

North Kingston Forum 21st Meeting Hawker Centre 6th September 2017

(Meeting notes kindly transcribed by Peter Greenwood)

Minutes of Meeting

1. An attendance sheet was circulated at the meeting which was very well attended.
2. Opening Remarks. The Chairperson opened the meeting explaining aims of this meeting was to hear updates from the working group chairs and to prepare for the next meeting which should focus on
 - a. Establishing weekly emails to individual group members.
 - b. Improving the study information and background reading links on the NKF web site.
 - c. Ensuring groups have a diversity of members, neighbourhood planning experience was just one area that we should look to improve.
 - d. Provision of suggested tasks for WGs to evaluate
3. The Chairperson confirmed with the attendees the minutes of the last meeting which were duly signed.
4. Update from Environmental Group – Marilyn /Di
 - a. Main points:
 - i. Building strong links to the environmental agency
 - ii. Flood mitigation, including Ham Lands (rejected by Richmond Council)
 - iii. River Thames Project #
 - iv. Aiming to have monthly group meetings.
5. Update from Commercial and Business Group – Glen K
 - a. Apologies from Jonathan who was on holiday. Main points
 - i. Project plan has been produced (by Glen) and will be used as a template for all working groups in the NKF Data Base Drop Box (NKF DBDB). **Action Glen to pass this to all Group Leaders.**
 - ii. Requirement to review a selection of the best area plans that have already been produced (Ham was noted as a good one to start with) so that we adapt the best points of these and incorporate into our plan. **Action - WG Chairs to circulate one plan to each team member to review**
 - iii. National policy framework Report is a very useful document detailing health & safety from such things as phone masts etc.
6. Update from Heritage and Design Group – John P
 - a. John felt fortunate to have such a lot of experience in the WG
 - i. Aiming to have first meeting within next 2 weeks
 - ii. Felt planning was one of bigger areas that they will need to focus on
 - iii. There is going to be an Open House in Chestnut/Woodside Road on the heritage of NK to see houses that have kept many of their original features.
7. Update on Community Services Group - Matthew P
 - a. Sarah apologised for being unable to attend meeting
 - i. Focusing on mapping out local area to identify items such as parks, rec areas, play areas, gardens etc.
 - ii. It was identified that Kingston Council have an excellent library in the basement with historical documentation and of land owned by the Kingston Council and

have information that was passed to Richmond Council when council areas changed. In addition, there was a lot of information on the Latchmere Stream.

Action -Orsa/Mike and WG agreed to copy this information and add to the NKF DBDB.

- iii. **Asa agreed to get a copy of the Soho plan which she felt was a very useful base document.**

8. Data Storage

- a. Glen was commended by the attendees for his huge input to produce the NKF data base and drop box. He also produced an initial template of the working group plans so that we can all ensure compatibility which was accepted and agreed by the Chair.
- b. Discussion on access to the public to all areas of the NKF Web Site and Drop Boxes. It was agreed that there is a fine balance required between what non- committee members should be able to see particularly if this is 'draft or work in progress' that may have not be agreed by the Chair of the Committee. Therefore, Working Groups are to have 'Private drop box areas' for work in progress but once this work has been agreed it will then be moved into the public area. **Action WG Chairs are to confirm when work can be put onto Public Areas.**
- c. On the Public side we must ensure that items such as Evidence Collection, Existing Policy, and Other Areas Policy is available.
- d. Glen asked that all WG Chairs begin to take ownership of their sub folders to ensure the correct information is held there to avoid duplicating efforts.
- e. It was agreed that Committee members should have a photo and short 3-line bio on NKF Web - **Action Glen/Committee.**
- f. The Chair asked if the Calendar can be reloaded. **Action Glen**

9. Proposed date for next meeting with our Consultant Neil Homer..... Chairperson

- a. There was considerable discussion on this issue as the group felt that we need to achieve a fine balance between bringing him in too early when WGs had not had time to initially scope what they felt was there areas of responsibility and direction and leaving it too late when a lot of work may have been done only to find duplication or wasted effort due to misdirection.
- b. All agreed that we could not allow the NK Plan to take 4 years to produce as this was too long, we need a plan within 1 year, something that is useable and representative of our area and then we can review this plan if required on an annual or 2/4 year cycle.
- c. It was agreed that all WGs should look at the selected other area plans to refine their own WG plan and once this was achieved we could then call our consultant in for a meeting.

10. Student Help - Chair

- a. UCL have offered to assist in producing evidence, research or public consultation/surveys/data using MSc students who are available from January to March 2018.
- b. Kingston University Hub have also offered to assist.
- c. Key points that initially spring to mind were
 - i. Links to young people, ethnic minorities, parents with young children, mapping out of exactly what recognised groups such as Cromwell?? Or Manor Gate or PSA or PTA or PFAs but also id non- constituted groups like Park Road.
- d. There was a lot of discussion on what exactly could be done and when but in summary the attendees felt this was an excellent source of manhours. **Action WG Chairs should look to identify specific study areas that can be forwarded to UCL by mid-December.**

11. AOB

- a. Marilyn suggested that all WG plans should be written in a more formal disitation report layout making full use of footnotes, endnotes and giving recognition to original authors or documentation as evidence of what has been researched and discussed.
- b. David – discussed Draft Local Plan which has been delayed until last week of November
 - i. Tolworth area draft plan due end of month and produced by Consultants in 10 months after council scoped work for them.
 - ii. Brief update on parking permits and the online system not working correctly.
- c. Orsa -felt need to test WG plans with the local community focus group for reviewing prior to the entire plan going live.
- d. **Mike – promoted the Hawker Centre open weekend to recognise the use of this area in production of aircraft.**

12. DONM - Next meeting was proposed for 11 October commencing at 1930 at Hawker Centre.

The meeting then closed.

Attendees

John Parrish
Peter Walter
Mike Frain
Marilyn Mason
Diane Watling
Steve Ransome
Peter Greenwood
Asa Backman
Maria Netley
Glen Keywood
Matthew Rees
Vincenzo Calenzo
David Cunningham

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Agenda

Just a reminder about the meeting this evening at the Hawker Centre for the workgroups to update all on progress and review.

The Environment Group had it's first meeting on Monday 4th Sept

The Commercials and Business group will be having their first meeting on 19th Sept

The Heritage and Design group are confirming their first meeting date

- Agree minutes from previous meeting
- Proposed date for next group discussion with our consultant Neil Homer - early October? Next scheduled Forum meeting? (11th October)
- Neil Homer has rebranded, and the practice is now ONeilHomer Ltd.
(<http://www.oneilhomer.co.uk>)
- Glen has been working on data storage / file sharing and will give an update on a proposed strategy - for discussion
- Student help - we now have the possibility of 2 groups helping but is the timing right?
- Next Scheduled meeting Wed 11th October 7:30pm Hawker Centre