

NEIGHBOURHOOD FORUM COMMITTEE MEETING
TUESDAY 29TH APRIL – HAM LIBRARY COMMUNITY ROOM
CHAIR: JUSTINE GLYNN; MINUTES: SAM PAYNE

1.	<p>APOLOGIES Maggie Bailey, Peggy Curtis, Joe Noble, Sarah Sinclair, Mitesh Patel</p>	
2	<p>MATTERS ARISING GB asked if PC could clarify section 3 paragraph 2 at the next meeting. <i>“Concentration on ‘preservation’ and ‘semi-rural’ character and point out other entities; emphasize more all who are to be represented”</i></p> <p>DW stressed that he was concerned about the word “preservation”. He said the purpose of the Forum was to look forwards as well as backwards.</p>	PC
3	<p>DRAFTING TEAM UPDATE AB explained that the Development plan documents have been received on CD and the drafting team is currently going through them to see what is relevant to Ham and Petersham.</p> <p>The drafting team is looking at existing Neighbourhood Forums that have gone to referendum and their structure and will be basing the Ham and Petersham structure on the ones that have already worked.</p> <p>AR has registered to attend a Neighbourhood Planning event in Ealing on 28th May. AB and AR will attend the event.</p> <p>The Committee agreed it was happy to support the evidence the drafting team provided for the Plan.</p>	
4	<p>ADDITIONAL PUBLIC CONSULTATIONS It was identified by the Committee that further public consultations were needed in order to reach wider areas of the community. It was decided to Run 2 information stalls, one on Ham Parade and the other outside Tesco’s Express on Ashburnham Road. The Consultations will take place between 10:30 and 13:00 on Saturday 7th June. SP will arrange the rota of volunteers to Man the stalls.</p> <p>It has not been possible to arrange consultations in the local Primary Schools. AB explained that Paul Chadwick, The Environment Director at Richmond Council, is investigating how to approach the local schools.</p> <p>BW informed the Committee that the Ham and Petersham Faith Groups were meeting in Mid-May and this should help to raise the profile of the Forum.</p> <p>SS regretted that he would be unable to help with the public consultations due to work commitments, but he offered the use of the Mervyn Smith facilities to the Ham Parade Consultation team.</p>	SP

5	<p>HAM FAIR</p> <p>It was agreed that as well as selling cakes and soft drinks there will also be a competition for children. They will be asked to draw/write what they like about Ham and Petersham and the best answer will win a prize. It was also suggested that toys are borrowed from the Mind shop so that there will be something for the children to play with.</p> <p>SP will organise a rota to Man the stall, although many of the Committee will be at the Fair with stalls of their own.</p> <p>The Committee agreed that JG would purchase a feather banner to display at the Fair and other future events.</p> <p>It was suggested that business cards with the Forum logo and website details were printed for members of the Committee to hand out as and when they were needed. The back of the cards would be left blank so that contact details of relevant committee members could be written by hand.</p>	<p>JA/JG</p> <p>SP</p> <p>JG</p> <p>JA</p>
6	<p>FINANCE</p> <p>JL confirmed that she had paid £6,300 into the bank account, however the cheque had not yet cleared and she would check the account again later in the week.</p> <p>JL suggested that a claim form was needed to reimburse purchases made on behalf of the Forum and that a balance sheet should be kept so that finances were clear and transparent. JL offered to maintain the balance sheet and create the claim form.</p> <p>There are currently three signatories, Jean Loveland, Peggy Curtis and Sam Payne. 2 of any 3 signatures are needed for each cheque. There is no facility to undertake transactions using internet banking, although there is a facility to view the account electronically.</p> <p>Paul Chadwick, Director of Environment, informed AB that a one off funding of £15,000 payable in 3 instalments had been agreed.</p> <p>DW pointed out that when filming occurs locally Richmond Council ask the filming company to donate funds to local charities rather than pay a fee directly to the Council. DW will investigate when the next session of filming is due to occur in the area.</p> <p>JA suggested that now the Forum has some funds it would be a good idea to use some of the money to undertake a small community project. It was agreed that the Committee would ask their networks what they would like to see happening in the area and report back at the next meeting.</p>	<p>JL</p>

