



Herne Hill Forum Committee Meeting Minutes

Tuesday 17 May 2022, 8pm, via Zoom

Present

Nick Paul (Chair), Beth Taylor, Cassio Caceres, George Hornby, Robert Holden, James Leabeater, Fred Taggart, Jasia Warren, Alice French, Zoe Dawson, Laura Assersohn

Apologies

Garrett Mears, John Frankland, Harry Winter, David Taylor

Check all participants successfully dialed in & able to see/hear/talk

Everyone was able to see, hear and talk

Declarations of interest

Robert's residents association is connected to the group Sustainable School Run, who has made a Small Grant application. He will not vote on this item.

Minutes from the last meeting / Matters arising

The committee approved the minutes from the last meeting on 15 March 2022.

Item	Summary and actions	Responsible
1	Potential new committee members: Zoe Dawson and Laura Assersohn	
	<ul style="list-style-type: none">Zoe Dawson is a local resident and owner of South London Dance School. Laura Assersohn is a local resident. They are both attending the committee meeting to find out more about HHF and consider if they would like to join as committee members.	
2	Finance update	
	<ul style="list-style-type: none">The 2020/21 and 2021/22 annual accounts were presented to the committee. These will be formally signed off at the AGM.	
	<ul style="list-style-type: none">Jonathan has signed the form to remove him from the bank mandate, and this has been sent to the Co-op.	Nick
	<ul style="list-style-type: none">CCFM are reluctant to pay the re-negotiated community contribution of £500 a month, and they say they are not able to pay the £8,000 that is owed for the period of March 2020 – December 2021. The committee discussed various options to address this.Action: George to follow up with CCFM about the community contribution.	George
3	AGM and CIO status	
	<ul style="list-style-type: none">The last AGM was in March 2021 and we need to hold the next one within 18 months, i.e. by September 2022.In order to re-apply for CIO status, we will need to re-write our constitution to focus solely on benefits to the community. This would need to be approved at the AGM.Action: James and Fred to re-draft the constitution and send to the committee for review.Action: (unassigned) AGM to be held in September 2022.	James, Fred



4	Hustings feedback	
	<ul style="list-style-type: none"> • The Hustings went really well. It was well attended in person and online, and we received positive feedback from audience members and candidates. • However there were some negative comments and feeling towards HHF due to the junction project and the 'Save Herne Hill' campaign, which distributed flyers earlier that week. • The project went over budget, costing £2,130 rather than the estimated £1,400. • We received £49.18 cash donations towards the cost of the event (collection on the night). This would have been more if we were able to accept card payments. 	
5	Forum management	
	<ul style="list-style-type: none"> • The Forum currently does not have a Chair or Treasurer and we need to fill these roles. James offered to take on either role if it is shared with someone else. Cassio offered to contribute towards financial planning but not in the role of Treasurer. There are no other volunteers at present. • There is an over-dependence on Alice and Jasia who are there to support HHF but often end up leading things. This is unsustainable (unaffordable) in the short to medium term. • One suggestion is to move to a different, flatter structure with more focus on sub-committees, to share the burden of work. • Another suggestion is for George to make a list of the work he was doing as Chair, to identify smaller chunks of work that can be more easily shared out. • Action: James to write a proposal for a different way of working, with more sub-committees, and share this with the committee for discussion. • Action: Cassio to put together some suggestions of how various projects could be funded, and share this with the committee for discussion. • Action: George to write a list of tasks / work areas that he covered as Chair, and share this with the committee for discussion. 	James, Cassio, George
6	Project Management and funding	
6.1	Community Tent craft materials	
	<ul style="list-style-type: none"> • The children's craft materials at the Community Tent are running out. We need to provide some new things to avoid the tent looking tired. • Proposal: Spend up to £35 on new craft materials for the Community Tent. Approved: 7 for, 0 abstain, 0 against. • Action: Alice to liaise with Aila to purchase craft materials. 	Alice
6.2	Community Tent volunteers	
	<ul style="list-style-type: none"> • We need more committee members to volunteer in order to continue running the Community Tent. It is likely we will have to cancel the session on 12 June due to lack of volunteers. • Action: Alice to send an email with a rota for committee 	Beth, Alice



