

THE MARYLEBONE FORUM COMMITTEE MEETING

Marylebone Forum Committee Meeting - AGENDA

Wednesday 5 November, 2pm

The Portman Estate, Portman Room, One Great Cumberland Place, W1H 7AL or online via Teams

ATTENDEES

1. Penny Alexander
2. Michael Bolt
3. Sarah Buttleman
4. Kay Buxton
5. Stephen Evans
6. Rosa Han (Observer)
7. Ann Marie Johnson
8. Yinka Johnson (Observer)
9. Simon Loomes (Chair)
10. Ian Macpherson (Treasurer)
11. Kate Rayner (Minutes)
12. Julie Redmond
13. Yael Saunders
14. Steve Thomas

APOLOGIES

1. Andrea Merrington
 2. Nicki Palmer
 3. Nathan Parsad-Wyatt
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MINUTES

1. Welcome

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

Zayna Over (ZO) was welcomed to the Forum and introduced as a new Committee member representing The Crown Estate. Zayna works in Portfolio Management with responsibility for the northern section of Regent Street, just north of Oxford Street.

2. Minutes and actions from previous meeting

- KB to request clarification from Westminster City Council over the NCIL application process. Deemed approval point to be checked. *This was clarified by the NCIL team.*
- Andrea Merrington (AM) will speak with Publica to understand the process and costs and feedback at the next meeting. *AM to confirm.*
- Kate Rayner (KR) to continue to circulate details of developments and consultations in updates to the Committee. *These paused over the summer and will now resume.*
- Anyone interested in the Chair role to get in touch with SL. *SL to update later in the meeting*
- SL to follow up with the contact at The Crown Estate about joining the Committee. *Achieved. Welcome to Zayna Over.*
- 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. *Amount was confirmed and invoice submitted. Payment remains outstanding (discussed later in this meeting).*
- Penny Alexander (PA) to inquire with the council which is their preferred constitution for the Forum to follow. *Achieved. Updates made to the draft and circulated to the Committee*

The minutes were circulated and received no comments. Approved.

3. NCIL application review process

Steve Thomas (ST) proposed that a new system for responding to NCIL applications should be introduced. Given the limited time window that is now afforded to the Forum, he suggested that a sub-group be created to respond quickly and efficiently. This was agreed by Committee members.

The process is understood to be that applicants are required to give four-weeks' notice of their intention to apply, and then two weeks' notice is provided for the Forum to submit feedback. This is done via an online form – the link provided by the applicant.

Following discussion, the Committee decided that the initial notification should be circulated to the whole Committee with an invitation to comment on the application in principle. Once the two-weeks' notice email is received, KR will circulate this to the sub-group to collate a response.

Kay Buxton (KB) highlighted that there is often very little detail included in the initial notice. Also, the views of Forums are often not taken into consideration, with supported applications being

disregarded when reaching Councillor level, and unsupported applications being passed. KB also noted that the process lacks transparency, with the feedback provided by Forums not published by the Council as part of its decision-making process. PA suggested that these concerns should be highlighted to the Council. SL suggested that the Forum's response should be published on the website.

ST agreed to coordinate the new NCIL sub-group with Sarah Buttleman (SB), Rosa Han (RH) and KB participating. KR stated that the WCC NCIL team had earlier this week confirmed that the window to submit feedback on recent applications is still open.

ACTIONS:

- **ST, RH, SB, and KB to form an NCIL sub-group**
 - **KR to circulate recent NCIL applications to the sub-group**
 - **KR will circulate future notifications of applications to the full Committee and subsequent applications to the sub-group**
 - **KR to explore publishing the Forum's response on the website**
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4. NCIL funding pot total and applications

SL thanked KB for circulating the recent Cabinet Member Report that included up-to-date NCIL pot figures. There is currently £536,033 available, £328,080 requested, leaving a balance of £207,953.

The Committee viewed the NCIL balances of other neighbouring areas, noting in particular that Mayfair's balance is much higher. YS commented that this illustrates the active community of Marylebone, with more schools and community groups compared to others. The group agreed that there needs to be greater clarity on how applications to the Marylebone pot from outside of the Forum boundary are managed and what is considered a 'beneficiary area'.

