



MARYLEBONEFORUM

MINUTES

MARYLEBONE FORUM COMMITTEE MEETING

8.30 – 9.30 Tuesday 14 December 2021

On Microsoft Teams

Attendees

1. Michael Bolt (MB)
2. Sarah Buttleman (SB)
3. Kay Buxton (KB)
4. Hanna Corney (HC)
5. Sheila D'Souza (SD)
6. Will Dyson (WD)
7. Amanda Feeny (AF)
8. Rosa Han (RH)
9. Ann-Marie Johnson (AJ)
10. Simon Loomes (Chairing on behalf of Yael Saunders) (SL)
11. Andrea Merrington (AM)

Minute taker

1. Kate Rayner (KR)

Apologies

1. Penny Alexander
2. Guy Austin
3. Alan Bristow
4. Canon Stephen Evans
5. Mark Gazaleh
6. Christian Lock-Necrews
7. Ian Macpherson
8. Yael Saunders

MINUTES

1. Welcome & apologies

SL welcomed all to the meeting and ran through today's agenda. The group confirmed that they were happy for the meeting to be recorded and for SL to chair on behalf of YS who had sent apologies in advance.

2. Approval of minutes

The minutes for both 23rd September and 2nd November were approved.

3. Update from Treasurer

Treasurer Ian Macpherson was unable to make the meeting. SL confirmed that payments of £1,000 had been received from Marble Arch BID and NWECC. There are outstanding contributions from British Land, The Portman Estate, Howard de Walden Estate and the Marylebone Association. Invoices have been sent.

4. Update on neighbourhood plan

AM and KB updated the committee on the development of the plan. There have been no changes or updates to the draft policies. AM had a meeting with MB, representing the Marylebone Association, at which it was decided to reintroduce some planning and design policies that had been drafted previously – for example the policy regarding basements. These were drafted prior to the City Plan's adoption so will be explored and sense-checked by the planning consultant in the Plan development process.

AM has had initial conversations with two planning consultants and an informal quote has been received from Gerald Eve. This was circulated to the Neighbourhood Plan sub-committee for comments. Feedback on this would be welcome. The quote is for a capped amount of £6,000 per quarter. KB added that the quote missed some technical planning requirements so this will need to be rectified.

KB is continuing work to put together the application for CIL funding for the neighbourhood plan development work. Amit Mistry, CIL Officer at Westminster City Council, has confirmed that applications can only be made for technical planning support and not for engagement and consultation activities, as these are deemed as 'campaigning'. The CIL application will therefore cover the cost of the planning consultant, while communications and engagement activity will have to be covered separately, with contributions from the BIDs, Estates and amenity societies. SB queried the amount and its cap, to which KB responded that the application was for a capped total of £24,000 for the year, which begins as and when the Forum is ready (not from the date of application approval). If more is needed after the first year, then another application can be submitted which is likely to be approved. KB added that the quote from Gerald Eve is in line with other similar applications for the same purpose that have been made for CIL in the past.

MB asked if it would be worthwhile asking Tony Burton, an independent planning consultant who helped FitzWest Forum with the development of their neighbourhood plan policies. AM agreed that

this would be a good suggestion for a third quote and suggested a meeting be organised with Tony. MB will arrange.

Part of the CIL funding application requires engagement with ward councillors and as such all have been contacted and a positive response has been received. A meeting with the councillors is due to take place on 4th January with KB, AM and AMJ in attendance. In addition to this, KB and AM are scheduled to meet representatives of the St Marylebone Society next week as well as Marylebone Association. KB highlighted that these meetings are not to go through the detail of policies but to discuss the broad plan themes, to listen to ideas and suggestions and to help draw up an engagement plan with the wider community. MB added that it would be good to revisit and build on engagement that took place in 2018. There were several engagement activities and events, mainly organised by residential members of the Forum. KB asked that any information and documentation that was collated as part of that initial engagement be forwarded to her to add to the evidence file.

MB also added that, though greening and carbon neutral policies are important, much has already been included in the City Plan and may therefore be unnecessary to include in the neighbourhood plan – for further review. The Marylebone Neighbourhood Plan does not need to be substantial in size, suggesting that 4-5 key issues should be focussed on, as this will be easier to develop and pass through the process of adoption. KB commented that in a recent conversation with representatives from FitzWest Neighbourhood Forum and WCC it was highlighted that it is worth including community concerns, even if they don't form part of planning policy, as it is important that these are noted and referenced.

