

## Minutes of Fitzwest Executive Committee

- Date:** Wednesday 18 April 2018
- Time:** 6 p.m.
- Venue:** NWEF Offices, 3<sup>rd</sup> Floor, Heddon House, 149-151 Regent Street, London W1
- In Attendance:** Gwilym Harbottle (GH) – Chair  
Julia Haythorn (JH) – Facilitator  
Dan Johnson (DJ) – NWEF  
Christopher Shaw (CS) – Minutes  
Barbara Corr (BC)  
Vivien Hughes (VH)
- Apologies:** Sharon Banoff (SB)  
Wendy Shillam (WS)  
Nick Bailey (NB)  
Yoram Blumann (YB)
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### 1.0 DECLARATIONS OF INTEREST

- 1.1 It was agreed, going forward, that declarations of interest will be held as the responsibility of those attending Executive meetings as referenced in minutes of the previous Executive meeting of 21 February 2018. Members were still obliged to declare relevant interests on topics as they came up for discussion.

### 2.0 FUTURE STRUCTURE OF EXECUTIVE MEETINGS; APPOINTMENT OF A MEETING CHAIRMAN AND WHO CHAIRS FUTURE FITZWEST MEETINGS

- 2.1 GH had circulated a note to all Executive members advising that he will step down effective from the 18 April 2018 Board meeting.
- 2.2 **Chair of Fitzwest:** It was agreed by the Executive that in the absence of a permanent Chair that the role of Chair will for the time being be rotated and taken by the Facilitator of each meeting who will then be responsible for pursuing the agreed actions as Chair until the next Executive meeting when the Chair's position will be handed over to the next Facilitator/Chair. JH as meeting Facilitator agreed to be Chair of the meeting and to remain as Chair until the next Executive meeting (scheduled for Monday 14 May 2018).
- 2.3 **Election of Chair:** A member of the Fitzwest Executive can put themselves forward for the role of Chair at any time subject to a simple majority of the Executive agreeing that appointment.

2.4 **Election of Executive Member:** A member of the Fitzwest Neighbourhood Area can also put themselves forward as a member of the Executive of Fitzwest and in due course present themselves for consideration as Chair at any time.

2.5 **Future Meeting:** It was agreed that the next Fitzwest meeting will take place at 6 p.m. on Monday 14 May 2018 and take place at the NWECC offices, 3<sup>rd</sup> Floor, Heddon House, 149-151 Regent Street, London W1. NWECC advised that their meeting room is available for future meetings if required.

2.6 **Notetaker:** In the absence of NB, CS agreed to be the notetaker for the meeting and produce the minutes.

### 3.0 **AGM AND CONSTITUTION**

It was agreed by the Executive that an AGM should now be held. It was proposed that this take place on Tuesday 26 June 2018 and could occur before an Executive meeting depending on agenda and numbers attending. BC agreed to ask whether the Chapel (Fitzroy Place) could be provided for this purpose for a meeting starting at 6 p.m. If the Chapel is not available at this time, the AGM will take place at the offices of NWECC, 3<sup>rd</sup> Floor, Heddon House, 149-151 Regent Street, London W1.

AGM to consider whether as part of the AGM there should be photographs of the local area or an enticement to the AGM in terms of a lecture by the likes of Griff Rhys-Jones.

AGM to consider the constitution and whether a quorum to pass the AGM business should be reduced to, say, a quorum of six attendees.

AGM to consider the obligation in terms of Executive meetings to be no greater than four meetings a year although of course there will be many more than this. Meetings will be established from time to time as and when they are necessary.

AGM to consider the need to hold an AGM meeting once every 12 months.

### 4.0 **PROGRESSION OF THE NEIGHBOURHOOD PLAN**

Following the progress report and to do list based on the sub-group meeting of Friday 13 April 2018 (copy attached) circulated to all Executive members and concerning the 'to do list', it was agreed that the following Executive members will cover individual items or work together on any general items.

