

## Minutes of the Marylebone Forum Management Committee – 25<sup>th</sup> February 2016.

### Held at Portman Office, Portman Square W1.

#### **Present:**

Kevin Coyne (Chair), Michael Bolt, Kerstin Bowers, Sarah Hume, Amanda Feeny, Steven Dollond, Stephen Evans, Kay Buxton, Andrew Wilson, Richard Lovell, Matthew Rivett, Tim Carnegie, Hugh Small, Mike Wood, Simon Loomes, Sheila D'Souza, Stephen Quinn, Penny Alexander.

In attendance: Tony Burton.

Apologies: Stephen Medway.

#### **1. Welcome**

KC welcomed everyone to the meeting.

The minutes of the AGM were approved subject to correction of some misspelt names.

#### **2. Contact List**

A contact list had been circulated ahead of the meeting by Dave Chan and contact details are still needed for some members. KC requested that these be provided so that a complete contact list could be circulated. Similarly if there any corrections needed.

#### **3. Appointment of Directors**

KC enquired whether any members would be willing to put themselves forward as Directors of The Forum. Currently the names put forward are as follows:  
Kevin Coyne, Andrew Wilson and Hugh Small.

It was agreed that the appointment of Directors be considered in conjunction with consideration of the sub-committee structure under Item 6 of the Agenda.

After considerable discussion it was proposed that:

- The Management Committee would oversee all activities of the Forum and would also act as the Planning Committee to oversee the activities of sub-groups looking at specific matters to be included in the Neighbourhood Plan.
- A sub-committee to be known as the Coordinating Committee will be formed to coordinate the day to day activities of the Forum. The Directors of the Forum will be members of this Committee. The Coordinating Committee will comprise; Kevin Coyne, Andrew Wilson, Stephen Evans, Simon Loomes, Michael Bolt, Hugh Small, Richard Lovell and Amanda Feeny.
- A sub-committee to be known as The Governance Committee will be formed to consider the current constitution and to make suggestions on how it might be improved and to

ensure that the Forum is complying with its various responsibilities, ie, all compliance issues. It was agreed that this would be chaired by Stephen Dollond with Matthew Rivett, Michael Bolt and Kay Buxton as members.

- A sub-committee to be known as the Finance Committee will be formed to deal with the Forum's finances, its accounts and grant applications. It was agreed this would be chaired by Hugh Small with Sarah Hume, Kevin Coyne, Michael Bolt and Richard Lovell as members.
- A sub-committee to be known as the Publicity Committee will be formed to publicise the Forum's activities and communications with its membership. It will be chaired by Richard Lovell with Kay Buxton, Tim Carnegie, Penny Alexander (or one of her colleagues), Stephen Medway and Kirsten Bowers as members. It was also suggested that Andy Norris be invited to assist the sub-committee.
- A sub-committee to be known as the Low Emissions Neighbourhood Committee will be formed chaired by Sheila D'Souza with Kevin Coyne, Kay Buxton and Andrew Wilson as members.

There was some discussion about WCC's bid for TfL funding for a Low Emission Neighbourhood in the Marylebone area and concerns were expressed that the area put forward by Westminster did not properly reflect the area affected by poor air quality. There is to be another meeting with Westminster and its advisers and stakeholders supporting the grant bid on March 11<sup>th</sup> 2016 and this will be raised at that meeting. However MB reported that TfL had already expressed concerns that the proposed neighbourhood area is already too big and the bid's chances of success may be reduced if it is enlarged.

It was agreed that if the bid is unsuccessful it will be important to obtain baseline figures for air quality in the area and to agree targets to aim for. Kings College/South Bank University might be approached to provide proposals for this baseline research.

A vote took place on this proposed committee structure. There were two abstentions (Stephen Dollond and Kay Buxton), no votes against and the remainder all in favour and the proposal was adopted.

#### **4. Establish method of signing up members to MF Ltd as well as expanding membership.**

It was agreed that members would be contacted by email or post requesting that they sign a form confirming that they wish to be members of Marylebone Forum Ltd.

#### **5. Review of Finance and Grants.**

It was agreed that consideration of this matter be deferred to the next meeting. It was agreed however that the focus for funding in the immediate future should be on upgrading the Forum website.

#### **6. Sub-Committees**

This item was considered at same time as Item 4 above.

## **7. What will Committees do?**

It was agreed that the aim is to produce a neighbourhood plan – Tony Burton advised not to get distracted from this aim and to set out priorities and establish mechanisms to inform decisions – rCOH will help with this.

MB advised that the Forum has received £7,800 in grant funding which needs to be spent before the end of March.

There was discussion about the draft programme prepared by rCOH and concerns were expressed that much more public engagement is needed as well as volunteers to help with the working groups to be set up to look at specific issues for the plan. It was agreed that existing groupings, such as the Marylebone Association coffee mornings, parent groups and so on, should be used to publicise the Forum and to find out what changes residents and businesses would like to see. Tony Burton advised the Forum to concentrate on what can be achieved and delivered.

Simon Loomes proposed that the next meeting as a Planning Committee should agree a list of issues the Plan might want to look at. This will include the Low Emissions Neighbourhood proposal and aligning what the plan is to cover with WCC's priorities for CIL monies.

## **8. Dates of Future Meetings**

It was agreed that the next Management Committee/Planning Committee meeting would take place at 8.30am on 15<sup>th</sup> March 2016 at The Portman Office.

## **9. Dates of Coordination Committee**

It was agreed the first Coordination Committee meeting would take place at 8.30am on 9<sup>th</sup> March 2016 at HdeW's Office.

## **10. AOB**

There was none.

**The meeting closed at 10.00am .**

Signed:

Date: