



MEETING NOTES

MARYLEBONE FORUM NEIGHBOURHOOD PLAN SUB-COMMITTEE MEETING

Wednesday 3 November 2021

On Microsoft Teams

Attendees

1. Penny Alexander (PA)
2. Alan Bristow (AB)
3. Sheila D'Souza (SD)
4. Rosa Han (RH)
5. Andrea Merrington (AM)
6. Luke Mosson (LM)

Apologies

1. Guy Austin
2. Kay Buxton (KB)
3. Stephen Evans (SE)

1. Welcome and introduction

AM thanked everyone for attending the meeting. The group approved the previous meeting minutes.

2. Engagement

AM wanted to revisit the discussion from the Forum committee meeting earlier in the week on the topic of engagement, particularly the opportunity at the forthcoming Howard de Walden Christmas Lights event.

AM reminded the group that the Forum will be sharing a tent with the information desk run by HDWE. LM, AM and Kay Buxton will be in attendance with printed leaflets to engage the community, raising awareness of the Forum and what it is trying to achieve through the development of the Neighbourhood Plan. The engagement will focus on the general themes that have been identified so far, as set out in the draft Plan document. AM suggested presenting Sustainability as the Plan's core

theme and how this will interweave throughout the policies. The engagement activity aims to find out from members of the community what their desires are for the area, what is lacking and to gather feedback. Completed forms can be dropped off at HDWE who will then collate them. Alternatively, people can register their interest on the website.

PA confirmed that following the discussion at the committee meeting, PA, Kay and Kate Rayner had decided to refine the wording of the existing Contact Us form to make it clearer that those interested could sign up to stay up to date on Plan developments, aligning with the wording on the form being used for engagement. These amendments will be made today. There was an issue with how to determine who can join the Forum as the categories in the constitution are very broad but this has now been agreed. AM asked who holds the constitution. PA responded that Michael Bolt was the person who drew it up originally. AM suggested it be shared with the whole sub-committee. It's important to make sure that in the drafting of the Plan, the group are meeting all the elements of the constitution. SD asked if the constitution is on the website – it should be along with documents detailing the boundary. PA confirmed that the constitution is on the website and circulated a link to it via the Teams chat function.

AB asked about a very useful consultation programme that was circulated that he can no longer find. Would it be possible for this to be re-sent? AM will send again. Kay had put it together to give an indicative timeline for the CIL funding application.

AB asked if the Forum ceases to exist once the Plan has been adopted. AM confirmed that the Forum will continue.

AM commented that the Christmas Lights event provides an engagement opportunity that cannot be missed, attracting a large section of the community. Evidence of engagement is critical to the Plan process and will help in forming policies going forward. It could also help form the case for a CIL application for air quality monitors, if it becomes apparent that this is an issue that the community is concerned about.

RH added that it had been suggested at the committee meeting that a similar engagement exercise take place at Baker Street Quarter's Christmas market event being held in Portman Square Garden. PA confirmed that there are a number of events coming up and she is currently collating the dates. This includes a monthly market and the Christmas market on 1-3 December. PA is happy for these events to be used for engagement and will circulate dates to the group in case others would like to attend. AM agreed that getting more engagement in before Christmas would be useful and would be happy to attend.

PA added that the Marylebone Association also has its AGM coming up on 15 December as a virtual event – could this also be an opportunity to engage with residents? AM is meeting members of the Marylebone Association next week so will mention it then. It would be good to get a list of all forthcoming dates from both the Marylebone Association and St Marylebone Society to make sure that engagement opportunities aren't missed. PA suggested using polling functions if these meetings are taking place online. SD will ask if this is possible and get back to PA and the group.