Item: The following were agreed following the numbers of the items in the 'to do list':

1. Review of all policies against new draft London Plan etc – general

**Action: All**

2. Obtaining information documents from WCC

**Action: NB**

Item:

3. Prepare and obtain funding  
**Action: GH with assistance by CS**
4. Conservation / existing buildings  
**Action: BC with others feeding into the information**
5. Brief for neighbourhood plan  
**Action: BC assisted by VH with others feeding into the information**
6. Gather trends on small businesses and retail space  
**Action: GH with others feeding into the process**
7. Evidence on environmental issues  
**Action: YB**
8. Potential policies to influence the construction process – we discussed whether this is something that actually needs to be undertaken by the Neighbourhood Forum as part of the local plan review as these policies are already comprehensively covered on the Council's own website and exist at both national and local level, with penalties that apply to developers and contractors who do not comply with Construction Management Plans and the like. The Plan can therefore reference what already exists rather than reproduce it. At the same time, we could call for greater diligence and enforcement by WCC.
9. PSC – Preferred Supplier Consolidation for deliveries and service vehicles  
**Action: NWEAC agreed to review their proposals in Bond Street and consider how this could be applied to Fitzrovia and to consider how Section 278 and Section 106 Agreements can assist in looking at the issue of paving, deliveries and public realm.**  
**Action: JH agreed to send a letter to NWEAC offering support for the PSC scheme.**  
*Post-meeting note: Letter sent by JH to NWEAC.*  
*Note: PSC preferred supplier consolidation saw a 70% reduction in refuse vehicles in the Bond Street exercise.*
10. Quotes for funding inputs:
  - (a) For Tony Burton's input up to draft plan stage  
**Action: GH to chase for a quote from Tony Burton**
  - (b) Printing, designs and maps – obtain quotes for this work  
**Action: Executive member to be selected for this work (VH and BC agreed to assist)**
  - (c) Green policy – this includes items such as greening of the streets, blocking up the streets, public realm modelling and cycle routes. Also discussed were experimental traffic orders and whether these are initially temporary to be made permanent.  
**Action: Executive member to be selected for this work**
11. Intel on Fitzrovia business organisations:
  - (a) **Action: GH will continue dealing with the funding application to raise local funds (an obligation of the funds being provided by NWEAC)**
  - (b) **Action: CS to obtain a list of local businesses in the Fitzrovia area from WCC**

## **5.0 RUBBISH AND RECYCLING PILOT**

- 5.1 CS reported with JH's comments concerning a walkabout with WCC's Refuse Officer. Notes of that walkabout have been circulated to the Executive. CS has not heard back from WCC concerning a review of the rubbish pilot after six months. WCC had implemented the changes in the pilot as permanent actions. CS and JH had raised with WCC a change of the times for the first collection of refuse in Great Titchfield Street and increasing the number of recycling collections in Foley Street.

There are still instances of street dumping and residents putting their refuse out at the wrong times. WCC to review its enforcement processes now a permanent refuse and recycling strategy is in place.

## **6.0 GINKGO TREES**

- 6.1 CS reported that the female ginkgo trees that caused a mess in the street and a bad smell had been removed from Langham Street and that the replacement flowering pear trees were due to be installed before the end of April.

*Post-meeting note: the flowering pears were installed in Langham Street on Friday 27 April*

## **7.0 GREENING PROJECT / PAVEMENT PROJECT**

GH reported on the consultation for the Pavement Project and the Corner Project – note and actions identified as attached.

GH reported that the Corner Project to Holcroft Court is now proceeding.

## **8.0 AOB**

No further items were raised.

## **9.0 NEXT MEETING**

Date: Monday 14 May 2018

Time: 6 p.m.

Venue: NWECC Offices, 3<sup>rd</sup> Floor, Heddon House, 149-151 Regent Street, London W1

**FITZWEST  
NEIGHBOURHOOD PLAN SUB-GROUP  
PROGRESS REPORT AND TO DO LIST 14 APRIL 2018**

This document draws heavily on Tony Burton's email to the sub-group dated Friday 13 April 2018

**Progress report**

The sub-committee has met twice. Significant progress has been made towards a skeleton plan using a structure drafted by Nick and guided by the initial vision and key issues (and objectives). We have been using Nick's guiding criteria:

- To add value to, but not to repeat, WCC and London Plan policies;
- To focus on what we want to achieve in the NP area;
- To only include planning-related policies (anything involving the development of land or buildings and roads);
- To ensure (in general terms) that policies relate to our vision and objectives;
- To back up statements in the justification with evidence which we have or are confident we can get;
- To keep it simple otherwise WCC will challenge us on detail and claim our policies are repeating theirs.

We agreed there may be value in combining the issues a broad category around liveable places between buildings. This would also reduce the number of objectives.

