

Forum Committee meeting

Held at University College School on 11 August 2016 at 7 pm.

Present: Rupert, Penny, Hazel, John M-B, Rob, Ralf, Mojgan, Val, Nancy.

1. Apologies

Cllr. Baillie, Maryam, Laurence, Eddie, Harlan, John F, Bill, Emily, Linda, Raffaella, Nina.

2. Minutes of 30 June 2016

These were passed following the addition, under item 4, of a Craxton Studios and Jazz event.

3. Timeline to Referendum:

Penny's timeline, plotting the course of the neighbourhood plan to a potential referendum date in June 2016 is extremely useful. Since the Policy drafting is not as advanced as had earlier been anticipated, it was agreed to run the community engagement events during the six-week formal consultation process, which seems likely to take place in spring 2017. It was therefore agreed to cancel the stall planned for outside UCS Active during September.

A repeat of last year's very successful social event at Craxton Studios will be pursued, however.

4. Update from Policy review groups

Penny had produced a gap analysis, comparing Hampstead's Policies with those of Redfrog.

Housing and Development group

Some of this draft policy has been amended by the review group. Further work is required on evidence for the policy, examination of the Design Code and comparing the scope of the policy with Hampstead's built environment policy.

The group will aim to complete the policy redraft by first week of September and test the policy against planning applications to ascertain its impact.

Biodiversity and Green Infrastructure group

Raffaella has improved the presentation of the policy, adding new photographs and formatting it in InDesign desktop publishing software.

The review group is broadly content with the policy, but still has concerns about the permissible percentage of garden take-up for development. It was suggested that Hampstead's wording be utilised, if appropriate. Alternatively, wording limiting development and building extensions to "not more than 50% of the rear garden and up to a maximum of x metres, using whichever measure utilises least rear garden space".

The experience of HCAAC is that trees are invariably felled in order to make way for development. It was agreed that, in such circumstances, a felled tree is to be replaced by two or more trees. If the plot is unable to support more than one tree, the additional trees are to be planted, at the developer's expense, at sites selected by the Forum. Where felling is sought for genuine reasons, eg disease, a distinction is to be made and it will be required that the felled tree is replaced with just one tree.

Community Infrastructure group

The review group agreed on the need for a community facility to support the Forum's high proportion of over 50s; for a meeting venue and / or for shared desk space to cater for home workers; as a satellite venue for U3A; for the expansion of St. Luke's Free School and as a community hall, including for use by St. Margaret's School.

Evidence for the policy need is to be included as justification for the policy.

Basement policy

Hampstead's Basement policy, drafted by Oliver Froment, appears to be the most rigorous and will be used as the basis for a Redfrog Basement policy. Penny offered to draft the policy, with assistance from John.

The Basement policy is to include a requirement for section 106 agreements to incorporate a provision for footways to be returned to their original state, using original materials, following completion of basement construction.

Enhancement of Finchley Road and Sustainable Transport policies group

This Enhancement of Finchley Road policy also requires an evidence base, including photographic evidence.

Other potential policies

An energy efficiency policy might be included for building refurbishment, eg requiring a refurbished building is to meet Energy Performance Certificate C level or higher. It was observed that, at 1 Briardale Gardens, windows are being replaced and the interior remodelled. Ralf noted the difficulty of bringing older buildings up to government energy efficiency levels and he will try to research this.

5. AECOM Design Code

AECOM operates to very tight timescales, agreed with DCLG. A window of one week had been provided for design code comments. Comments were supplied by Create Streets, John, Penny and Nancy. Some but not all comments were incorporated, and the project has been signed off. An editable electronic version has been supplied to Redfrog in order for the Code to be updated, extended and enhanced.

Where poor examples have been selected for photographic evidence, these are to be replaced, using the photographs taken by AECOM for the Redfrog Heritage and Character Assessment report.

Create Streets considers there are a few notable omissions in the design code and has offered to remedy this without charge. Nancy will send a copy of the Hampstead Garden Suburb design code to Create Streets, for information.

The inclusion of examples of acceptable and unacceptable practices in an appendix is desirable. John and Mojgan were requested to provide examples for such an appendix.

The design code work should be completed within the next few weeks.

6. Remaining Evidence Base requirements

Evidence base for each Policy

It was suggested that an additional evidence base section be added to each Policy. However, Camden requires each Policy to be presented in the following format:

- a. Policy intent, or context or introduction
- b. Policy text box, summarising the policy
- c. Application, explaining how the policy is to be applied.

One option might be to include an evidence base sub heading within the Policy intent.

Rear garden corridor report from Ecology Network

The Ecology Network draft report demonstrating the importance of rear garden and rear garden tree corridors was circulated at the meeting. An additional payment of £490 plus VAT is being sought to cover the cost of the work and telephone enquiries and advice provided relating to the Mount Anvil site. It was agreed to pay this additional sum, but Rupert noted that, for all future work, Redfrog must be clear that it is unable to pay more than the fee quoted and that work must be provided at the fixed price agreed.

Viability check for 27 Redington Gardens

For allocated development sites, Redfrog is required to undertake a viability assessment. Locality has prepared a Toolkit for Viability Assessment, which Nancy will circulate.

Local Green Space ownership

For the Local Green Space designations, it is necessary to contact the owners of the sites to obtain their consent. Windsor Court tennis courts and the Thames Water reservoir are both owned by Thames Water; Studholme Court by Camden. Linda is to be asked to check the ownership of the communal garden bounded by Languard Gardens, Finchley Road and Frogna Lane. Nancy will write to the owners of these sites, the embankment at Telegraph Hill and The Beacon.

Update to Dudley's pavement surveys

The condition of pavements is to be included within the Sustainable Transport policy. Sections where paving stones have been replaced by tarmac, eg Arkwright Road, are to be noted.

Finchley Road street furniture and pavement survey

Rob noted that the pavements on Finchley Road are the responsibility of Camden. Nancy offered to take some street furniture and pavement photographs.

7. Budget required in order to complete the Plan

A sum of around £1,700 is probably required in order to complete the work on the neighbourhood plan, comprising the following estimated amounts:

- £700-800: website optimisation, graphic design and printing of flyers
- £588 (actual amount): Ecology Network bat report
- £100: lamp post notices
- £200: Adobe InDesign software
- £50: t-shirts.

It was agreed that the Forum should purchase InDesign software.

8. Planning advice drop-in sessions and other fund-raising ideas

Currently, Redfrog Association provides free advice to residents seeking help with opposing inappropriate planning applications. In order to raise funds for the Neighbourhood Forum, Redfrog Association might follow the example of Highgate Society and host planning advice drop-in sessions, seeking a donation in return for advice provided.

Venues for drop-in sessions might include: Burgh House, JW3, HSoA and Camden Arts Centre. Appointments could be booked through the Forum website.

9. West Heath LTC engagement event on Sunday 11 September, 3-6 pm

It was agreed to cancel this event. The tennis club does not have sufficient space to host a community engagement event and it would interfere with tennis matches being played.

Alternative events might include a guided walk around the conservation area, a presentation by Tulip on the Redfrog Neighbourhood Plan and a discussion by Dame Esther of her Silverline work.

10. Date of next Forum Committee meeting

Monday 12 September for 90 minutes. Forum Committee members are to be notified by Doodle poll.

11. AoB

TfL is again consulting on a reduction to bus service frequency on Finchley Road. A link to the consultation is to be posted on the Association website.