ACTIONS:

- **KB to circulate her updated spreadsheet of approved NCIL projects to the Committee**
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5. Draft Constitution

PA and MB have recently made amendments to the Constitution and circulated to the Committee for comment. No further comments or changes are required.

MB confirmed that the draft now requires approval by the Council, which may wish to call a meeting to discuss details. SL suggested that he forward to the Council and MB stated that once approved, this would need to be circulated to the full Forum membership. The route for full adoption will need to be clarified and may involve an EGM or AGM process.

ST queried if length of tenure for the Chair position is set out in the Constitution – this may prevent individuals from volunteering for the role in future. PA confirmed that it is not. KB queried if the Constitution states a limit to the number of people representing one organisation attending the Committee, and if this is also relevant to sub-groups. PA confirmed that there is a limit of one representative per organisation to be a member of the Committee (and therefore one vote) - observers not included - but that this member can nominate a person to attend a sub-group on their behalf.

ACTIONS:

- **SL to send the revised Constitution to the Council for approval**
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6. Future chair arrangements

SL confirmed that there had been no volunteers to take on the Chair role and that he is happy to continue on a rolling basis until the next meeting. ST noted that it was important for other Committee members to take on responsibilities to relieve the load on the Chair.

ACTIONS:

- **SL to continue in the Chair role with support from KR**
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7. AOB

IM provided an update on the bank account. There is £372.91 in the company's account with one outstanding invoice for £372.91 from KR, which the Chairman asked to be paid.

As there is nobody now authorised who can make an electronic payment from the company's bank account, there will be a cheque written, and signed by MB, who is the only director and authorised signatory remaining. It has not been possible to check whether one signatory is sufficient pending the acceptance by HSBC of a replacement for YS as primary user of the account.

IM has applied to take over that role, and his application has been supported by MB and YS, and its outcome is awaited.

There is an invoice expected from the accountant for producing the company accounts relating to the year ended 31-8-2024, and Mative is continuing to host the website. The Portman Estate has recently paid just over £500 for Directors' and Officers' insurance.

The proposal was made that, once KR's invoice has been paid, the company's bank account should be closed. IM expressed the opinion that it was a matter which should be decided by the directors. It was noted that there were directors at this meeting, and there was a decision taken by the meeting that, once KR's invoice has been paid, the bank account is to be closed.

IM referred to the outstanding question, for the directors to decide, of what is to happen to the company, whether they should apply for it to be struck off or go into voluntary liquidation, about which advice from Streathers was received in June 2024.

Stephen Evans (SE), as a director, proposed the closing of the bank account, once the payment to KR has been made. This was supported by fellow directors SL, YS and MB.

SL noted that it was key that the adoption of the revised Constitution allows for the dissolving of the company.

MB updated the group on the Marylebone Association's plans to create a CIC to manage the Moxon Street Community Centre. The Council has agreed with the proposal and a meeting will be taking place soon to take the plans forward.

KB proposed that the Committee compile a list of ideas and issues to submit to the ongoing consultations on Westminster's City Plan and Sustainable Transport Strategy. The deadline for

comments on the City Plan is 22 November 2025, and the Sustainable Transport consultation closes in December. The Committee discussed the proposal and noted the importance of reflecting the broad views of the Marylebone community. It was agreed that a list of topics on which there is general consensus, such as affordable housing, conservation, community safety, and children's amenities, would be prepared for the City Plan. KB will draft an initial list for review by MB and SL before wider circulation to the Committee for further comment.

ACTIONS

- **IM to write a cheque to KR and signed by MB.**
 - **KB to draft list of topics to propose for the City Plan for review by SL and MB**
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SUMMARY OF ACTIONS

- **ST, RH, SB, and KB to form an NCIL sub-group**
 - **KR to circulate recent NCIL applications to the sub-group**
 - **KR will circulate future notifications of applications to the whole Committee and subsequent full applications to the NCIL sub-group**
 - **KR to explore publishing the Forum's response to NCIL applications on the website**
 - **KB to circulate her updated spreadsheet of approved NCIL projects to the Committee**
 - **SL to send the revised Constitution to the Council for approval**
 - **SL to continue in the Chair role with support from KR**
 - **IM to write a cheque to KR and signed by MB.**
 - **KB to draft list of topics to propose for the City Plan for review by SL and MB**
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DATE OF NEXT MEETING

TBC