	<p>DW informed the group that 3 grants had been approved through the Community Matters funding:</p> <ol style="list-style-type: none"> 1. HUG Makerspace: "You make it, you keep it – Ham United Group 2. Ham Playing Fields Hedgerow Project – Kew Association FC 3. Ham Library Community Hub – Friends of Ham Library 	
7	<p>INFORMATION EXCHANGE</p> <p>Ham and Petersham Magazine - see appendix 1 attached</p> <p>Andy Dawson can no longer compile and edit the Ham and Petersham Magazine alone. It is felt that it would be a great loss to the Community if the magazine folds completely, and some Community Groups have expressed an interest in helping out with the running of the magazine. It has been identified that people are needed for the following posts, initially on a voluntary basis:</p> <ol style="list-style-type: none"> 1. Editor 2. Advertising 3. Distribution 4. Marketing <p>It was estimated that it costs £1,700 to produce each issue of the magazine, therefore £6,800 would be needed pa.</p> <p>AP informed the group that the Ham and Petersham Association paid about £130 per page for advertising. It was proposed that other local groups would need to contribute financially in order to sustain the magazine.</p> <p>It was suggested to save money an electronic copy of the magazine could be produced, but JL and SP pointed out that not all members of the community had access online. SS also stressed that the appeal of local businesses advertising in the magazine was due to the fact that it was delivered to every door of local households.</p> <p>Barclay's Bank Closure – Ham Parade – Appendix 2</p> <p>Barclay's Bank is to close on Ham Parade and is due to be replaced by a Sainsbury's Express. There have been public meetings to discuss the implications of the change to Ham Parade. SS expressed that some of the Ham Parade Traders were concerned that a Sainsbury's Express would have a detrimental impact on their businesses and the loss of local banking facilities would prove inconvenient and time consuming.</p> <p>AR proposed that the Forum would be eligible to apply to the Council and list Barclays Bank as an asset of Community value. This would need to be done before 26th June when Barclays are due to move out.</p> <p>JA suggested that the local Community and organisations were contacted and asked whether they would like the Forum to intervene on their behalf. AR agreed to draft a pros and cons leaflet to be distributed through our networks.</p> <p>There were general worries that the building would not be large enough for a</p>	AR

	<p>Sainsbury's Express, there would be nowhere for large vehicles to deliver stock, and that parking would become more difficult as a result of the change of use.</p> <p>Future use of Ham Library Community Room The Forum Committee has been meeting on Tuesday evenings in the Community Room at Ham Library. AB informed the group that a slimming club has now pre-booked the room every Tuesday and Thursday evening which would mean that the Forum would need to meet on an alternative evening. Tuesday seems to be the best evening for most of the group so for the time being it was decided to continue to meet on a Tuesday and use alternative venues such as the Woodville Centre, Kew Association FC, and Grey Court School. AB will contact Kim Hacker and see if somehow the library can still accommodate the Forum on Tuesdays. The Committee will discuss AB's results and how to address this situation at the next meeting.</p> <p>Streetlife Streetlife is a social network that may be another way of communicating with the local community. JA will investigate and report back at the next meeting.</p> <p>Ham Close Residents Association AB informed the group that Ham Close Residents Association have a new website. He was concerned that the Neighbourhood Forum had been misrepresented on their site and will contact them to ensure corrections are made.</p>	<p>AB</p> <p>JA</p> <p>AB</p>
8	<p>AOB JA reported that she had met a local resident who said he/she had signed up for Forum news but as of yet had not received any correspondence. It was thought that this was due to an error with contact details rather than neglect from the Forum. JA suggested that a more regular newsletter was distributed to people who had signed up to the Forum and through our networks. GB agreed to send out a draft newsletter to the Committee to be discussed at the next meeting.</p> <p>It was acknowledged that some local service providers had not yet attended any meetings and that this should be put on the agenda for the next meeting.</p> <p>It has been noted that Mitesh Patel from Pharmicare would like to attend Committee Meetings but he is unavailable on Tuesday evenings.</p>	<p>GB</p>
9	<p>DATE OF NEXT MEETING The next meeting is to be held on Tuesday 3rd June at The Woodville Centre, Woodville Road, Ham, Richmond, TW10 7QW</p> <p>Please use the front entrance rather than the SOS entrance</p>	