KILBURN NEIGHBOURHOOD PLAN FORUM

Claire Bradley

Principle Policy Officer (Regeneration and Environment)

Brent Council

Kate Goodman

Principal Planner

Camden Council

29th June 2021-06-20

Dear Claire and Kate

Kilburn Neighbourhood Plan Forum (KNPF)

Application for re-designation

1) Introduction

Kilburn Neighbourhood Plan Forum wishes to apply to be re-designated for a further five year period in line with the relevant Regulations. We understand this will be for a further five-year period during which time we can complete our Neighbourhood Plan and start to implement it.

2) Constitution, Neighbourhood Area and organisation

The constitution has remained the same since designation and KNPF's main focus remains the same, with a particular emphasis on the Kilburn High Road and the issues arising from it being a boundary between two London Boroughs. A copy of the constitution is attached to this application.

The boundary of the area is defined by the attached map. The area was carefully chosen to accommodate the requirements of the Neighbourhood Planning regulations and provisions of the Localism Act. The Neighbourhood Area that has been defined covers the Kilburn localities in both the London Boroughs of Brent and Camden.

There has been a management committee of between eight and eleven members during the life of the Forum. The management committee used to meet monthly plus there were three or four membership meetings held each year including the Annual General Meeting. This of course changed in early 2020 when face to face meetings were no longer possible. The management committee has been meeting every two weeks on Zoom since spring 2020 and has held one virtual membership AGM.

3) Annual General Meetings

October 2016

Presentations by Dr M. Reza Shirazi, on the relationship between compact neighbourhoods and social sustainability and by Maggy Meade- champion of neighbourhood planning

November 2017

On the theme of "Picking the themes – Planting the seeds"

Open discussion by members and supporting organisations which included: other local Forums, use of CIL, facilities for older people, Liveable Neighbourhood Project, music venues, Kilburn Square housing, digital notice board, retail choice

December 2018

History of Kilburn by Dick Wendling and future directions for the Forum

February 2020

Joint activity focusing on the major themes of Business, Community and Environment

March 2021 (Virtual)

The meeting mainly focused on a discussion with Cllr Shama Tatler, Lead Member in Brent for Regeneration, Property and Planning and Cllr Danny Beales Cabinet Member in Camden for Investing in Communities, Culture and Inclusive Economy.

4) Research reports

The Forum has benefited from receiving and commissioning a range of reports to support the direction, vision and major priorities of the neighbourhood plan.

2016

Kilburn Neighbourhood Plan Research and Appraisal

Prepared by We Made That in June 2016, this appraisal report was commissioned by the KNPF "to capture a snapshot of Kilburn as it exists today". It includes a review of the planning policy frameworks and observational analysis of the NPA

2017

Kilburn Socio-economic Profile

Completed by AECOM in June 2017, this report uses secondary quantitative sources, including ONS Neighbourhood Statistics and the 2011 Census, to assess the four areas of: Demographics; Households and housing; Local economy and Health within the Study Area.

2018

An analysis of sources on the current condition of Kilburn

Completed by Udenson Caldbeck Associates and InformAll in March 2018, this document provides "useful numerical data that describes the current condition of Kilburn and indicates what challenges it may face in the future". This report uses the same study area as the AECOM Socioeconomic profile.

2019

January

Neighbourhood Planning Design Support

AECOM produced design support to compliment the plan drafting work. The objective was to advise how the plan can promote enhancement of Kilburn High Road by public realm improvements, potential areas of intervention and shop front design guidance

August

Neighbourhood Plan Visioning Document

AECOM produced a second report under Masterplanning. This is a 'visioning document' that addresses an area-wide and locally specific set of issues, organised against a series of themes, that could form the basis of future spatial, social and design policies in the Neighbourhood Plan.

