**Central Ealing Neighbourhood Forum**

**Working Group**

July 12. 09.30

Ealing BID Company Office,

Walpole House, 18 - 22 Bond Street,

**AGENDA**

1. Introductions All
2. Approve minutes All
3. Developing a local plan SB
4. Draft constitution and comments received TM
5. Website working group update SS
6. Resourcing All
7. *Finance,*
8. *Administration and Marketing*
9. Engagement plan for stakeholders and NF Launch RG
10. Expanding membership – more businesses, Police, NHS RG
11. Chairmanship/Agenda setting RG
12. AOB All

**NOTES OF MEETING**

**ACTION: Could all papers presented at this meeting be emailed to the group**

1. **Present**:

Sailesh Siyani (SS; Chair)), Armelle Racinoux (AR), Steve Barton (SB), Cllr Ann Chapman (AC), Robert Gurd (RG), Peter Smith (PS), Matthew McMillan (MM), Julian Edmonds (JE), John Hummerston (JH), Will French (WF).

No apologise registered

1. **Approved with the following amendments**:

4.1 replace ‘apprentices’ with ‘students’

4.2 add ‘it was highlighted that post launch the website would need to be actively managed. Working group to consider how this might be achieved. Action: all

5.1 insert ‘WF considered’ before ‘it was important’ at line 4

5.2 i) Add ‘and the BID levy payers in particular’ after ‘business community’ at line 2

ii) Change ‘WF noted’ at line 3 to ‘WF and MM both suggested’

8.2 Add ‘(Chair SS)’

8.3 Add ‘(Chair TBA)’

**ACTION: WF/RG to update original minutes and circulate, as I do not have an editable copy**.

1. **Developing a local plan**

SB introduced a paper called *‘Neighbourhood Planning in Ealing – Getting Started? – A Discussion Paper’* and took the group through it. SB raised the importance of ensuring the widest possible engagement through the process, and all projects and initiatives are tested for economic viability to ensure expectations are managed. JE requested clarity on what was meant by ‘business area’. SB advised by designating the Town Centre as such would mean two referendums would need to take place, one for residents and one for NNDR. If both referendums approve the plan then the Local Authority would be bound to accept it. If however, one does not vote in favour the Local Authority will have to make the decision on the outcome.

SB advised the Cabinet Report relating will be published on Monday, subject to Member approval and it highlights; (a) the time, energy and resource this process is taking up internally - as a result SB is bidding for a FTE to manage Neighbourhood Planning internally; (b) that a Borough wide referendum would cost in excess of £500,000 and using models such as the BID Levy collection would need to be considered; (c) and clarified that the Local Authority will hold administration rights for the release of any frontrunner funds.

**ACTION: All to feedback to SB on the paper**

1. **Draft Constitution**

PS advised that separate conversations have taken place with WF regarding this and this issue should be dealt with by a sub-group of this working group. TM pointed out that the feedback highlights general consensus. AC agreed and noted that the issue of constitution does not inhibit the process with engaging the business community. PS advised the BID has concerns regarding this, which will be discussed in the sub-group.

RG advised the sub-group must keep the working group informed of activities and raise core issues as soon as practicable. TM further advised that West Ealing have already identified their boundary and partners. SB stressed the need to engage with those not in the area.

**ACTION: MM and TM to set up a sub-group to discuss issues around the constitution.**

1. **Website**

SS advised this is progressing well.

JE asked whether the summer period would cause a delay in the development. SS advised the learners identified are working through the summer and at present have no leave planned. RG requested a link to the development site if available. Questions around how to deal with those people not on the web were raised and picked up as part of agenda item 7.

TM advised West Ealing have launched a website already. SS and AC advised this was a wordpress account, which is a ‘blog’ site. (<http://wecnf.wordpress.com/2012/06/04/wecnf-intro/>)

I also found this site on the web, which is interesting….

(<http://westealingwi.wordpress.com/2012/05/09/community-west-ealing-neighbourhood-forum/>) - feedback welcome

**ACTION: SS to send link to the development site**

**ACTION: Members of the website sub-group to send SS their availability for the next 2 weeks**

1. **Resourcing**

This was not specifically discussed.

1. **Engagement**
2. **Expanding Membership**

WF introduced a paper on *‘SEC Proposals for securing wider engagement in the Ealing Town Centre Neighbourhood Forum’*, which informed the group on the channels being used to engage residents. AC advised that this agenda was raised at a recent Ward Forum and will continue to do so at future forums and added fellow Members will be advised to do the same for their relevant Ward Forums.

PS advised he recently attended an ATCM event where the DCLG warned of a lack of engagement and it was down to BIDs to help manage this going forward. SB added that the Ealing Business Partnership meeting could also be used as it was recently agreed at the last event that 3 networking events per year would take place. SS and MM were in attendance at that meeting.

The SEC, BID and Ealing Council all hold email lists which can be used to circulate information; MM pointed out there is a difference between communication and engagement, the latter being key. JE pointed out that we need to consider all types of media when communicating with our market.

MM distributed ‘*Ealing BIDs engagement plan’* which consisted of holding 4-6 short-guided sessions for businesses with the objective to brief them on the neighbourhood plan and to identify champions by geographical area. MM further advised given certain events are upon us such as the summer festival, polish festival and the half marathon and we should consider conducting a professional survey of visitors into the town centre which can be carried out by a company at a reasonable rate. WF asked what kind of questions should we be asking? MM advised it would be best to ask aspirational items such as what they like and do not like. SB advised that the Local Authority already have a stand at the summer festival and could be used for these purposes. SB also added he will speak to Marketing regarding possibilities. SS raised concerns about the cost of commissioning surveys, which could end up costing 25% of the frontrunner funds; we should be exploring all avenues to use businesses and volunteers to conduct as much of our activities as possible. AC concurred with SS. SB advised he had recently met with Wereldhave asset manager, Ailsa, and this may be one avenue to explore regarding funding for the survey. SS advised he has a meeting scheduled in the coming week and will explore.

TM advised he has approached the Police to attend the main group meeting on the 26 July. Group agreed that both the Police and the Health Service be invited to the meeting on July 26.

WF raised the issue of Hoteliers in the area. PS advised they are difficult to engage with due to the nature of the management structures locally.

**ACTION: All to send draft questions to MM by 17.00 Friday, 13 July**

**ACTION: TM to invite the SNT Inspector to the Group on July 26**

**ACTION: SB to speak to Marketing on survey possibilities**

1. **Chair**

Group nominated SS

**ACTION: All to send availability for the next meeting of this group (after July 26)**

1. **AOB**

**Agenda for the 26 July CENF Main Group**

**Objective**

Encourage discussion and record different viewpoints around the sessions identified below.

**5-minute sessions**

* Context - ?
* Heritage and leisure - BG
* Business and retail – MM/PS
* Engagement - ?
* Transport and public realm – Nick O’Donnell has confirmed availability 6-7pm
* Community facilities - ?

**Chair**

MM

**Invitations**

MM and WF

**ACTION: identify owners for sessions without a lead**

**ACTION: invitations to be sent out ASAP**