

MEETING EXECUTIVE COMMITTEE
DATE | TIME WEDNESDAY 13TH MAY 2015 6.00PM
LOCATION 50-51 WELLS STREET
FACILITATOR WS
NOTE TAKER GH

PRESENT

Nick Bailey	NB
Sharon Banoff	SB
Barbara Corr	BC
Peter Dore-Smith	PDS
Gwilym Harbottle	GH
Vivien Hughes	VH
Edwina Lonsdale	EL
Chris Shaw	CS
Wendy Shillam	WS

APOLOGIES Yoram Blumann YB

MINUTES

- 1. Welcome and apologies; note taker** **Presenter** WS
WS welcomed the new Committee members. Apologies from YB. GH elected note taker.
- 2. Declaration of members' interests and questions from the Forum** **Presenter** NB
WS and NB explained the provisions of the draft constitution about conflicts of interest. None were declared. There were no questions from the Forum
- 3. Announcements of AOB** **Presenter** WS
BC asked about what had happened about the ideas generated at the Forum meeting of 15 July 2014. WS explained that the minutes had been put online. There had then been meetings of topic groups the results of which were presented at the Forum meeting of 14 April 2015. BC asked for an explanation as to how the Executive were "servants of the Forum" (as WS had put it at the 14 April 2015 meeting). GH explained that under the draft constitution members of the Forum controlled the Executive by electing them, having the power to remove them and having the

power to call general meetings.

4. **Election of new officers** Presenter WS
 It was resolved that no officers additional to the Chair, Secretary, Treasurer and Membership Secretary were required. These roles would continue to be fulfilled by WS, NB, YB and GH. The facilitator and note-taker would rotate.

5. **Co-option of new EC members**
 It was resolved to co-opt (i) Stephen Medway, Managing Director, Trading Environment, at the New West End Company, subject to his joining the Forum; and (ii) Joanna Oldham, who lives in Holcroft Court.
 It was resolved to remind Dan Castle of LDG of his right to come and observe the Executive Committee's meetings.

Action: WS to speak to Dan Castle.

6. **Inaugural meeting of the Forum: report and feedback** Presenter WS
General. GH reported that almost half those attending had joined at the meeting. NB pointed out that the annual residential "churn" in the neighbourhood is about 25%. It was agreed that the meeting had generally been positive in terms of attendance, energy and enthusiasm. Tom Kimber of Westminster Council had expressed satisfaction with the meeting. The room had been excellent.
 However, more needed to be done by the EC to explain to members and those in the neighbourhood the purpose, capabilities and constitution of the Forum including the respective roles of the EC and members and the necessary resident/business balance.
 It was agreed that the most effective way to develop the neighbourhood plan would be to work in smaller groups.
Constitution. It was agreed that GH would circulate the draft constitution to all members with an appropriate email/letter mentioning that the constitution had been approved by Westminster and accorded with constitutions of similar groups.
Programme of work. It was agreed to set the agenda for the work on the plan at the next meeting, including: funding, programme and allocation of tasks.
 There was discussion about the triangle site. It was agreed that the local plan was out of date and that the forum should aim to fill the resulting vacuum including by draft policies.
 It was agreed to draw up a shortlist of consultants from whom we would seek assistance with the plan and bodies we need to meet with (e.g. TFL, Westminster, Camden).
 It was agreed that the topics to be covered by the plan would be the main agenda item at the next meeting.
 BC would forward details of the cycling strategy to WS.
Funding. In YB's absence WS presented a draft proposal for

an application for ward funding in the sum of £16,750 comprising: (i) Public consultation £3,150 (3 meetings £750, 3 sets of leaflets £1,200, posters/display £1,000 and website costs £200); (ii) Studies £13,000 (traffic surveys £6,000; advice on housing policies £1,000; drawings and maps £3,000; other studies and surveys £3,000); (iii) Admin assistance £600. It was agreed that a full proposal would be presented at the next meeting.

Action:

GH to draft letter/email and circulate constitution.

WS and NB to draw up shortlist of consultants and to meet.

BC to forward details of the cycling strategy to WS.

WS/YB/NB to present a full ward funding proposal at next meeting.

7. **Secretary's report** Presenter NB
- There was nothing to report.
8. **Financial report**
- There was no report.
9. **Communications report** Presenter SB
- There was nothing to report. EL was appointed Communications Officer, assisted by SB and VH.
10. **Membership report** Presenter GH
- GH reported that 27 new members had joined at the meeting.
11. **Discussion, overview of future tasks** Presenter WS
- WS summed up. The main priorities are money, the programme and who does what.
12. **Dates of next meetings** Presenter WS
- See below

Date	Facilitator	Notetaker
Wednesday 10 June 6.30pm	NB	WS
Wednesday 8 July 6.30pm	SB	NB
Wednesday 9 September 6.30pm	YB	SB

Wednesday 14 October 6.30pm	BC	YB
Wednesday 11 November 6.30pm	PDS	BC
Wednesday 9 December 6.30pm - Christmas Event?	GH	PDS
Wednesday 13 January 6.30pm	VH	CS
Wednesday 10 February 6.30pm	EL	VH
Wednesday 13 April 6.30pm	CS	EL