5) Funding

a) In working towards the formation of the Forum there was no general funding though we used a grant from Locality to pay for a consultant to help prepare the Steering Group to apply for designation.
b) In February 2018 KNPF were awarded a grant from the Community Rights Programme administered by Groundwork, of £5495 to meet the costs of consultancy research, room hire and publicity and website development
c) In August 2019 we were awarded a grant of £10 000 over two years by the Trust for London. This was mainly to pay for all the costs associated with a major publicity and consultation campaign as we wrote the first draft of our plan and also to meet small, regular administration costs. (The period of this grant has been extended as the intended public campaign had to be postponed whilst the social distancing regulations were in force arising from the pandemic.)
d) During 2018/19 we also received support in kind from the Locality programme to Neighbourhood Forums of technical support. We were lucky enough to be awarded help under two programmes: design & design codes and Masterplanning. We were provided with two attractively finished reports (referred to above) which have served to inform much of our work since.

6) Preparation for the plan

The objectives of the Forum remain as set out in our constitution agreed on 8th July 2015

a) Promote and improve the social, economic and environmental well-being of the Neighbourhood Area.
b) Encourage creative, innovative, and imaginative proposals to support planning and development appropriate to the diverse nature of the Neighbourhood Area.
c) Prepare in partnership with the relevant local planning authorities a sustainable Neighbourhood Development Plan for the Neighbourhood Area.
d) Enable the participation and involvement of all who live or work in the Neighbourhood Area in the preparation, production and implementation of the Neighbourhood Development Plan;
e) Foster within and between the Kilburn communities of Camden and Brent a commitment to dialogue and collaborative working.

Since being designated as a Forum we have sort to inform ourselves further of the nature of our area, the planning documents that are relevant to our neighbourhood plan and the views of local people and organisations. Active local organisations are well represented on our Committee including in residents' groups BEST, BRAT, Kilburn Square Co-op and Webheath TRAs plus amenity organisations: Charteris Sports Centre, Friends of Paddington Old Cemetery, Friends of Kilburn Grange Park, Kingsgatewatch, Kingsgate Garden Club, KOVE. Other local organisations continue to be members of KNPF including South Sudanese Women's Skills Development (SSWSD), South Hampstead And Kilburn (SHAK), Sacred Hearts Church and Somali Cultural Centre.

During 2019 we focused very heavily on establishing the key aspects of our vision and objectives, and populating this with the examples of what we considered were important to conserve and what needed careful and informed development. We attach two working documents that indicate the nature of these discussions and decisions.

The intention of course (with the success of fundraising) was to take these ideas to those who live and work in Kilburn to raise the awareness of the work of the Forum and seek further views and opinions. This was the point at which we were prevented from taking further action when restrictions due to the pandemic were introduced in March 2020.

Like most organisations we took several months to assess what was possible at all, and initially gave each other mutual support and did our best to keep the organisation in existence. As we came to the end of 2020 and realised that whatever restrictions are in place, we have to take action to complete the original task of

writing the neighbourhood plan and have drawn up a strategy to achieve this. The document we are using to guide us has already been shared with you as part of the meetings we have been having with you to support the Forum and is attached as part of this application.

We are currently seeking to appoint a consultant with appropriate planning experience and qualifications to help us write the plan.

7) Local activities

Throughout the time KNPF has been a designated Forum we have been involved with a large number of local issues. Most of these have been led by ad hoc groups of residents and activists concerned with the particular issues. There have at times been very strong emotional attachments to both sides of the issue. The issues concerned have included

Planning permission for change of use of retail and commercial premises

Permission granted for certain uses, such as bookmakers

The loss of music and entertainment venues on Kilburn High Road

Proposals for redevelopment of residential buildings

Re-current proposals for projects to 'improve' Kilburn High Road

Recurrent issues on land mark sites including Kilburn State, Kiln (Tricycle) Theatre, The National, Grange Park, Kilburn Square, Alexandra & Ainsworth Estate and Kingsgate Community Centre.

All these issues attract a wide range of views, often deeply held and at times bitterly opposed to each other. KNPF has only taken a strong position when the issue is one in which we already have an agreed position in line with our planning vision. More importantly we have always emphasised that the most important actions to be taken is wide-ranging and genuine consultation to be made before irreversible decisions have been made. We have always argued that this is to enable creative and imaginative solutions to be applied that hopefully can attract support from otherwise opposing positions. We have also continued to emphasise that throughout these campaigns KNPF's main purpose is to produce the neighbourhood plan, though we offer expertise to help where we can.