AB asked if a printed flyer could be produced to give more information and engage the community, with content about the Forum and the development of the Plan and pointing people to the website to stay up to date. AB fears that the Forum missing opportunities to engage residents that are outside of the committee members' immediate bubbles. AM agreed and suggested that this would also be useful to engage businesses. Although the printing of lots of flyers isn't considered very sustainable, it is important to use a variety of engagement methods to ensure that as many

stakeholders as possible are reached – this can't just be digital. AB commented that, despite investing effort and funding into creating a website, the challenge is getting people to look at it. A leaflet drop could be a good way to generate interest and visitors to the site. AM responded that the challenge is the scale of the area and how a leaflet drop would be funded, both the print and the delivery. AM suggested this should be taken to the wider committee for a decision. AB added that there is an issue with a leaflet being caught up in letterbox junk mail and SD added that in multi-tenanted blocks, any leaflets are often scooped up and disposed of. SD added that finding volunteers to leaflet drop can be challenging.

3. Update on actions from the last meeting

Action 1 was for AM to proceed with getting quotes from planning consultants. Gerald Eve and CBRE have been contacted. Gerald Eve has sent through a document outlining the Milestones and Actions for the development of the first Plan draft, based on their experience working on the Mayfair Plan. The document illustrates the amount of work and input that will be required from the Forum and highlights the need for a communications consultant which is something that hasn't been discussed before. PA strongly agrees with this if effective engagement is to take place. AM pointed out that the management of the communications would include notices, newspaper adverts, website publications and leaflets. The Forum would be responsible for much of the collection and collation of consultation feedback and data as well as preparing the final documents for submission to the Council. AM suggested she go through this document in more detail and respond to Gerald Eve with queries. The group agreed.

AB queried that Kay suggested in the committee meeting that Gerald Eve had perhaps quoted for too much of the process yet it seemed that AM was stating that there was much that wasn't included. PA wondered if there was a misunderstanding. AM will clarify.

SD asked if the proposed CIL application to fund the planning consultant could also include an allowance for communications support. AM responded that the current CIL application is only to fund strategic planning input into the Plan's development and does not allow for funding for communications and perhaps this should be considered. AB added that a communications consultant would be an invaluable resource for coming up with creative ideas for reaching residents and the community. AM added that three quotes would be needed to gauge costs. PA and RH confirmed that they know of some contacts that might be interested. RH asked if Gerald Eve has a communications capacity and AM confirmed that it doesn't.

AM noted that Gerald Eve are reluctant to provide a final quote given the unknown factors of how long the process will take and what is required. They have suggested £10k payment up front that can be drawn down from and then topped up when necessary. AM confirmed that if the Forum choose to proceed with Gerald Eve, it would be James Wickham that would be the policy consultant – he has good connections in the area, is policy liaison for the WBA and has a direct relationship with WCC.

AM suggested that once formal quotes are received, they should be discussed and decided on amongst the sub-committee. RH and PA responded that, following the discussions at the committee meeting this week, the decision should go to the full committee but with a strong and clear recommendation from the Plan sub-committee. SD added that drafting a proposal and circulating to the whole committee prior to the meeting would ensure that discussion was effective and time was not lost.

AM asked that if the group would like to get a third quote, perhaps from a smaller planning consultancy as suggested by Michael Bolt, that details of contacts be sent to her. LM commented that while the larger consultancies tend to be more expensive, the service received is of high quality. He suspects that the reason they have attributed so much work to the Forum in their document is to keep their quote as low as possible. A careful balance between what they deliver and what the Forum and its members can take on will need to be addressed.

Action 2 was to update on the CIL application. AM confirmed that there have been no further updates to what was presented at a recent committee meeting.

Action 3 was for all to consider the data sets that would be required for policy drafting going forward. AM suggested that this needs to continue. SD was able to collate Ward profile information that was captured in 2018 and available on the Council's website. Given the Ward boundaries are due to be amended in 2022, this data may change.

