



Marylebone Forum Committee Meeting  
 Streathers, 44 Baker Street, W1U 7AL  
 11<sup>th</sup> May 2023 9:00 to 10:30am  
 In person only

Committee members		Committee members	
Yael Saunders <b>(Chair)</b>	Resident	Dee Corsi	New West End Company
Nicki Palmer	Harley Street BID	Stephen Evans	Rector of St Marylebone
Will Scott	British Land	Julie Redmond	The Marylebone Association
Sheila D'Souza	Resident at St Marylebone Society	Rosa Han	The Portman Estate
Sarah Buttleman	Resident	Kay Buxton	Marble Arch BID
Andrea Merrington	The Howard de Walden Estate	Alan Bristow	Resident
Ian Macpherson <b>(Treasurer)</b>	Resident	Ann Marie Johnson	Resident
<b>Minutes</b>			
<b>Apologies</b>			
Simon Loomes <b>(Secretary)</b>	The Portman Estate	Linda Davies	The Marylebone Association
Steven Thomas	HDRA	Michael Bolt	Resident

#### ACTIONS

1. Nicky Palmer volunteered to organise future meeting dates for the Committee.	
2. IM to instruct accountant to submit accounts to HMRC by 1 June. .	
3. IM/YS to arrange payment of invoices and tax.	
4. SDS to contact Janis Best (WCC) for clarification on how to pay the invoice for the Air Quality report which is being covered by ward funding.	
5. Church venue for AGM – SE to produce an invoice for £250 for use of the church.	
6. Site Meeting for the Community Space at Moxon Street –YS to report back after this meeting.	
7. SB will contact Fourth Feathers and other out of area organisations, inviting them to apply for CIL.	

## 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 approved by all.
<b>2.</b>	<b>Treasurer's Report</b>
2.1	<p>Accounts for the year ending 31 August 2022 need to be submitted to HMRC by 1 June 2023. Accounts should be approved by Marylebone Forum Ltd directors and the AGM. IM has received approval from most directors and it was agreed to accept majority approval. For clarification: the AGM date varied due to pandemic lockdowns, so accounts fell out of synch, and recent April AGM approved account for the year to 31 August 2021. The AGM date is now set for March/April. In future, the accounts up to 31 August will be produced in time for approval at the AGM in the following spring, and submission to HMRC by deadline of 1 June. The next AGM (March 2024) will have 2 sets of accounts (years ending 31 August 2022 and 2023) to catch up.</p> <p><b>ACTION: IM to instruct accountant to submit accounts to HMRC by 1 June.</b></p>
2.2	<p>Forum bank balance at 27<sup>th</sup> April 2023 is £4212.00. Website updates need to be paid. There is also tax due that is required to be paid by 1 June 2023.</p> <p><b>ACTION: IM/YS to arrange payment of invoices and tax.</b></p>
2.3	<p>SDS reported she had received the Air Quality report and ward budget funding will cover this cost (£1200.00). Confusion over whether the committee pay the invoice and get reimbursed or wait for the money then pay the invoice.</p> <p><b>ACTION: SDS to contact Janis Best (WCC) for clarification.</b></p>
2.4	<p>Noted there was no charge for church venue for AGM. Suggestion to make a contribution to church. £250 agreed.</p> <p><b>ACTION: SE to produce an invoice for this to the Forum.</b></p>
<b>3.</b>	<b>Neighbourhood CIL Update</b>
3.1	<p>After the AGM, Claire Nangle (WCC) who gave the presentation about the Seymour Centre asked if she could meet with the Forum's CIL Sub-Group. The committee agreed it would be more beneficial for her to attend the next full committee meeting on 4<sup>th</sup> July so that approval/consensus could be reached quicker around Neighbourhood CIL funding. Discussion about level of Strategic CIL has been allocated to the Seymour Centre project, CN to be asked to confirm.</p>
3.2	<p>The Farmers Market planning application to continue trading on Aybrook Street on Sundays was approved last week. This removes the requirement for market use of the ground floor community space for 6 hours/week in Marylebone Square development. The developer submitted a planning application last summer, for change of use between ground and basement spaces. WCC Leader Adam Hug has organised a site visit with Cllr Geoff Barraclough, Deirdra Armsby, WCC Corporate Property team, Ward Councillors, YS (Forum Chair) and JR (Marylebone Association Chair) to view both spaces. JR advised Marylebone Association are engaging with residents on potential ideas for use of the ground floor space. SB advised St Marylebone CE School not yet involved in discussions with WCC. Potential use of Neighbourhood CIL for fit out costs.</p> <p><b>ACTION: YS to report back after site visit.</b></p>

3.3	<p>SB asked if there were any objections from the Forum writing to “out of area” organisations inviting them to apply for CIL applications. WCC have provided a list. CIL applications from outside of the Forum area should be close to the Forum boundary and benefit the Forum community as well as the neighbouring forum. All supportive of this. Fourth Feathers are within the area and will also be contacted.</p> <p><b>Action: SB will contact Fourth Feathers and other out of area organisations, inviting them to apply for CIL.</b></p>
<b>4.</b>	<b>Air Quality Report</b>
4.1	<p>SDS and RH have received the draft Air Quality Report. James Hewitt fulfilled the brief given to him by the Forum and has carried out all the requested analyses for Nitrogen Dioxide and Particulates and has collected data from within the forum area and put it in context with other areas for comparison. Since 2019 pollution levels have reduced. All points of data on strategic roads are at the legal limit for NOx.</p> <p>Next steps, Air Quality Sub Group to convene and discuss best way to create an external facing document as well as technical resource document.</p> <p>The Committee thanked SDS and RH for their hard work on getting the Air Quality Report produced.</p>
4.2	<p>WCC are producing an Air Quality monitoring dashboard. The Westminster Forum of Forums are meeting next week. Claire Parsons (WCC) has offered to give a demonstration of the dashboard to the Air Quality Sub Group. Date to be confirmed.</p>
<b>5.</b>	<b>AOB</b>
5.1	<p>SE asked whether a map existed showing all the areas combined of the BIDS and Forums. KB will share the BID map with the committee which has been put together by WCC. SE suggested that the BIDS and Forums be plotted on to one map. Seymour Leisure Centre does not sit within a BID area.</p>
5.2	<p>Community Greening/Planters/Green Tree Pits – All agreed a good idea but the question was asked who will lead on this. There is an area near Francis Holland School (Ivor Place) which would benefit from some community planting. JR mentioned she had been in touch with St Marylebone Society and Gaby Higgs (SMS Planning Chair) is interested in assisting so perhaps they could take the lead on this. NP has had similar conversations with WCC and will pass details on to SB.</p> <p>There is a funding stream called Greening Westminster which can also be looked at. Chris Colwell is an arboriculturist for Westminster and he may also be able to advise on planting near tree roots.</p> <p><b>Action: SB to send details to Gaby Higgs (St M Soc) and Roger Ward (local resident) for them to take forward if they so wish.</b></p>
5.3	<p>Neighbourhood Plan – KB and AM had a meeting with WCC planners. WCC planners would like to see an explanation/description of why separate documents are needed for an engagement brief and the planning policy brief.</p> <p>The engagement brief is a complex area which would need to be carried out by an outside neutral organisation due to the amount of different people involved with engagement (eg. Residents, Officers, Estates, BIDS).</p>
<b>6.</b>	<b>Date of Next Meeting: 9.00- 10.30am Tuesday 4th July 2023 at The Portman Estate offices, 40 Portman Square.</b>