

## Charlton Neighbourhood Forum Committee Meeting Tuesday 17 January 2023 7:30pm to 8:30pm via Zoom

# Minutes

### 1 Attendees

Helen Brown (Treasurer)	David Gayther	Dave Picton (non-committee member)
Jane Bland	Suzanne Hunt	Lakshan Saldin
Paul Chapman (Vice-Chair)	Clare Loops (Chair)	Brenda Taggart
David Gardner	Rick Newman	

### 2 Apologies

Phillip Connolly	Carol Kenna
Ruth Dodson	Richard Gunningham

Lakshan was formally welcomed to the Committee.

### 3 Treasurer's Report

- (a) Banking: Lloyds Bank Business Current Account opened. We are exploring how to transfer the neighbourhood planning grant from the Council's Financial Services Department to our account.
- (b) Main areas for expenditure from the grant are:
  - a. running Charlton Forum meetings
  - b. digital services
  - c. the production of newsletters
- (c) Venue hire availability and cost:
  - a. We need to source venues in the heart of Charlton with good public transport, street visibility, and facilities with a flexible size and capacity.

**Action:** PC to circulate Community Engagement Template for people to populate any information about venues they have in the next two weeks.

- b. We have written to Royal Greenwich Heritage Trust requesting community venue hire rates for Charlton House and Charlton Assembly Rooms. Charlton Assembly Rooms in the Village best fits our requirements and we have asked the Trust for availability/hire rates. They have not been forthcoming.

**Action:** As a board trustee, LS will act on behalf of Charlton Forum and take this up with the Trust.

- (d) Protocols for ordering or paying for approved expenditure.
  - a. State what the expenditure is for
  - b. Always place orders with our full official name and registered address:

Charlton (London) Neighbourhood Forum  
33 Wellington Gardens, London, SE7 7PJ
  - c. Confirm order at [info@charltonneighbourhoodforum.org](mailto:info@charltonneighbourhoodforum.org)
  - d. For payments that must be paid by debit/credit card, contact the Treasurer or Chair to process.

#### 4 Grant funding

- (a) Now that the neighbourhood planning grant has been secured, we need to consider what best to spend it on before the end of March, when any unspent grant will need to be returned to the Government. We are currently considering using this year's grant for expenditures for
- a. website/domain hosting (annual subscription costs)
  - b. venue hire
  - c. events materials
  - d. newsletter production
  - e. appointment of a community engagement company
- (b) Following discussion, the committee has **agreed** that the current focus for expenditure should be on setting up community engagement activities, including the production of newsletters to reach the whole of Charlton, and continued maintenance of the website and other social media, although the appointment of a company to carry out this on our behalf is not considered necessary at this time.

**Action:** HB to explore purchasing materials for community workshops and associated activities.

#### 5 Community engagement and planned activities (we need concrete actions not just aspirations)

- (a) What do we have as planned activities aimed at engaging people?
- (b) Are we planning meetings/ workshops linked with walkabouts/ background talks?
- (c) Are we aiming to cover the whole neighbourhood or have sessions in different places?
- (d) Are we seeking to involve existing organisations/networks?
  - a. If so, who and how?

**Action:** The above to be considered in more detail by a small working party convened by PC to report back to Committee within 3 weeks.

**Action:** It was agreed that we should have at least one event/workshop to publicise. The group led by PC will feedback to the newsletter group.

#### 6 Newsletters

- (a) We have money to spend to produce a series of newsletters, but we need to resolve the strategic issues listed below before rush into potentially producing thousands of copies of a newsletter. Following discussion, the committee **agreed** to prioritise a printed newsletter with an aspiration to complete a few more if possible before the end of March 2023 so that it can be funded by this year's grant.
- (b) Content: should the newsletter focus on a particular area of planning policy each time (e.g. 'housing' or 'parks/open spaces' or 'new jobs for the future')? The newsletter should probably strike a balance between policy information and info on local planning information/applications. Are we going for open discussions/discussion provoking pieces?
- (c) Following discussion, the committee **agreed** that the newsletter should:
  - a. have a thematic focus to feature in each newsletter
  - b. produce a 4-page newsletter that has been professionally prepared, using articles written by members
  - c. contain some background information on Charlton Forum, such as who the Officers and other Committee members are
  - d. explain what a neighbourhood forum is, what it can do for the community, and what Charlton Forum has done so far
  - e. explain what a neighbourhood plan is and how this will be realised, including things that can happen in the short-term
  - f. have an 'Events' item to highlight what is coming up and how people can get involved

**Action:** The above to be taken forward by DP, BT and RD and anyone else that wants to join the working group.

**Action:** committee members to brainstorm a name for the newsletter and let DP/BT/RD know.

## 7 Newsletter and information distribution

### (a) Issues for discussion

- a. Do we want to use other media to get initial publicity?
- b. Hard copy delivery to all front doors in the area including houses, flats, shops, offices, workshops, schools, and other businesses?
- c. If so how many?
- d. Alternatively, is the aim to build membership and contacts permitting a wide but not universal email circulation in which case a 'newsletter' is a different kind of animal?

### (b) Following discussion, the committee has **agreed** that:

- a. the first newsletter will be printed and distributed to every property in Charlton as part of a Greenwich Info delivery, based on the distribution information that JB researched
- b. the newsletter will also be posted digitally to local community groups' email distribution lists where we are able to do so free of charge, and we will request that other media such as Charlton Champion, 853, Facebook groups and other community WhatsApp groups create a link to the newsletter (which will sit on the Charlton Forum website)

## 8 AOB

- (a) DLG raised the issue of training events, possibly weekends to upskill the Committee. We can draw on Sarah from Lee Forum and HB contact from Colchester for expertise.
- (b) DG pointed out we need to target our engagement starting from the map of current membership.
- (c) CL highlighted the need to consider how to reach the 'hard to reach' groups.
- (d) George Galbraith was co-opted unanimously on to the Charlton Forum committee. CL will add his contact details to the committee email list and welcome him to the group.
- (e) It was agreed that the petition for the excluded part of Charlton will resume when the weather improves.