**Central Ealing Neighbourhood Forum Working Group**

Meeting on October 9th. 14.30

At the Ealing BID Company Office,

Walpole House

**Minutes**

1. **Present:** Matthew Macmillan (MM) in the chair, Cllr Ann Chapman (AC), Peter Smith (PS),Will French (WF) and Tony Miller (TM)  
   **In attendance:** Spacehive - Chris Gourlay (CG) and Maddie (part item 3 only)  
   **Apologies:** were received from Armelle Racinoux (AR), Steve Barton (SB), Lucy Tayor (LT), Robert Gurd (RG), and John Hummerston (JH).
2. **Minutes of the meeting of 6th September** were approved.  
   **Matters arising (action points):**
   1. Item 4: the summaries from the convenors of the topic working groupshad been received and circulated as agreed.
   2. Item 5: Expanding membership (other stakeholders)
      1. TM confirmed that both the police and the local NHS had been approached and were happy to be involved in the stakeholder group. There had been no response from UWL since the initial meeting, nor yet from the Polish Church.
      2. No contact yet with TfL.
   3. Item 7: Due to problems with the alternative dates, the next stakeholder group meeting would be on TUESDAY 23 OCTOBER at 6:30 pm at Ealing College.
3. **Spacehive**.
   1. A presentation of the Spacehive web based system was given by CG (CEO), who described it as an “engagement tool” for involving “people and businesses to fund collective projects”.
   2. The price was quoted at £1,000 annual fee to cover the basic system including an “initiatives page”, website name and hosting, local pages and managing relationships with contacts, plus any general function upgrades. There would also be a commission 3.5% on funding raised for successful projects. Extra functionality would be charged for.
   3. Questions concerned
      1. how effective the system would be in helping to develop concepts at the early stage, rather than funding specific projects
      2. how to brand and publicise the local ETCNF identity
      3. how the system could provide the evidence to support any Neighbourhood Plan.
   4. In discussion CG said Spacehive could
      1. help engage our target audience through social and traditional media in general terms as well as supporting particular projects
      2. provide and host our domain name and individual web pages which they would help to design, to provide a unique image and identity
      3. maintain a record of individual contributions as well as enabling moderation of them by us, so as to retain control of what appeared on the site.
   5. After Spacehive left the meeting, it was noted that
      1. Spacehive’s strengths were in its PR and social media skills and success in public engagement
      2. the weaknesses of the offering were its package approach and concentration on specific project funding
   6. After discussion, it was concluded that any web based system should be part of but not all of our approach to the community. The Spacehive system would enable us to begin engagement and progress through to enabling specific projects at a later stage
   7. MM reported that the Council (Pat Hayes) was supportive of our approach and would release funds for the purpose. It was therefore **AGREED** that
      1. **MM would speak to both the Council and Spacehive** with a view to going ahead with their proposal
      2. the existing working group should set up internal management processes to look at artwork, image, moderation etc
4. **Topic Working Groups.**
   1. The nominated leaders of the groups reported poor responses to the invitation to join. While planned initial meetings should go ahead, ways of widening the membership were needed, in particular to engage more members of the stakeholder group.
   2. PS reported that he would ask Julian Bell to allow him to include the topic of retail at the Ealing Business Partnership meeting on 14 November.
   3. It was **AGREED** that other action should include
      1. including details of the groups on Spacehive as soon as it was set up, using the existing summaries from each group leader;
      2. asking Spacehive to suggest further ideas;
      3. all stakeholder members should contact their own membership to enlarge participation. This request should go out with the agenda for the 23 October meeting.
5. **Stakeholder meeting 23 October**
   1. It was **AGREED** that
      1. MM should continue to Chair the whole group
      2. **MM and WF would agree the agenda**
      3. The working party members should provide more ideas on how to widen and engage participation.
6. **Other business**  
   It was **AGREED** 
   1. **MM should ask Steve Barton** about the response to the area application and the timing of further action
   2. **MM/PS/TM/WF should meet soon** to resolve outstanding issues on the draft constitution, so that it could be submitted with the application for recognition of the group as an official Neighbourhood Forum.
7. **Next meeting**The next working group meeting would be at 2:30 on Wednesday 7 November, **MM to confirm** details.

AHJM