

HAM AND PETERSHAM NEIGHBOURHOOD FORUM

JOINT MEETING OF THE COMMITTEE AND PLAN DRAFTING TEAM

TUESDAY 20TH OCTOBER 2015, 7.30pm

HAM CHILDREN'S CENTRE

MINUTES (DRAFT)

PRESENT

<i>COMMITTEE</i>	<i>DRAFTING TEAM</i>
Brian Willman (BWn) Chair Andree Frieze (AF) Justine Glynn (JG) Petra Braun (PB) Danielle Coleman (DC) David Williams (DW) Stan Shaw (SS) Geoff Bond (GB) Penny Frost (PF) Sarah Tippett (ST) Helen McNally (HM) Jean Loveland (JLd)	David Lamb (DL) Chris Ruse (CR) Lisa Fairmaner (LF) Justine Langford (JL) Charles Doe (CD) Brian Waters (BW) Andrew Rogers (AR)

Siriol Davies, Project Co-ordinator

1. Apologies

Apologies were received from Anne Powell, Christian Bocci, Ken McKenzie.

2. Approval of minutes of 18th August committee meeting

The minutes were approved. There was a query about the role of Madeline Thomas who had attended this meeting on behalf of Grey Court School. Her role is to liaise with the community on behalf of the school, but she will not be joining the committee. No progress had been made on recruiting a young person for the committee. BWn agreed to take this forward.

3. Matters arising

No other matters were raised.

4. Schedule of meetings for consultation

It was decided to hold all the proposed workshops at Ham Library at the following dates and times, subject to confirmation (initials refer to volunteer facilitators):

Saturday 9th January 10am-12pm	TRANSPORT	JL, DC, DW
Thursday 21st January 4-8pm	SITES	AR, CR, BW, GB
Thursday 11th February 4-8pm	SUSTAINABILITY	JG, DL (Chas Warlow to be asked)
Tuesday 8th March 4-8pm	HOUSING STYLE	LF, CB, SS, PF
Wednesday 13th April 4-8pm	CHARACTER AND HERITAGE	
Thursday 12th May 4-8pm	OPEN SPACE AND COMMUNITY FACILITIES	JG, DW

The order of workshops was determined by which material is ready. The timing is intended to allow both working and non-working people to attend. The format should be flexible, depending on numbers, but including presentations, Q&A and collection of written comments. Four-hour slots would allow for two presentations at, for example, 4.30pm and 7.30pm. A range of topics is likely to come up at each workshop, regardless of the title. The boards on vision and aims need to be visible at every workshop.

There was discussion about the difference between 'housing style' and 'character and heritage'. Volunteers were sought to write the character and heritage policy; LF and CR agreed to take this forward. It was suggested that the best approach would be to start with the conservation area management plans, to see if they are up to date or have any gaps; if they are acceptable, they could simply be endorsed.

The open spaces policy has not been written yet.

5. Timetable for plan production

The original intention to hold the referendum on the NP (Neighbourhood Plan) in May 2016 is no longer viable. The Forum cannot control the date of the referendum, which will be decided by the Council. A realistic date for submission to the Council is October 2016, which means the vote may not take place until spring 2017. However, it was felt that it might be unwise to publicise this timeline at present, but simply to advertise the workshops planned. A publicity strategy was agreed at the meeting of 18th August, which included school newsletters.

In order to make the consultation meaningful, all policies will need to be amended after taking into consideration the feedback from the workshops. A major public meeting was also suggested for late 2016 (before final submission to the council).

BW presented an article from the most recent issue of *Planning in London* magazine (see attached) with important information on the provisions for Neighbourhood Planning in the housing and planning bill currently before parliament (*attached*).

6. Treasurer's report

JLd presented figures on which the draft budget (attached) had been based. The budget totals c. £40,000. For comparison, village plans have budgets of c. £90,000. Three tranches of £5,000 are available from the Council. There are no other current funding applications.

The hours allowed for the co-ordinator in the draft budget are underestimated and need to be revised.

There was some money in the community development fund and other sources of funds are available. It was felt that the Forum had a good chance of getting further Council funding for several reasons: a) Forum costs are reasonable, given that much has been achieved with minimal expenditure b) The NP carries more legal weight than Village Plans and therefore should naturally require more funding c) The rarity of NFs means that there should be funds in the Council budget. There may be money available for youth consultation.

A query was raised about social media. It was confirmed that AF does Facebook and GB looks after the website.

LF volunteered to look at pots of money available and talk to JLd.

JLd wants to stand down as treasurer, since she feels it is incompatible with her role as councillor. The meeting passed a vote of thanks for all her hard work. A volunteer is needed to act as treasurer.

7. Update on Ham Close

JG, SS, GB and DW are on Ham Close Community Forum. The proposal for 400 residential units on the site has met with a hostile public reception. The HCCF has written to the Council asking them to reduce the proposed density and has threatened to boycott further meetings if the Council fail to respond.

The committee perspective has been summarised in the *Ham and Petersham Magazine* as follows:

"We've been keeping a close eye on events at Ham Close and Justine Glynn has been our representative on Ham Close Community Forum. We look forward to the response of Richmond Housing Partnership and the Council to comments that have been made by the local community and us on the consultation."

8. List of future meeting dates for the Forum committee

The following dates were agreed and HM agreed to host them at the Children's Centre:

- Jan 26
- Feb 23
- March 15
- April 19
- May 24
- June 21

- July 19
- August 16
- Sept 20
- Oct 18
- Nov 15
- Dec 13

9. Administrative matters

Email - it was agreed that SD, as co-ordinator, would have access to the admin@hamandpetershamforum.org email, which will become her contact email in this role. It may be useful to clarify who else has access to this email.

Dropbox - currently 7 people have access to data stored here. It was agreed that all the committee and drafting team not currently included should have reading access; anything for editing by them should be sent to SD to action. SD to organise file structure.

For reasons of data protection, lists of personal contact details should not be stored in the drop-box, but on SD's hard drive. GB and SD to liaise on using Mailchimp.

A physical address box, for those without email access, needs to be arranged; JG to organise and SD to monitor. DL volunteered to ask Ham Library about the possibility of holding a physical folder of information relevant to the forum.

Consultation data - the drafting team has collated comments from past events. Given the need to identify comments according to date as well as topic or other categories, it was agreed that the best way to present them is in an Excel spreadsheet where searches by date, topic etc can be made. SD to action, after discussing topics with LF and JG.

10. Any other business

No other business was raised.

11. Next meeting

The next committee meeting will be held on Tuesday 17th November 2015 at 7.30pm in Ham Children's Centre.

The meeting closed at 9pm.

Action summary 20.10.2015

Item	Action	Lead
2	Recruit a young person for the committee	BWn
4	Ask Chas Warlow to volunteer for sustainability workshop	LF
4	Find a volunteer to write the character and heritage policy	LF and CR
6	Look at funds available for application	LF/JLd
6	Find volunteer treasurer	BWn
9	Allow SD access to admin email	GB
9	Allow all committee and drafting team reading access to dropbox	SD
9	Use of mail chimp for mailings	GB/SD
9	Ask Ham Library to hold information folder	DL
9	Consultation data to be organised in Excel	SD