8) Membership

We currently have 71 members of which nine joined in 2019, eight in 2020 and 13 in 2021.

We have an accumulated contact list of about 240 email addresses.

We attach a list of over 21 current members with details plus two Councillors and our MP.

We have noted what we have previously said about our previous ambitions for developing
and maintaining contacts across all sectors of society in the area.
We do still have those ambitions and we plan a major awareness campaign, making contact with residents andorganizations in theNeighborhood Area making them aware of the Forum's activities.
We emphasize that those active in the Forum do represent a wide
range of local residents and amenity groups, though accept there are
gaps we need to fill and we continue to attract new members from across our Neighborhood Area.

9) Conclusion

KNPF has been an active Neighbourhood Forum since its designation in June 2016 as the activities described above show. We believed we were on course for completing our draft plan by the end of 2020, but we were unable to enter into a major consultation phase (for which we had secured the funds) because of the world pandemic. We adjusted our working arrangements during 2020 and 2021 to work remotely and continued to prepare for our draft plan, whilst also maintaining our commitment to work with other local community groups on specific issues as they arose.

We now requestre-designation of the Kilburn Neighbourhood Plan Forum to enable all the stages of writing and approving our Neighbourhood Plan to be completed.

Signed by Co-Chairs

Ajay Kumble

David Kaye

committee@kilburnforum.london

Membership Details

	Member Name	Organization
1	David Kaye	co-Chair, KNPF Committee Member Kilburn Neighbourhood Plan Forum
2	Ajay Kumble	co-Chair, KNPF Committee Member Neighbourhood Watch, Kilburn Safer Neighborhood Team Police Panel
3	Mahmud Rahim	V.Chair, KNPF Committee Member ex Metropolitan Police officer
4	Lloyd Fothergill	Treasurer, KNPF Committee Member Friends of Paddington Cemetry
5	Linda Millar	Friends of Kilburn Grange Park
6	Lynda Stuart	Kilburn Older Voices Exchange (KOVE)
7	Paul Shulte	Co-Chair Brent Residents and Tenants (BRAT)
8	Jason Barnes	Co-Chair Brent Residents and Tenants (BRAT)
9	Donal MacCraith	Kilburn Neighbourhood Plan Forum
10	Margaret V Stoll	Kilburn Sq Co-Op member
11	Robin Gurton-Vernieux	Specsavers, Kilburn High Rd
12	Josie Warsaw	Brent Eleven Streets Tenants (BEST)
13	Sara B	Kilburn Village Residents' Association
14	Joanna Watson	Kilburn Village Residents' Association
15	Janet Grauberg	ex-Chair Kilburn Festival
16	Khoa Pham	Transition Kensal to Kilburn
17	John Foley	Abbey Community Centre Board member
18	Emmelye Rennards	SHAK Community Centre
19	John Robinson	Clique Productions (Recording Studio)
20	Smaranda Safronie	Kingsgatewatch member (Neighborhoodwatch)
21	Keith Anderson	Chair, Kilburn Village Residents' Association
22	John Boyle	SHAK Community Centre
23	Sara Bell	Secretary, Rowley Way Estate

24	Ubah Egal	Somali Cultural Centre Camden Board member
25	Phil Oman	SHAK CC Board member
26	Katerina Gavrielides	Chair Mortimer Crescent Tenants and Residents Association
27	Elena Besussi	Bartlett School of Planning. Lecturer (teaching) in Plan Making and Strategic Planning,
28	Rosalind	South Sudan Women's Organisation
29	Father Terry	Sacred Hearts Church
30	Cllr Maryam Eslamdoust	Councillor - Kilburn Ward (Camden)
31	Cllr Rita Connely	Councillor - Kilburn Ward (Brent)
32	Tulip Siddiq	Member of Parliament - Camden (North)

Note: Postcode details were provided to the Council to verify qualification as members but not included for data protection purposes

Kilburn Neighbourhood Plan Forum Constitution

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1. Name

The name of the group is “Kilburn Neighbourhood Plan Forum” referred to elsewhere in this Constitution as “the Forum”.