	<p>members to sign up.</p> <ul style="list-style-type: none"> Action: Beth and Alice to write a guidance / instruction note detailing what is required from committee members who staff the Community Tent. 	
6.3	Retrofit Herne Hill	
	<ul style="list-style-type: none"> We have received a grant of £9,650 from the National Lottery fund for this project. However, Giles has not been responding to messages about it, so we have not been able to take the project forward. He is not at this committee meeting. Action: Giles to respond to Jasia about Retrofit Herne Hill. 	Giles, Jasia
6.4	Reimagining Herne Hill (junction)	
	<ul style="list-style-type: none"> This is a big project and there's been some reputational damage for HHF from it so far. It is suggested that the project scope could be widened to be a full town centre reimagining, rather than focus solely on the junction. We have said that we will carry out a community engagement exercise in the summer. This will require careful planning to ensure that all members of the community are able to input and share their views. A potential funding source has been identified – the Alastair Hanton Memorial Fund which is managed by the Foundation for Integrated Transport (FIT). This project requires a smaller, dedicated sub-committee to work on it. James will lead this and include the following people: George, Nick, Giles, Harry, Laura and Zoe. Action: James to set up sub-committee meeting to work through ideas and plan next steps Action: James to apply to Alistair Hanton Memorial Fund. Action: Further public communication once the next steps are agreed. 	James, George, Nick, Giles, Harry, Laura, Zoe
6.5	Spring survey	
	<ul style="list-style-type: none"> We had intended to send out a spring survey, however this stalled for various reasons. Action: James to review and decide if this is still relevant / necessary. 	James
6.6	Halloween	
	<ul style="list-style-type: none"> The last big Halloween party was in 2019. It was organised by Jasia, Alison, Sian and Carolina and cost around £3,000. We did much smaller, mostly online activities in 2020 and 2021. The in-person parties are a great family and community event. The committee would like to do a big party again this year. It would need an active committee sponsor and committee members willing to work on it. It is suggested that we could fundraise in advance of the event to pay for it. This would also be a good way to reach out and engage with the wider HHF membership. Cassio offered to work on it, and Zoe offered to provide dancers from the South London Dance School as part of the event. Action: Jasia and Cassio to meet to discuss a potential 	Jasia, Cassio



	Halloween party in 2022.	
7	Google Drive legacy suite expires June 2022	
	<ul style="list-style-type: none"> The current, free, G suite that we use is going to expire at the end of June 2022. In order to keep our email addresses @hernehillforum.org.uk we will need to sign up to the paid version. We currently have 10 users. It is proposed that we cut this down to 5 users. We will keep: info@, admin@, jasia@, accounts@ and create a new one which is chair@. We will delete: lucy@, tricia@, charlotte@, alison@, historyhear@ and volunteering@. We will let the old users know that their account will be closed and give them three weeks to clear out anything that they want to keep. The cost is £4.60 per user per month, so the cost for 5 users is £276 per year. There have also been some issues with document ownership on the G Drive, with documents being deleted, or old versions re-instated. To avoid this it is proposed that the ownership of all HHF documents should be transferred over to a HHF user. We will use the admin@ user account and to do so we will require additional storage. The cost of upgrading from 15GB to 115GB is £15.99 per year. Proposal: Cut down to 5 users and transfer to the paid G suite (cost £276 per year). Approved: 7 for, 0 abstain, 0 against. Proposal: Purchase 100GB additional storage for admin@ (cost £15.99 per year). Approved: 7 for, 0 abstain, 0 against. Action: Jasia to implement these changes. 	Jasia
8	Small grants	
	<ul style="list-style-type: none"> Small grant application from 10 Windsor Walk, SE5. This application has been discussed via email and it is agreed that it is located outside of our area. Proposal: Reject the application from 10 Windsor Walk. Approved: 7 for, 0 abstain, 0 against. Action: Jasia to respond to the application. 	Jasia
	<ul style="list-style-type: none"> Small grant application from Sustainable School Run. They have asked for £250 for printed materials to promote their 4rganization, which aims to reduce the amount of school run traffic in the area. Proposal: Approve the application from Sustainable School Run. Approved: 6 for, 0 abstain, 0 against. Action: Jasia to respond to the application. 	Jasia
9	AOB	
9.1	Defibrillator	
	<ul style="list-style-type: none"> Robert has passed the defibrillator (originally from Café Provencal) to Jim Davidson of Brockwell Art Services, who plans to install it in his shop. 	
9.2	Mural under the railway bridge	
	<ul style="list-style-type: none"> The restoration of the mural under the railway bridge looks 	



	smart. The artist Lionel Stanhope is really friendly. Herne Hill was the first place to have one of his place name murals and there are now over 50 across London.	
9.3	Bus champion	
	<ul style="list-style-type: none"> Robert has appointed himself the Bus Champion of Herne Hill, representing those who rely on buses as their main mode of transport. 	
9.4	Herne Hill Society	
	<ul style="list-style-type: none"> HHF committee members are encouraged to become members of the Herne Hill Society. 	
9.5	Cleaner, Greener, Safer funds for Norwood Road	
	<ul style="list-style-type: none"> We've been awarded two grants from the Cleaner, Greener, Safer fund for projects on Norwood Road. Jasia will be working with Claudia from Park's Edge to deliver these. 	Jasia
9.6	Unexploded bombs on Danecroft Road	
	<ul style="list-style-type: none"> Two unexploded bombs were found during building works in a back garden on Danecroft Road. One was taken to Dulwich Golf Club for a controlled explosion and the other was taken elsewhere. 	
9.7	Confidentiality of emails sent to the current HHF committee	
	<ul style="list-style-type: none"> Committee members are reminded that the current committee group email is a working group. Emails and discussion within that group are considered confidential and are not to be forwarded to non-committee members without prior agreement. 	
9.8	Thanks to Laura and Zoe	
	<ul style="list-style-type: none"> The committee thanked Laura and Zoe for attending the meeting. They are both invited to join the committee if they would like to. 	

Next committee meeting – Tuesday 21 June 2022 at 8:00pm via Zoom