

## NOTE OF MEETING HELD ON 20 JUNE 2012

**1. Present:** Steve Barton (SB), Lucy Taylor (LT), Peter Smith (PS), Tony Miller (TM), Will French (WF), Cllr Ann Chapman (AC), John Hummerston (JH), Sailesh Siyani (SS), Matthew McMillan (MM), Robert Gurd (RG).

**Apologies:** Fr Andrew Davis, Simon George, Julian Edmonds

### 2. Appointing chair and minute taker

2.1 It was agreed that AC would chair this meeting and that RG would take the note. PS proposed that future meetings should rotate the chairmanship amongst the group.

### 3. Proposed objective of the neighbourhood forum

3.1 This was as proposed in the agenda as modified below:

Preamble to be worded "To establish a Central Ealing Neighbourhood Forum (NF) which would aim to:" and a new subparagraph d to be added "enable initiatives to deliver 'quick wins' for the area." Revised objective reads:

To establish a Central Ealing Neighbourhood Forum (NF) which would aim to:

- a. stimulate new ideas and fresh thinking on reviving Ealing town centre
- b. provide a means to engage the wider community in the process of managing and regulating inward investment
- c. prepare for the development and submission of a Neighbourhood Plan for the area
- d. enable initiatives to deliver 'quick wins' for the area.

### 4. Proposals for a Neighbourhood Forum website

4.1 SS introduced a paper on a proposed generic website called 'My Town – XXX, eg Ealing' stressing that once objectives had been agreed the site should be simple to manage and capable of being readily updated with new content to keep it current. There were existing websites which provided good examples of simple navigation tools. It would be important to provide a simple messaging system associated with a mapping tool such as that offered by UCL (Community Mapping). Users would need to sign in so that any information they provided could be readily analysed. There should be ability for users to upload audio/video clips as well as to provide feedback. Navigation should be through no more than three clicks to encourage engagement. It was envisaged that the College would provide two apprentices to construct the website but they would expect to receive material to populate it from the NF.

4.2 In discussion, it was noted that it was essential that the objectives of the website, in particular the information that it was intended to capture, and the arrangements for managing the content, should be clear from the outset. The site should be as simple as possible to manage and not duplicate information provided by others, e.g. the BID Company. It was **agreed** that the existing subgroup should look in detail at the proposal submitted by SS and report back to the next meeting of the working group. **Action: Website subgroup (by 6 July).**

### 5. Suggestions for a Neighbourhood Forum (NF) constitution

5.1 WF introduced the draft constitution (drawn up by TM) and pointed out that it should be read with an explanatory note circulated at the meeting. He noted that it followed the principles laid down by the Localism Act and drew upon other examples of NF constitutions. It was important for the NF to have a constitution in place so that the group was recognised as the appropriate body to draft a neighbourhood plan (NP). PS considered that a constitution was not required at this stage and could act as an impediment to wider engagement with the process. SB pointed out that in order for the Council to be able to

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recognise a NF it would first have to draw up a constitution but this was not necessarily needed at this stage. JH proposed that a small subgroup should consider the draft and report back but this was not adopted. After further discussion, AC concluded that the constitution was drafted on standard lines for such a body but that there was a difference of view as to when it needed to be adopted. It was **agreed** that members should submit comments on the circulated draft to TM in time for the next meeting of the group which would recommend to the main group a proposed form of words for a constitution and timing of its adoption. **Action: all (by 6 July)**. WF offered to circulate the legislative basis of NFs to assist with this work. **Action: WF.**

5.2 On membership of the proposed forum, PS noted that the BID Company was not yet in a position to represent the views of the business community on a NP and that a wider representation from businesses than currently provided was needed on a NF. WF noted that in order to establish a NP it would be necessary to agree an engagement strategy and set up milestones for the NF to follow. It was **agreed** that members should put forward an engagement plan for the group they represented and make proposals for expanding the membership to cover their interests in time for the next meeting of the working group. **Action: all (by 6 July).**

5.3 On the area to be covered by the forum, it was **agreed** that for the present this should be as submitted to CLG by LBE for the frontrunner grant applications (the western boundary of which was coterminous with the eastern boundary of the proposed West Ealing Centre Neighbourhood Forum). It was also agreed that the two groups would need to engage with each other.

## 6. Launching the Forum

6.1 It was **agreed** that this should be discussed at the next meeting of the working group once the constitution issue had been resolved. A marketing strategy will be required.

## 7. Resourcing

7.1 On finance, SB said that LBE held £40,000 from the frontrunner award which was ring fenced for this purpose within his budget. So far only the cost of Tony Burton's last facilitation (c £500) had been withdrawn from this fund. SS indicated that he hoped to absorb the cost of setting up and running the website from within existing College resources and would only seek reimbursement if necessary. On secretarial support, it was agreed that members of the group should put ideas forward to the next working group meeting on how this should be provided. **Action: all.**

On chairmanship, WF suggested that Tony Burton should be considered as a neutral facilitator of the next meeting of the main group since he was familiar with the process for setting up a NP. AC thought that his (paid) input should only be used when relevant items were on the agenda and might not be necessary at the next meeting since other issues such as membership, constitution and website would need to be considered. It was **agreed** that members would come armed with suggestions for chairmanship to the next meeting of the working group. **Action: all.**

## 8. Dates of future meetings

8.1 Website subgroup: to be agreed [Convenor: SS]

8.2 Working group: Thursday 12 July at 09:30 (Walpole House) [Convenor: MM]

8.3 Main group: tentatively Thursday 26 July at 18.00 (Ealing College -- stc). [Convenor: WF]

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