

THE MARYLEBONE FORUM COMMITTEE MEETING

The Portman Room, The Portman Estate, One Great Cumberland Place, W1H 7AL

Thursday 3 July 2025, 14.00hrs

ATTENDEES

1. Penny Alexander
2. Sarah Buttleman
3. Kay Buxton
4. Linda Davies
5. Stephen Evans
6. Rosa Han (Observer)
7. Ann Marie Johnson
8. Yinka Johnson (Observer)
9. Simon Loomes (Chair)
10. Ian Macpherson
11. Andrea Merrington
12. Nathan Parsad-Wyatt
13. Kate Rayner (Minutes)
14. Julie Redmond

APOLOGIES

1. Michael Bolt
2. Nicki Palmer
3. Yael Saunders
4. Steve Thomas

MINUTES

1. Welcome

Simon Loomes (SL) welcomed all to the meeting and announced apologies.

2. Minutes and actions from previous meeting

- KR to invoice the Forum for the remaining funds in the bank account when due, and any remainder to be invoiced to The Portman Estate - KR awaiting confirmation of remaining funds in the account so that an invoice for Apr-Jun can be issued (discussed below).
- SL to close the bank account once funds have been spent - Awaiting last funds to be spent from the account (discussed below).
- SL to circulate the CIL sub-group Terms of Reference - Done
- KR to add the CIL pot total and application timeframes to the regular update to members - Done
- MB to draft letter of support for the Marylebone Association's proposal to create a CIC for the community space on Moxon Street – Done and letter issued on behalf of Forum.

The minutes were circulated and received no comments. Approved.

3. NCIL application review process

There remains some confusion with the process for submitting and approving NCIL applications. Kay Buxton (KB) highlighted that an e-mail that was recently circulated by the Council to amenity groups appeared to contradict the process that was announced at the Forum of Forums meeting on 10 June (attended by SL and KB).

KB understands that the process will require applicants to give four weeks' notice to stakeholders of the intention to submit an application. There will be a standard survey provided by the Council that applicants will be required to share for comments and feedback. On receipt of this survey, the Forum will have seven days to respond, and if no response is given, it will be assumed there is support for the application. Concerns were expressed over any deemed approval through non-response.

Sarah Buttleman (SB) expressed concern that some applicants are not allowing enough time for a response by the Forum, particularly given the application deadlines in July and August.

SL suggested the process moving forward for the Forum should be that any surveys received to the Chair@ e-mail inbox will be forwarded to the Committee for review. If no comments are received, it will be assumed that the Committee approves. Any concerns or negative feedback should be shared to the Committee as a whole, rather than just to the Chair.

Stephen Evans (SE) expressed concern about the rise in applications made to the Marylebone NCIL pot for projects outside of the area, particularly those that are located within other funding areas. This is not in line with the original purpose of NCIL. SE suggested this be queried with Westminster City Council.

ACTION:

- **KB to request clarification from Westminster City Council over the NCIL application process. Deemed approval point to be checked.**

4. NCIL funding pot total and applications

KB displayed current figures and noted that these are located on the Council's website under Cabinet Member Reports. KB noted these were incorrect and it was agreed that KR would maintain a running schedule of all know NCIL activity so that the Forum is as up to date as possible.

5. Visual Heritage Survey

SL talked through a recent e-mail received from the organisation behind Soho Visual Heritage Audit - a project funded by CIL with support from the Soho Neighbourhood Forum. The project documented visual heritage assets across Soho and was delivered in partnership with Publica, an organisation that works closely with The Portman Estate and Howard de Walden Estate on public realm projects. Is this a project that the Forum would be interested in undertaking in Marylebone?