2. Neighbourhood area

The area of the Forum is shown on the attached map and is based on the two Kilburn electoral wards in the London Boroughs of Brent and Camden. In the Brent ward of Kilburn the area covered by the South Kilburn regeneration is excluded except for the Kilburn High Road frontage. To the north and south of the Ward boundaries the area is extended to include the entire Kilburn High Road frontage in both Boroughs. In addition to the west Paddington Old Cemetery and the Prince of Wales public house are also included. This is referred to elsewhere in this constitution as the Neighbourhood Area.

3. Objectives

The objectives of the Forum shall be to:

- Promote and improve the social, economic and environmental well-being of the Neighbourhood Area.
- Encourage creative, innovative, and imaginative proposals to support planning and development appropriate to the diverse nature of the Neighbourhood Area.
- Prepare in partnership with the relevant local planning authorities a sustainable Neighbourhood Development Plan for the Neighbourhood Area.
- Enable the participation and involvement of all who live or work in the Neighbourhood Area in the preparation, production and implementation of the Neighbourhood Development Plan;
- Foster within and between the communities of Camden and Brent a commitment to dialogue and collaborative working.

4. Powers

In furtherance of the objects, but not otherwise, the Forum may exercise the power to:

- Invite and receive contributions and raise funds where appropriate, to finance the work of the Forum, and to open a bank account to manage such funds
- Publicise and promote the work of the Forum and organise meetings, training courses, events or seminars relevant to its work.
- Work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations

- Employ staff (who shall not be members of the Management Committee) as are necessary to conduct activities that meet the objectives of the Forum
- Take any form of action that is lawful, which is necessary to achieve the objectives of the Forum, including taking out any contracts which it may see fit.

.*5. Membership*

The Forum shall have a minimum of 21 (twenty one) members at all times. The Management Committee shall maintain a register of members and make it available to any member of the Forum who requests it.

Members will apply for membership and the Forum shall have the power to accept members.

Membership is open to:

- all who live or work in the Neighbourhood Area;
- all business operators located in the Neighbourhood Area of the Forum. Business operators may nominate up to two people in their membership application but they may only exercise one voting right at General and Annual General Meetings of the Forum;
- all constituted voluntary and community groups which operate in the Neighbourhood Area. Voluntary and Community groups may nominate up to two people in their membership application but they may only exercise one voting right at General and Annual General Meetings of the Forum;
- Elected London Borough Council members who represent wards in the neighbourhood area.

People who neither live nor work in the Neighbourhood Area will be able to join the Forum as “Associate Members” and will have all the privileges of membership and can be committee members, save that they will not be able to vote, fill an Officer role as defined in section 8 below, nor count towards a quorum in meetings.

Membership shall be drawn from different places in the neighbourhood area and different sections of the community.

Any member is required to notify the Forum of any potential conflict of interest where decisions of the Forum may have a direct effect on their personal or business activities.

Any member of the Forum may resign from membership by providing the Forum with written notice

6. Forum meetings

All decisions at Forum meetings shall be made on a show of hands of members who are entitled to vote at the meeting.

a) General meetings

General Meetings of Forum members shall take place at least 3 (three) times per year.

Notice and an agenda for a General Meeting of the Forum to Forum members shall be 10 (ten) working days.

The quorum required for a General Meeting to conduct business shall be 11 (eleven) Forum members

b) Annual General Meetings/Special Meetings

An Annual General Meeting of Forum members shall take place once in every calendar year.

Notice and an agenda for an Annual General Meeting to Forum members shall be 15 (fifteen) working days.

The quorum required for an Annual General Meeting to conduct business shall be 15 (fifteen) Forum Members

The Annual General meeting shall:

Elect the Management Committee of the Forum for the following year.

Receive a report from the Management Committee of the Forum of the activities that have taken place in the previous year.

Receive an annual statement from the Treasurer.

Receive an annual membership statement.

Elections to the Management Committee shall take place as follows:

a) Forum members shall notify the Secretary of the Forum of their intention to stand for a place on the Management Committee in writing and at least 5 (five) working days before the Annual General Meeting takes place.

b) At the Annual General Meeting elections shall be held on the basis of a show of hands for each candidate.