We also agreed a likely focus for the business strand of the plan would be around protecting diversity and small businesses.

**To do list**

1. All policies need to be reviewed against the new draft London Plan, existing and emerging Westminster City Plan policies and other neighbourhood plans.
2. Obtain from WCC:
  - a. a profile for the neighbourhood area providing equivalent information to the recently published ward profiles
  - b. Whatever information is available for the area via WCC's GIS
  - c. Detail on street trees, green space and other green infrastructure across the area
3. Prepare and obtain funding for a brief for developing greening and network proposals for the neighbourhood area, ideally underpinned by some assessment of impact on traffic flows. Note: we can't provide for street closures or cycle routes in the plan but we can say that development must contribute to street closures or cycle routes and specify the streets/routes based on evidence. It would be useful to attempt to determine how much has

been recovered by WCC from development over the last few years as a guide to what money could be available in future.

4. Conservation/existing buildings:
  - a. Identify that part of the neighbourhood area not within a Conservation Area and assess its character
  - b. Identify buildings and other structures of local heritage significance, especially outside Conservation Areas and produce evidence to support a policy for their protection. Check whether there is a WCC list of buildings of local significance
5. Prepare a brief for a "neighbourhood map" which can be developed to express the policy intentions of the plan (particularly on green space, street closures, street trees, safer streets, "health streets", cycle routes but also to identify conservation areas) and obtain funding for this.
6. Gather evidence on trends in small business and retail space and their geographical location, including clusters.
7. Gather evidence on environmental issues: the neighbourhood area's air quality, urban heat island characteristics and green space deficiency including comparisons with other areas
8. Review potential policies to influence the construction process. Issues include: pavement closures, noise, dust.
9. Look at: paving, deliveries, service vehicles
10. Arrange funding: get quotes for:
  - a. Tony up to "draft plan" stage
  - b. Printing and design of maps, plans and materials
  - c. Greening study

**FITZWEST**  
**GREENING PROJECTS**  
**REPORT 14 APRIL 2018**

## **INTRODUCTION**

This report covers two projects: the Pavement Project and the Corner Project.

### **1. PAVEMENT PROJECT**

This is the project to green the E side of Gt Titchfield St from Clipstone St to Carburton St. We had ward funding to create and consult on a plan. We have now concluded this. Thanks to all who helped with the exhibition.

#### **Results**

**There were 51 responses.** 25 online, 14 by email, 9 at the exhibition and 6 to FC (some people responded in more than one way). All but one were local residents.

**Opinions.** 49:2 in favour of greening the space. 48:1 in favour of the specific proposal. 20 offered to help.

**Concerns.** Those in favour raised the following concerns:

Maintenance. 8

Planters. 6 (various)

Loss of walking space (including for wheelchairs). 4

Absence of seating. 1 Vandalism. 1. Dogs. 1

Those against greening in general or the specific proposal raised the following concerns:

Trip hazards. Maintenance. Environmental and financial cost of the project. Litter/dumping. Street cleaning. Risk of tree loss. Objection to loss of existing planters. Unsuitability of particular plants. Paving looks cheap. Cluttering open space. Obstacles for visually impaired and pushchair users. Too many curves.

#### **Next steps**

1. Citywest Homes. Barbara and I spoke to CWH on whose land this would be. They are agreeable in principle to our taking it forward and would consider contributing the maintenance costs.
2. Produce attractive report for WCC, CWH, funders and consultees.
3. Liaise with CWH, HC residents association and WCC about consent, maintenance, street cleaning etc.
4. Produce budgeted plan for creation of final plan, implementation and maintenance.
5. Apply for money. Any ward funding application will have to await the election but we should approach local businesses.

## **2. CORNER PROJECT**

This project concerns the forecourt at the SW corner of Holcroft Court. It is going ahead at last. CWH have satisfied themselves about loadings and are keen. Barbara and I met with them last week to discuss:

- insurance (CWH responsibility)
- health and safety (risk assessment needed)
- maintenance (there will be a covenant that if not maintained they will remove)
- period (5 years)
- planning application (we to do)
- condition survey of existing (to be done in advance of placement of planters)

### Next steps

1. Instruct Rebecca to prepare a plan (her previous corner plan was at the NW corner and was abandoned for reasons previously explained).
2. Agree terms with CWH.
3. Obtain planning
4. Convene planting and maintenance group