

## Lee Forum

**Annual General Meeting on 9 May 2016  
at Halcyon Books, 266 Lee High Road, 7.30 -9.15pm**

### **M I N U T E S**

#### **1. Welcomes and Apologies**

Apologies were received from Diana Stevenson, Julie Reason, Margaret Holland, Frances Migniuolo, Cheryl Armitage and Mary Seears. [An attendance list is attached.]

- On behalf of the Lee Forum Sarah Mc Michael welcomed everyone. She gave some background to the decision to establish the Lee Forum and explained that now it had been designated by Lewisham and Greenwich Councils it would have a five year life. At the end of this period the Forum would decide its future.
- Matt Hubbard welcomed the meeting to the Halcyon Bookshop.

#### **2. Election of Committee members**

Jean Lindsey oversaw the process to elect Committee members.

The Forum's constitution specifies that the Management Committee will run the day to day business of the Forum, meet at least three times a year and shall have up to 15 members, elected by members of the Forum at the AGM.

Following a wide call for nominations, 12 people stood for election at the AGM. If elected, these 12 people will serve until the AGM in 2017, when they will be eligible for re-election.

A show of hands was requested in support of each individual, who gave a short account of their involvement in the area and experience which could be relevant to the Forum, with the exception of Diana Stevenson who had given apologies for the meeting and was elected in her absence. The following Committee members were duly elected:

Ed Bailey

Tom Bilson

Nicolette Duckham

David Ford

Marcus Mayers

Sarah McMichael

Gill Stoker

Patricia Richardson

Peter Richardson

Diana Stevenson

Rozina Visram

Theresa Webb

### **3. Forum report**

#### **3.1 Vision, current activities and future timetable, engaging stakeholders**

Sarah McMichael quoted the Forum's purpose which was contained in the constitution which had been ratified by the Councils on designating the Forum. The purpose of the Forum is to promote and improve the social, economic and environmental well-being of the neighbourhood area. Membership of the Forum is open to all who provide their name and address to the Forum for the purpose of membership and who live or work in the area or who have a material and ongoing social, cultural, economic or financial interest in or involvement in the area and support the purpose of the Forum. It is important to have the members' addresses as this form part of the evidence that will be scrutinized by an independent examiner.

Sarah explained that the main goal for the Forum was to make a Neighbourhood Plan.

The area map on display showed that the Lee Forum neighbourhood area included Lewisham and Greenwich boroughs and the three wards of Blackheath, Lee Green and Sutcliff and Middle Park. An extensive consultation had been carried out to determine the area boundaries.

The difference between the Lee Forum and the Lee Green Assembly was that the latter was financed by Lewisham Borough and had a wider remit than the Forum, whose focus was limited to planning issues. The Forum and Assembly will work together for the benefit of the community.

Recent activities for the Forum acting under a steering group had been to carry out communications work, liaise with other Forums in Lewisham and further afield and develop a positive relationship with the Councils' planning teams. In addition, a letter had been sent from the Steering group to Lewisham about the Leegate planning application.

A timetable for the Forum's key activities was outlined which culminated in sending a pre-submission Neighbourhood Plan in October/November 2017 for the Councils to ratify in 2018, which would be subject to independent inspection and an area-wide referendum.

All present were encouraged to put stickers on the large-scale map to indicate their dislike for specific elements in our area and highlight areas that they particularly liked, and to write comments on notes. This exercise was undertaken in the break.

#### **3.2 Communications strategy and logo competition**

Tom Bilson explained the Forum's Communications strategy. Email addresses will be established for Forum officers so there will be no need for personal email addresses to be used, and all Forum work will be transferrable to new Officers in due course. At present Tom is researching other Forums' websites and aims to develop one for Lee which suits our purpose and will provide editorial content and a facility to run membership and mailing lists.

It was hoped that a virtual version of the area map with comments would be available on the Forum website.

Tom updated the meeting on the logo competition explaining that a final decision would be made in coming weeks. The Forum would provide feedback to entrants. It was important to have a logo that reflected our area and that would be appropriate for our purposes, and work effectively on the website and for other communications.

