



MARYLEBONEFORUM

MINUTES

MARYLEBONE FORUM COMMITTEE MEETING

Thursday 10 March 8.30 – 9.30

Microsoft Teams

Attendees

1. Penny Alexander (PA)
2. Guy Austin (GA)
3. Michael Bolt (MB)
4. Alan Bristow (AB)
5. Sarah Buttleman (SB)
6. Kay Buxton (KB)
7. Hanna Corney (HC)
8. Sheila D'Souza (SD)
9. Canon Stephen Evans (SE)
10. Mark Gazaleh (MG)
11. Rosa Han (RH)
12. Ann-Marie Johnson (AJ)
13. Ian Macpherson (IM)
14. Luke Mosson (LM)
15. Andrea Merrington (AM)
16. Yael Saunders (YS)
17. Steven Thomas (ST)

Minute taker

1. Kate Rayner (KR)

Apologies

1. Will Dyson
2. Simon Loomes

AGENDA

1. Introductions and minutes

YS welcomed all to the meeting.

It was acknowledged that at the last meeting it became apparent that due process had not been followed with the submission of the CIL application for funding towards the Neighbourhood Plan. The group agreed to adjourn the approval of the minutes from this meeting so that amendments can be made to better reflect this.

2. Website update

YS updated the group on the website. SB and YS have been through the new template with the web designer and it is hoped that test pages will be available for the committee to look at later today with a view to going live early next week.

3. Neighbourhood Plan update

AM updated on the development of the Neighbourhood Plan. The policy ideas documents has been revisited with some additions to the draft Plan slides including the basement policy. The application for CIL funding for technical support for the development of the Plan was successful. The next step is to draw up a brief for the project outlining how it will proceed which will need to be agreed with the committee and then circulated to the Council for comments and approval. Once this has been achieved, the Forum can invite planning consultants to quote for the work. A Plan sub-committee will be arranged shortly to begin this process. AM has met with Tony Burton to discuss the project.

Prior to the meeting, AM had circulated draft Plan sub-committee terms of reference. These set out the parameters for the sub-committee to work within including decision making and spend approval authorities. Some members of the committee had concerns about the level of power that the terms of reference would give to the sub-committee, particularly with regard to assigning consultants and spending money.

AM assured those members that the terms were drafted in good faith and other sub-committee members expressed frustration that without the designated authority and decision-making responsibility, development of the Plan would continue to be slow. In order to make progress, some decisions will need to be made swiftly and waiting for full committee approval takes time.

Suggestions for ways around the issue included adding a threshold up to which the sub-committee and Chair can approve payments and amending wording relating to the appointment of consultants from 'approve' to 'recommend'. It was agreed that AM would work with SE, IM and MB to address the points of concern in the document and recirculate to the committee.

AM asked that guidance be provided on what to include in the presentation for next week's AGM. YS will send.

ACTION:

- **AM, IM, MB and SE to meet to amend draft terms of reference document for recirculating**
- **YS to provide guidance for AM on what should be included in AGM presentation.**

4. CIL update

YS confirmed that new applications are expected from St Marylebone parish church and the St Marylebone CE School. Given that these organisations have received CIL funding in the past, should the decision to not apply a limit to the number of applications be revisited?

SE withdrew from discussions given his connection to the church but highlighted that, had there not been a limit of £100k, there wouldn't be the need to submit multiple applications. There is also the issue of changes in allocation of strategic CIL by WCC limiting their access to funding.

KB commented that the £100k cap restricts applications from big-impact projects. Most projects require significantly more.

SD commented that the issue isn't the multiple applications but the lack of awareness of the CIL fund amongst the community and other possible applicants. More needs to be done to spread the word. An article was recently drafted and circulated in the Marylebone Society magazine.

AM added that it must be remembered that all the applications, despite being from organisations that have applied before, are for local infrastructure and for the benefit of the community.

It was decided to retain the same £100k cap and not to apply a limit to the number of applications.

ACTIONS

- **Sub-committee to review the CIL applications once received.**

5. Architectural Association offer

YS has received an offer from post-graduate students interested in carrying out a project on neighbourhood planning and public engagement. They are offering to create tools for engagement and to generate feedback, principally in the form of digital surveys and infographics.

It was suggested that the timing isn't right for the Neighbourhood Plan given that the brief is yet to be drafted and approved. It would, however, be useful for promoting and engaging the community in CIL funding opportunities.

ACTION:

- **YS to confirm with the students.**

6. Info storage and admin support

YS confirmed that KR is to leave the role of administrative support after the AGM and has been looking for a replacement. MB is looking for a similar resource for the Marylebone Association so they are working together to find one person to take on both.

The committee agreed that a paid-for admin resource is needed to alleviate the burden on other members of the committee.

YS commented that KR can continue to do ad hoc updates to the website with news articles when required. KB queried whether a paid resource is required for this and offered to take on this task.

ACTION:

- **YS to continue to work with MB on sourcing admin support for both the Forum and the Marylebone Association.**

7. AGM

YS confirmed the agenda for the virtual AGM taking place next week. There will be presentations from both the St Marylebone School and St Marylebone parish church on recent CIL funded projects. Presenters will be able to share their screens.

8. AOB

MG highlighted that the planting of the 1000th tree is taking place in June – date to be confirmed. Committee members are welcome to attend the ceremony.

KB reminded the group that the Leader of the Council is attending the next Forum of Forums meeting providing a good opportunity to highlight any concerns. Issues relating to highways has been raised by other Forums. SE suggested that a question be asked about the Council's planned use of strategic CIL.

MB stated that a local rabbi has been communicating with a cathedral in Ukraine and is looking to begin collecting funds to support those affected by the war. YS confirmed that she has circulated the information to business representatives in the local area.