AM displayed a map of the Forum area and asked about a section of the neighbourhood boundary – to the north of Marylebone station. AM has limited knowledge of this part but it is essential that it is represented in Forum activities and the policies drafted for the Plan. SD confirmed that there is no green space in that area, other than that in Dorset Square which is private. SD was able to explain where the existing Ward boundaries lie on the map. There is a broad spectrum of properties ranging from former local authority housing to mansion blocks and Georgian terraces. There are several CIL funding opportunities with a youth centre facility on Rossmore Road, St Paul's community centre and St Edwards primary school. AM wants to be sure that the Forum has enough local knowledge and community representation from within that area as it has with the rest of Marylebone. SD agreed and added that she has in the past contributed feedback from the community in that area via St Marylebone Society including cycle hangers, street planters and pocket parks. PA added that Baker Street Quarter are looking to extend the BID boundary into this northern section and so has contacts at the larger businesses located there in addition to existing members Madame Tussauds and Baker Street station (TfL). A public realm study is being commissioned as part of this process. PA is happy to share this data. The Baker Street Quarter Smarter Giving Manager also has good knowledge of the community groups and charities that are working in that area. AM thinks this will be useful going forwards in ensuring that policies are developed that work for every part of Marylebone.

AB commented that the unifying issue that effects the whole community of Marylebone is air quality – if the Forum could achieve one thing, it would be getting this issue on the map and initiatives in place. SD responded that Marylebone had the Low Emission Neighbourhood centred on it and local councillor Karen Scarborough is the air quality champion for Westminster. SD suggests that the Marylebone Association and others engage with Cllr Scarborough to highlight the issue. £50k was spent on monitoring carried out by Kings College for the LEN for which a final report was never released despite frequent requests. Until there is valid data and evidence to show that there is a serious problem with local air quality, very little will be done to address it. Following the acquisition of data, decisions then need to be made on what to do about it. SD gave the example of Hammersmith which is using number plate recognition to create barriers to vehicles from outside of the area using residential streets as cut-throughs. How would the community in Marylebone feel about introducing something similar? AM responded that this is important to understand and to make informed decisions based on consultation with the community. The Forum is recognising the importance of air quality by basing the Neighbourhood Plan around the topic of sustainability and this is aligned with WCC's journey towards net zero. Including policies on greening, encouraging

biodiversity net gain and retrofitting of historic buildings rather than full demolition – this is the only way that the Forum can approach this topic at the current time.

4. Engaging the Ward Councillors

AM suggested that Ward Councillors need to be brought into the process of Plan development. This could be through inviting them to sub-committee meetings. The group agreed that this would be a good idea. PA asked if this would be current Ward councillors or the new ones in place after the boundaries change. SD believes it should be the current elected councillors. AM suggested that a full list be compiled to share with the committee. Yael is due to be sending out letters to begin the engagement process. PA agreed to compile the list. How much councillors are able to engage in the process in the lead up to the elections in May 22 will need to be confirmed. AM will send an email to Cllr Scarborough, Cllr Rowley and Cllr Iain Bott to highlight the engagement taking place with the community at the Christmas Lights and other forthcoming events. PA suggested that she send the same to the Regents Park, Bryanston and Dorset and West End councillors.

5. AOB

AM stated that she and AB met and had good discussions around policies from the residents' perspective. AM will draw this up to present at the next meeting.

SD added that as lockdown ends she may be away travelling more.

AM thanked LM for joining the meeting. AM commented that it is good to see more traction being made with Neighbourhood Planning, with other plans being adopted locally.

ACTIONS:

- **AM to re-circulate the draft consultation programme.**
- **PA to send through dates of Baker Street Quarter events at which engagement could take place.**
- **SD to ask if carrying out polls during forthcoming virtual events would be possible.**
- **Discussion regarding a printed leaflet and delivery to the Marylebone area to be taken to the wider Forum committee.**
- **AM to go through Gerald Eve's document and respond. AM will share revised document with the sub-committee.**
- **PA to compile a full list of Ward councillors.**
- **AM to email Cllr Scarborough, Cllr Rowley and Cllr Iain Bott to highlight the engagement taking place with the community at the Christmas Lights and other forthcoming events.**
- **PA to send the same to the Regents Park, Bryanston and Dorset and West End councillors.**
- **AM will draw up policies discussed with AB to present at the next meeting.**