

**ST JOHN'S WOOD NEIGHBOURHOOD FORUM**  
**MINUTES OF STEERING GROUP MEETING NO.1**

**6PM, TUESDAY 14TH JUNE 2016**

**AT QUINTIN KYNASTON SCHOOL**

**PRESENT**

Bill Tucker	Chair (BT)
Virginia Newman	Minutes (VN)
Alex Atherton	(AA)
Christine Cowdray	(CC)
Clive Beecham	(CB)
David Burr	(DB)
Dick Schumacher	(DS)
Iqbal Assan	(IA)
Jamie Buchan	(JB)
Maureen Butterworth	(MB)
Robert Ebdon	(RE)
Robert Orr-Ewing	(ROE)
Robin Snell	(RSn)

Allison Sharpe (Observer)

**1. CALL TO ORDER & APOLOGIES**

- 1.1 The meeting was declared quorate and called to order.
- 1.2 Apologies had been received from Richard Savours
- 1.3 Introductions were made and areas of interest/ expertise were identified.
- 1.4 Alison Sharpe was welcomed to the meeting as an observer.

**2. STATUS OF APPLICATION FOR DESIGNATION AS A NEIGHBOURHOOD FORUM**

- 2.1 BT confirmed that the SJW Neighbourhood Forum had been formally designated by Westminster City Council (see attached). The statement of decision dated 9 June 2016 would be posted on the SJWNF website BT

**3. ELECTION OF OFFICERS**

- 3.1 BT noted that the following people had been nominated as officers of the forum and proposed the motion that they be accepted; DS seconded.

Chair – Bill Tucker

Vice Chair – Christine Cowdray (nominated by IA)

Treasurer – Richard Savours

Secretary – Virginia Newman

The meeting voted unanimously in favour of the motion.

- 3.2 It was noted that VN would remain in post until a suitable volunteer was found.

#### **4. OUTLINE PLAN FOR DEVELOPMENT OF A NEIGHBOURHOOD PLAN FOR SJW**

- 4.1 BT tabled a paper (attached) setting out Key Actions relating to the development of a Neighbourhood Plan, and Consultation and Approval Requirements. This was discussed.
- 4.2 BT and CC would meet Rachael Ferry-Jones (WCC Planning Policy Dept) to discuss BT/CC processes and timing.
- 4.3 BT asked the group to consider whether a consultant was required to assist the process, and what their brief should be. BT noted that some funding was available to address items 4, 5 and 6 on the paper, (education of NF members, the process of developing the NP and the preparation of the document for printing).
- 4.4 It was stressed that the NP should be evidence based using surveys and data, in accordance with guidance, and should fill in the gaps between other available planning controls. WCC had advised that the NP should be kept simple and there was plenty of information available to assist its preparation. DB stressed that the NP should be a member-driven document.
- 4.5 It was generally considered that the Steering Group had the capability to identify key issues and prepare the basis for the NP, however it was agreed that it would be beneficial to have specialist input into starting the process (educating the members) and concluding the plan (checking content in relation to other guidance, writing the NP using appropriate language and preparing for printing.) BT to advise WCC accordingly. BT
- 4.6 CC suggested that Tom Kimber (WCC planning officer who previously assisted re the NF and who is now in private practice) might be approached to assist.
- 4.7 BT/ RSa to establish indicative costs for consultancy fees. DS suggested that there might be some funding available from Ward Councillors' budgets. BT/ RSa
- 4.8 The following overarching strategy was agreed for the NP:
- Prepare a draft Vision Statement
  - Consult with Members and agree the Vision Statement
  - Capture the emerging topics from the Vision Statement and prepare a table of contents for the NP
  - Prepare draft policies based upon these topics
  - Consult with Members and agree the Policies
  - Publish the NP

#### **5. IDEA GENERATION FOR A VISION STATEMENT**

- 5.1 BT tabled an indicative schedule for consideration of suggestions for inclusion in the Vision Statement(attached) and these were discussed at the meeting. It was noted that the VS can contradict WCC policy but must be pro-development and not proscriptive.
- 5.2 AA suggested that the first point should be 'St John's Wood is a vibrant *and inclusive* community....' DB commented that this point should be an opening overarching statement, with other bullet points in support. This was agreed.
- 5.3 DB suggested that the final point should state '*Inform and be in alignment with the strategic policies.....*'
- 5.4 It was agreed that the following subjects could be addressed in the statement: BT
- transportation (including cycle storage and electric car charging points)
  - safety and security,
  - protection of amenities and local facilities
  - Communication providers (BT/ cable etc)

- Light pollution
- Positive influence on investment in the local community
- Increased green space
- Destination retail

BT to amend and recirculate.

- 5.5 AA stressed that SJW is a community and the Vision Statement should be manifest to all, with all people feeling that they have ownership, regardless of age or social position.
- 5.6 BT asked all to read the documents issued previously regarding how to create a VS and review the draft proposal. Any comments to be submitted to BT at Bechtel. It was stressed that the VS should highlight what makes SJW special. ALL

## 6. MEETING SCHEDULE

- 6.1 BT to prepare a timetable for future meetings and noted that a target date for the next General Meeting would be early September. This was required to sign off the Vision Statement and agree the way forward. This meeting would also be used to educate members on the process. RSn thought it would be beneficial to have an independent person (possibly Amanda Coulson, WCC Planning Dept) present the opportunities available to the community. BT
- 6.2 A further Steering Group meeting would be held prior to the full meeting. Communications would generally be by email circulation rather than meetings.

## 7. ANY OTHER BUSINESS

- 7.1 The difficulties of reaching the wider community were discussed, having been raised as an issue at the AGM, and various suggestions were made including mail shots, distribution of information at the tube station, posting notices and press coverage. A communications subgroup would be formed to develop a strategy and outreach tools, (subsequently agreed as DS (chair), DB, IA, MB and Karin Thyselius). DS, DB, IA, MB, KT
- AA offered to establish contact with Wood & Vale. AA
- 7.2 CC commented that at least 8% of the population was required to vote on the NP and that over 50% of these must be in favour in order for the Plan to be
- 7.3 VN requested that all provide brief CVs (3 or 4 sentences) for inclusion on the website, as agreed at the AGM. ALL
- 7.4 BT commented that investment was required in the website.
- 7.5 BT asked Alison Sharpe for her opinion of the meeting. She commented that it was important that members felt the NP was a malleable document that they could influence. She was grateful for the opportunity to see how the Steering Committee is taking things forward.