



# MARYLEBONEFORUM

Marylebone Forum Committee Meeting  
 Streathers, 44 Baker Street, W1U 7AL  
 7<sup>th</sup> February 2023 9:30 to 10:45am  
 In person only

Committee members		Committee members	
Penny Alexander	Baker Street Quarter Partnership BID	Andrea Merrington	HDWE
Julie Redmond	Marylebone Association	Yael Saunders <b>Chair</b>	Resident
Alan Bristow	Resident	Steven Thomas	HDRA
Sarah Buttleman	Resident	Will Scott	British Land
Kay Buxton	Marble Arch BID		
Linda Davies	Marylebone Association	Guests	
Sheila D'Souza	Resident	Rosa Han (AQ)	The Portman Estate
Rev Canon Stephen Evans	St Marylebone Parish Church	Minutes Apologies	
Ann-Marie Johnson	Resident	Will Dyson	NWEC
Simon Loomes <b>Secretary</b>	The Portman Estate	Nicki Palmer	Harley St BID
Ian Macpherson <b>Treasurer</b>	Resident	Michael Bolt	Resident

## ACTIONS

1. Minutes of the last meeting to be posted on the website. <b>Action Coordinating Committee.</b>
2. <b>SL</b> to convene Coordinating Committee.
3. <b>Coordinating committee</b> to prepare for AGM.
4. Eric Robinson, a Forum member, has volunteered via YS to write up a report on the previous consultations by the Forum. YS to seek by end of February for distribution to all for review. <b>Action: YS.</b>
5. <b>Coordinating Committee</b> to agree process and invite councillors to next Main Committee.
6. <b>KB</b> to circulate Engagement Brief for initial comments
7. <b>IM</b> to circulate his written note on the potential for treating the contributions made in the year ended 31 August 2022 as deferred income related to specific projects which had been delayed beyond the end of that year.
8. <b>RH/SDS</b> to progress AQ dashboard.

9. YS to call a CIL Committee meeting to review the applications
10. <b>Coordinating Committee</b> to discuss process for drawing up priorities for CIL expenditure.
11. <b>All</b> to consider potential projects for CIL applications by the Forum

## MINUTES

	<b><i>Actions in bold</i></b>
<b>1.</b>	<b>Introductions, apologies, minutes of the last meeting</b>
1.1	Introductions were made and the minutes of the last meeting were agreed and adopted. To be posted on the website. <b>Action Coordinating Committee.</b>
1.2	SL noted the resignation of Jane Parsons from the role of Forum Administrator. JP had provided comprehensive handover notes and completed a number of key tasks to a good standard including revised terms of reference, filing management, email contact lists and an initial review of the articles. Information is with SL. <b>Coordination Committee to be convened to discuss continued progress with these actions. Action SL.</b>
1.3	The date for the AGM was agreed to be moved back to 18 <sup>th</sup> April at 6pm at the Parish Church. SE confirmed venue availability. SE agreed to provide an update on the church projects for the AGM. The Coordinating Committee is to organise the agenda, formal notice, accounts and recirculation of the previous minutes. AM issued a meeting hold invitation to all at the meeting. <b>Action: Coordinating Committee.</b>
<b>2.</b>	<b>Planning Sub Committee</b>
2.1	The committee had not met since the last meeting. AM and KB provided a verbal update. The planning brief had been finalised and sent to WCC. WCC comments now awaited.
2.2	Eric Robinson, a Forum member, has volunteered via YS to write up a report on the previous consultations by the Forum. YS to seek by end of February for distribution to all for review. <b>Action: YS.</b>
2.3	It was noted that some local councillors wished to be invited to the Main Committee meetings (observers). Forum members confirmed good ongoing engagement with different ward councillors. It was agreed to ask ward councillors to nominate one member/ward to invite to meetings. <b>Coordinating Committee to action.</b>
2.4	Once the planning brief is agreed by WCC, the CIL funds will become available and a planning consultant can be appointed to progress engagement process. AM and KB have progressed an Engagement Brief. KB to circulate for comments but noted document will change subject to consultant appointment and input. <b>Action KB.</b>
<b>3.</b>	<b>Treasurer's Report</b>
3.1	IM confirmed a balance of £4,227 in the account. This included contributions from Portman, HDWE, NWEK and BL. IM explained that, as these payments were made into the company's bank account during its financial year ended 31 August 2022 and were not all used for payments made in the same financial year, they could give rise to a liability for corporation tax in that year. However, if they could be treated as deferred income related to a specific project or projects, which had to be delayed beyond the end of that financial year, they could be offset in the accounts against a deferred liability, if binding, to carry out the specific project(s), thus eliminating a profit from their receipt, on which corporation tax would be payable.

	Alternatively, they could be recorded on the balance sheet and only released to the profit and loss account in the year when the contribution is spent on the specific project. IM was asked to explain this in writing, rather than verbally at the meeting, which he agreed to do immediately after the meeting. He asked the directors of the company and representatives of the donors, in particular, to add any relevant comments they had to his findings as explained by his written paper.
<b>4.</b>	<b>Air Quality Report</b>
4.1	Rosa and SDS are jointly progressing the AQ report. RH updated the meeting on progress. It was agreed to fund the AQ dashboard development to consolidate one year's worth of data from the AQ monitors (as available) at a cost of £1,200 to be provided from ward budgets. It is a condition of the funding that the information be made widely available once processed. <b>Action RH/SDS.</b>
4.2	LD left the meeting
<b>5.</b>	<b>Neighbourhood CIL Update</b>
5.1	A CIL workshop was attended by SB, YS and KB on 16 January. WCC wish to accelerate the expenditure and broaden the reach of CIL overall. Forums to be consultees going forward but not a gatekeeper for the neighbourhood portion. Applicants apply direct to WCC and consult Forum. Forum's views will hold weight. Boundaries for applications are loose so may see applications from outside of the area. Revenue expenditure is allowable provided it tapers over a few years. A new form was adopted in January.
5.2	The Forum CIL Committee reviews applications and makes recommendation to the Main Committee. <b>YS to call a CIL Committee meeting to review the applications.</b> Members of the CIL committee are YS, SDS, KB, AM, SE, RH, SB. Julie Redmond requested to join.
5.3	It was agreed that the Forum could helpfully develop its CIL priorities to assist applicants and guide the CIL Committee. <b>Action: Coordinating Committee to discuss.</b>
5.4	It was agreed that the Forum should seek to be more proactive in bringing forward CIL applications in its own right. <b>Action: All</b>
	<b>Date of Next Meeting: 9.00- 10.30am Weds 10<sup>th</sup> May 2023 at The Portman Estate offices, 40 Portman Square.</b>