Gill Stoker reported that Lee Forum's Facebook page had 144 followers and had been established in October 2015 and had been posting items ever since, including new planning applications in the area and development news. A Twitter account was linked to the Facebook page. Various groups in the area were linked to each others' pages and posted items of interest across the area. Gill encouraged members to get in touch to ensure that the Lee Forum had a two-way communications system.

### 3.3 Finance, funding, incorporation and consultants

Marcus Mayers updated members on the funding that was available for Forums, of up to £15k to build the Neighbourhood Plan, using consultants to assist the community in the exercise. The Steering Group had looked into the best way to access and utilize funds and decided to set up a Community Interest Company (CIC). Although further research was required to detail the requirements of a CIC on this it would provide an appropriate simple vehicle to hold funds and run a bank account (Triodos) for the Forum. This will enable the Committee to do everything required to achieve our goals.

Marcus answered questions in relation to charitable status, bank charges, alternatives to incorporation as a CIC, the likely liability of members and potential insurance requirements, the definition of directors and whether formal accounts will be required to be produced and audited.

The Forum Committee will determine the priorities for the Forum. Marcus and Sarah had met recently with three consultants who could help to deliver the agreed objectives. The Committee will report to members on the scope of work to be carried out and seek assistance with development of the Neighbourhood Plan which required extensive community engagement.

All present were encouraged to leave a small donation towards Forum costs in the period before a funding stream was established.

### 3.4 Lee Forum presence at forthcoming events

Imogen Solly advised those present of the following events:

- 4 June libraries community interest day at Catford Town Hall
- Saturday 18 June Manor House Garden showcase for local groups. Volunteers were requested to help with a table for Lee Forum.
- Forum members were encouraged to attend Lee Assembly meetings.

Forum members will be kept advised of forthcoming events that are of interest, and were urged to encourage others to engage with the Lee Forum.

#### **4. Status of developments**

Sarah, Patricia Richardson and others gave brief updates on the following developments in our neighbourhood area:

- Leegate
- International School
- Penfolds sites x 2
- Tiger's Head
- Manor House Library
- Woodstock Court

Forum members who were not Committee members left the meeting.

#### **NOTE OF LEE FORUM COMMITTEE MEMBERS MEETING**

The newly formed Lee Forum Committee made the following decisions:

##### Officers

- Sarah McMichael is the Chair
- Tom Bilson is the Communications officer
- Marcus Mayers is the Treasurer
- The post of Secretary remains open at present, and relevant duties will be fulfilled by other members of the Forum Committee, and possibly Forum members. In addition, Jan Quirke has agreed to research and set up a CIC and to help with other specific actions as required in an independent unpaid capacity which does not require involvement on the Committee.

##### Leegate development planning application

The Committee ratified the submission that the Steering Group had previously made to Lewisham Council on the Leegate development application (emphasising that members had not been elected to the Lee Forum Committee). This submission is attached for information.

The Committee agreed to send letters to ASDA and St Modwen asking them to meet with community groups and Councils to agree a mutually beneficial way forward.

The committee agreed to send a letter to the strategic committee, cc Heidi Alexander MP and Steve Bullock, Lewisham Mayor, summarising community feedback to date, main concerns and suggesting what could be done to resolve the matter.

##### Outstanding actions

The Committee agreed to meet in early June to:

- plan the Manor House Gardens Festival table,
- draft briefs to consultants,
- progress the website and
- decide on the logo.

## **Attendance list**

Ed Bailey  
Tom Bilson  
Pauline Brown  
Matt Clinch  
Oliver Crispin  
Nicolette Duckham  
David Ford  
Jan Ford  
Kate Edwards  
Simon Hooks  
Matthew Hubbard  
Kanatta Kyezze  
Gordana Lazi Duffy  
Ann Lewis  
Jean Lindsey  
Marcus Mayers  
Richard Merry  
Sarah McMichael  
Sheila Peck  
Jan Quirke  
Patricia Richardson  
Peter Ricahrdson  
Les Robinson  
Imogen Solly  
Marietta Stankowa  
Gill Stoker  
Richard Stoker  
Francis Thompson  
Priscilla Thompson  
Rozina Visram  
Julie Williams  
Elaine Webb  
Theresa Webb