Special Meetings may be called by the Management Committee to consider amendments to the constitution or dissolution of the Forum. These shall be subject to the same notice and quorum as Annual General Meetings.

7. Management Committee

The Management Committee of the Forum shall be elected at an Annual General Meeting of the Forum and shall consist of a minimum of 6 (six) members and up to a maximum of 11 (eleven).

Management Committee meetings will be held a minimum of 6 times per year.

Notice to members of the Management Committee of a Management Committee meeting shall be 5 working days

The quorum required for a Management Committee meeting to conduct business shall be half the number of members of the management committee at the time.

The Management Committee may set up Working Groups with terms of reference to undertake tasks in furtherance of the Forum's objectives. All such working groups must include at least one management committee member.

8. Officers of the Management Committee

The role of any officer of the Management Committee may be shared by two members of the Management Committee.

The Chair of the Management Committee shall be responsible for:

- Calling and chairing meetings of the Management Committee of the Forum, General Meetings and Annual General meetings of the membership of the Forum.
- Exercising a casting vote on elections and resolutions at meetings of the Forum and its Management Committee.
- Have the power to take decisions on urgent matters between meetings of the Management Committee, which must be ratified at the next management meeting.

The Treasurer shall be responsible for:

- Maintaining the financial records of the Forum
- Be responsible for presenting a budget, annually for the following year to a the Forum Annual General Meeting
- Submit a detailed summary of the accounts at every Management Committee meeting
- Act as a joint signatory on the Forum account with any one of two other members of the management committee..

The Secretary shall:

- Be responsible for organizing meetings, taking and circulating the minutes of the Management Committee and of the Forum and making them available to members as required.
- Co-ordinating the activities of any working groups

The Membership Secretary shall:

- Maintain a register of members of the Forum and the Forum Constitution for inspection by Forum Members.
- Co-ordinate contact with members of the Forum and initiate campaigns to maintain and increase the membership of the Forum.

9. The finances of the Forum

Any money acquired by the Forum, including donations, contributions and bequests, shall be paid into an account operated by the Management Committee in the name of the Forum.

All funds must be applied to the objectives of the Forum and for no other purpose.

Bank accounts shall be opened in the name of the Forum.

Any deeds, cheques etc relating to the Forum's bank account shall be signed by any 2 (two) out of 3 (three) Management Committee members, 1 (one) of whom must be the Treasurer.

Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the Forum stays within its budget.

Official accounts shall be maintained, and will be examined annually by an independent accountant who is not a member of the Forum.

An annual financial report shall be presented by the Treasurer at the Annual General Meeting of the Forum.

10. Neighbourhood Planning

Any decision to submit to the local planning authority for approval any Neighbourhood Development Plan shall be subject to a vote at a special General Meeting of the Forum.

All consultation on the Neighbourhood Development Plan will take place with residents, workers and businesses in the neighbourhood area whether members of the Forum or not.

The management committee shall be delegated to work with the local planning authority and any independent experts and advisors on the Neighbourhood Development Plan as they see fit.

At the discretion of the Forum Management Committee Working Groups can be delegated the tasks of preparing parts of the Neighbourhood Development Plan. All such Working Groups will include at least one management committee member.

11. Alteration of the Constitution

Any changes to this constitution must be agreed by a majority vote at a special general meeting, called specifically for the purpose under the same conditions that apply to Annual General Meetings specified above.

Proposed amendments to this Constitution or dissolution of the Forum must be conveyed to the Secretary formally in writing. The Secretary and other officers of the Forum shall then decide whether to put the proposed amendments to a special general meeting of the Forum for discussion and decision.

12. Duration

The duration of the Forum is 5 years from the date of its designation.

13. Dissolution

The Forum may be dissolved if deemed necessary by the members in a majority vote at a special meeting. Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to local charities or similar groups at the discretion of the Management Committee.

This constitution was adopted at a General Meeting of the KILBURN NEIGHBOURHOOD PLAN FORUM held on 23rd March 2015.

Kilburn Neighbourhood Plan Area 1