SE commented that similar studies have been carried out through different organisations, for example the Survey of London, Historic England and the Conservation Area Audits led by the Council. It would be good to understand how these would fit with this project. KB commented that she has seen the Soho project and was impressed with the results. Nathan Parsad-Wyatt (NPW), who also sits on the Soho Forum, agreed and added that it is important to set out a clear plan of how the resources from the project would be used to ensure it isn't wasted. Penny Alexander (PA) & Andrea Merrington (AM) agreed and asked what the aim of the project would be - is it to display on a website? AM added that consideration would need to be given to the benefits of the project both for businesses and residents. KB recorded that the cost for the Soho project was £41,000. AM offered to review with Publica.

ACTION:

- **AM will speak with Publica to understand the process and costs and feedback at the next meeting.**

6. 33 Cavendish Square

SL talked through the proposal by the developers of 33 Cavendish Square to attend a Forum Committee meeting to present on the development's plans. SL highlighted that the Forum has not in the past commented on large developments in the area and suggested that it is perhaps not a direction that the Forum wishes to take. The link to the plans had been circulated to the Committee with a suggestion that members attend one of the consultation events should they wish to find out more.

NPW confirmed that he had previously attended a briefing on 33 Cavendish Square which was useful. This particular development is interesting given it involves the retrofit of the existing building which differs from others in the area. SE added that it would be useful to understand an overview of this development alongside the others, for example, the stage in the planning and development process they are at.

SB agreed that the Forum should not be consulted or comment as a group on the developments such as this but that details should be circulated in the regular updates for Committee members to follow up with should they wish. SL agreed and added that there needs to be a clear understanding that attendees are not representing the Forum should they respond to a consultation.

ACTION:

- **KR to continue to circulate details of developments and consultations in updates to the Committee.**

7. Future chair arrangements

SL confirmed that he is happy to continue in the role of Chair until the next meeting and that anyone interested in taking on the role should please get in touch.

It was also suggested that a representative of The Crown Estate be invited to join the Forum Committee. SL will follow up.

ACTION:

- **Anyone interested in the Chair role to get in touch with SL**
- **SL to follow up with the contact at The Crown Estate**

8. AOB

AM provided a brief update on Moxon Street public realm developments. Stage 1 designs have been developed and approved by Westminster City Council. There have been no dates set for works to commence.

Ian Macpherson (IM) queried the closing of the Forum bank account. It was his understanding that this would be taking place next week however outstanding funds remain in the account which are stopping this from happening. KR confirmed that an invoice for April to June is ready but she requires confirmation of the amount remaining in the account. SL will confirm the remaining amount so that KR can invoice and then the account can be closed.

SL highlighted that a model constitution for Forums was circulated by Westminster City Council and he will take a look. There was a discussion about whether this or the draft that was put together by PA and MB would be adopted by the Forum. PA will enquire with the Council which is their preferred constitution for the Forum to follow.

Linda Davies (LD) announced that she has resigned from the Marylebone Association Committee and will therefore resign her Association seat at the Forum. Linda will consider attending the Forum as an independent resident.

RH announced that the bench on Portman Square has now been approved and will be installed shortly. The George Street public realm project is awaiting a date for works to commence and is delayed by works further along George Street.

SE announced that the Rachel Blake MP will be attending an event to discuss antisocial behaviour and will circulate the details to the Committee.

ACTIONS:

- **SL to confirm to KR the remaining amount in the Forum bank account. KR to raise invoice and bank account to be cleared ready for closure.**
- **PA to inquire with the council which is their preferred constitution for the Forum to follow.**

SUMMARY OF ACTIONS

- **KB to request clarification from Westminster City Council over the NCIL application process. Deemed approval point to be checked.**
- **AM will speak with Publica to understand the process and costs and feedback at the next meeting.**
- **KR to continue to circulate details of developments and consultations in updates to the Committee.**
- **Anyone interested in the Chair role to get in touch with SL .**
- **SL to follow up with the contact at The Crown Estate about joining the Committee.**
- **SL to confirm to KR the remaining amount in the Forum bank account. KR to raise invoice and bank account to be cleared ready for closure.**

- PA to inquire with the council which is their preferred constitution for the Forum to follow.

DATE OF NEXT MEETING

TBC