KB informed the group that WCC are going to allocate the Forum a dedicated representative for the progression of the Plan who will attend meetings and be on hand to handle technical queries during the process. MB noted that a new Director of Communities has been announced by WCC.

KB asked if the CIL sub-committee need to approve the draft CIL application before it is submitted. It was decided that this approval should take place at today's meeting instead. **The group approved the CIL application for neighbourhood plan support.**

[Later in the meeting] KB queried the amount showing on the council's website of CIL allocated to date – it does not tally with applications that have been submitted. KB will follow up with Amit Mistry at WCC. SL asked if Amit is able to predict forthcoming CIL contributions, given that it is included in development planning applications. KB responded that Amit had confirmed that this is not possible but will ask about this again, as well as whether projects that have an underspend lead to money going back into the pot.

ACTIONS

- **AM, KB and AMJ to consult with local councillors on 4th January**
 - **Meetings with St Marylebone Society and the Marylebone Association to take place before Christmas.**
 - **MB to forward to KB the documentation relating to engagement activities that took place in 2018.**
 - **KB to submit CIL application**
 - **MB to approach Tony Burton regarding a meeting to discuss planning consultancy.**
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5. CIL - 2 upcoming projects, subcommittee to meet to review

SL updated the committee that there are two upcoming applications for CIL.

St Mary's Bryanston Square Primary School has applied for funding to resurface their playground in addition to adding play equipment and a scooter park. The application exceeds the cap of £100k and the committee were asked if they would like to keep this in place given the multi-purpose nature of the application. KB asked if the cap applies per application or per applicant and if it is the former, is there a limit as to when applicants can reapply. It was confirmed that it is per application, as has been the case with applications by St Marylebone parish church. SD commented that as the application from the school is multi-purpose, the Forum could look to support one element such as the resurfacing. It was agreed that the cap should still stand for this application.

The second application is due from West London Mission but they are revisiting consultation with their officers to better align their application with that of WCC's ambitions and strategic needs. SL suggested that representatives from WLM are invited to the next committee meeting to present their plans.

The committee confirmed that they are happy to delegate responsibility to the sub-committee who will meet to discuss the applications and email the recommendation to the rest of the committee afterwards. They will also discuss the £100k cap per application. SL suggested that looking at what is in the application pipeline would be useful in determining whether the cap is appropriate and if a fixed time period should be implemented for those reapplying.

MB commented that more needs to be done to raise awareness of the CIL fund. There have so far been only limited applications from organisations linked to members of the committee and this could open up the Forum to criticism. There must be many more organisations out there for whom CIL funding could provide a lifeline. SB is drafting an article to be included in the Marylebone Association newsletter in January – she will circulate the draft beforehand. SB added that, with the funding being limited to capital expenditure, this restricts those that can apply.

The Forum approved the submission of the Forum's CIL application for technical planning support for the Neighbourhood Plan development.

ACTION:

- **SL to contact WLM to invite them to present at the next meeting**
- **CIL Sub-committee to meet to discuss applications**
- **SB to circulate draft article about CIL for Marylebone Association newsletter**

6. Website

KR confirmed that there were no updates relating to the redevelopment of the website. AM expressed concern that the website may not be ready for the required engagement with the community for the development of the Neighbourhood Plan. SD added that at the moment, there is limited awareness of the Forum or the website. KB responded that the engagement of the community in the Neighbourhood Plan will raise awareness of the Forum.

ACTION:

- **SL to request an update from Yael.**
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7. Dates for AGM (Feb, on zoom) and next committee dates

SL informed the committee that Yael had suggested that the AGM take place in the week prior to half term in February – this would be w/c 7th February. The committee expressed concern about having enough time to prepare and send the agenda and papers out to members 28 days prior to the meeting to comply with the Articles of Association and suggested later in February/early March would be a preferred option.

Yael had also suggested a committee meeting take place two weeks prior to the AGM. The committee suggested that a meeting 5-6 weeks prior to the AGM would be better and allow enough time to prepare.

ACTION:

- **KR to look at dates for AGM and circulate options.**
 - **KR to send invite to committee meeting in January.**
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8. AOB

AM expressed support for the suggestion of enrolling a Deputy Chair to the committee. This would provide support and relieve the pressure on Yael as Chair and ensure continuity when she is unable to attend meetings. SL suggested that this be added to the agenda for the next meeting in January.

ACTION:

- **Deputy Chair discussion to be added to agenda of next meeting**