**Central Ealing Neighbourhood Forum Working Group**

Meeting on September 6th. 14.30

At the Ealing BID Company Office,

Walpole House

**Minutes**

Sailesh Siyani was unable to chair the meeting and it was agreed Matthew Macmillan should act in this role.

1. **Present:** Matthew Macmillan (MM), Julian Edmonds (JE), Armelle Racinoux (AR), Steve Barton (SB), Cllr Ann Chapman (AC), Robert Gurd (RG), Tony Miller (TM), Peter Smith (PS), John Hummerston (JH), Will French (WF)

**Apologies** were received from Father Andrew and Lucy Taylor.

1. The **Minutes of the meeting of July 12th** were approved. Matters arising to be picked during subsequent discussion.

1. The **Application for Neighbourhood Area Designation** has been submitted to LBE. SB confirmed that it will be advertised on the Council’s planning website very shortly. A 6 week consultation period is required.

The meeting asked SB to keep the Group informed of significant developments relating to the application and to discuss with the working group any changes that LBE may contemplate to the Area before a decision is taken.

It was confirmed that the Neighbourhood Area will be deemed to be a Business Area and that separate referendums of local communities and businesses would be required to approve any Neighbourhood plan.

1. **Establishing Working Groups.** 5 topic areas have already been agreed, each area having a nominated leader. The groups are: Context and Vision (WF leading), Retail (PS), Transport (It was suggested Ealing Passenger Transport Users Group should be asked to lead), Heritage and townscape (RG), Arts and Leisure, Cultural and Community Facilities (JH).

The groups need to establish themselves by convening early meetings with interested people. It was hoped that these meetings could be held by the end of September, and that they could be held in Percival House. To this end it was **AGREED THAT**:

* **Topic area leaders** to send TM a brief summary of what their topic is about and the key issues it will address, plus possible dates for their inaugural meetings. **Deadline 13th Sept.**
* **TM to collate the summaries** and invite stakeholders to indicate which topic areas they would like to join and their availability to attend their inaugural meeting. **Deadline 14th Sept.**
* Topic leaders to report back on their initial progress to the next stakeholder meetings. Their reports should describe the key issues each group will be considering and the sort of questions they would like to obtain feedback from the wider community on. (See 5b – survey below)

1. **Expanding membership**
2. Website development

Website development is crucial to extending awareness of the Forum and encouraging engagement with it. Unfortunately, WLC has indicated that they no longer have the resources to put into developing the website. It was agreed a new working Group needs to meet urgently to consider alternatives.

**AGREED THAT: WF** to ascertain interest in participating in the new group and fix a meeting to advise on the website’s objectives, and options for pursuing them.

1. Business and Resident engagement strategy (inc survey)

MM and WF had put some thoughts into survey design, but it was agreed this needs to be worked up after the topic groups have had a chance to meet to agree the main issues they want to address.

**AGREED THAT:** Work on developing the survey to commence after the next stakeholder meeting when the topic groups provide their initial report back.

1. Other key stakeholders (Police/NHS etc)

TM has contacted police and NHS who appear in principle to be interested in attending meetings.

PS and the BIDco are in touch with developers and land owners.

**AGREED THAT: TM** keep TFL and other statutory undertakers aware of the Forum’s activities, although they may not be interested in participating.

1. **Resourcing and Administration**

1. Finance,

SB noted that CLG have agreed to provide an additional £5000 to assist frontrunner Neighbourhood Planning exercises once the Neighbourhood Area has been adopted.

A further £25,000 will be available to assist with referendums.

1. Administration

**AGREED THAT:**

* **MM** continue to Chair the working group.
* **TM** act as the working group secretary and maintain the email list of contacts.
* Stakeholder email details not to be circulated.

1. Marketing

**AGREED THAT:**

* the first step was to agree a strategy and for the Context & Vision working group to identify the main issues and options, in order to engage a wider audience.

1. **Next steps:**

a. The constitution needs to be finalised in order to submit a request to LBE for recognition of the forum.

**AGREED THAT:**

* Finalisation should await the determination of the Neighbourhood area notification, however in the interim:
* MM and TM work together and in consultation with others to resolve outstanding issues.

b. The next:

* Working Group Meeting will be on 9th or 10th October. **MM to confirm.**
* Stakeholder meeting will be on 17th, 18th, 24th or 25th October. **MM to confirm.**

1. **AOB**

There was no other business.

Will French