



Trustees' Annual Report for the period

Period start date					Period end date		
01	04	2021	31		03	2022	
From				To			

Section A Reference and administration details

Charity name

Harlesden Neighbourhood Forum

Other names charity is known by

Registered charity number (if any)

1188490

Charity's principal address

Unit 2, Ajax House

16A St Thomas's Road, London

Postcode

NW10 4AJ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Paul Anders	Treasurer		Forum members
2	Margaret Cox	Vice- Chair		Forum members
3	Nouh Abukar		21/10/2020 to 04/10/2022	Forum members
4	Amandine Alexandre-Hughes		From 29/09/2021	Forum members
5	Sandra White	Chair	21/10/2020 (Chair from 12/07/2021	Forum members
6	Colin Edwin George			Forum members
7	Julieta Marlene Galarza		From 22/02/2022	Forum members
8	Jose Trueba		From 13/07/2022	Forum members

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Ilaria Esposito - Coordinator

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	CIO Association
Trustee selection methods (eg. appointed by, elected by)	Elected by the membership, with others appointed by the board of trustees and then ratified by members, as set out in the constitution,

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Harlesden Neighbourhood Forum has been a registered charity since March 2020. The Forum is an NCVO member and uses the latter's induction and training programme for new trustees through Croner HR services.

We have recently amended our constitution; we are reviewing the following policies:

- Health and safety
- Grievance
- Data protection and GDPR
- Safeguarding children and vulnerable adults
- Conflict of interest (including register and DOI)
- Financial
- Volunteering
- Equality and diversity
- Reserves

Developing the following:

- Lone working policy

Current operational priorities include funding diversification and organisational development and reviewing our HR policies and procedures (creating a handbook, updating our policies and terms and conditions to reflect changes in employment law).

Harlesden Neighbourhood Forum is a neighbourhood planning forum with a designated area within the Old Oak and Park Royal Development Corporation (OPDC) and London Borough of Brent (LBB). The Forum was the first neighbourhood forum to be designated by OPDC on 26 November 2015. The Town and Country Planning Act 1990 (as amended) requires neighbourhood forums to apply to their respective Local Planning Authority (LPA) for re-designation every five years. Harlesden Neighbourhood Forum has successfully applied to OPDC and LBB to be re-designated.

The Forum currently has 87 member organisations and 407 individual members. Its work is of benefit to the overall Harlesden population (~19,000 inhabitants)

Summary of the objects of the charity set out in its governing document

- The objects of the Forum are:
- The prevention or relief of poverty in Harlesden;
- To develop the capacity and skills of the members of the socially and economically disadvantaged community of Harlesden in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society;
- To promote for the benefit of the inhabitants of the area of benefit the provision of facilities and activities in the interest of social welfare for recreation and leisure time occupation with the object of improving their conditions of life.
- To promote high standards of planning or architecture in or affecting the area of benefit.
- To secure the preservation, protection, development and improvement of features of historic or public interest and public amenities in the area of benefit.
- In furtherance of the above objects but not otherwise the trustees shall have the power to establish and/or maintain a neighbourhood forum for the area of benefit to promote and or improve the social, economic and environmental well-being of the area.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In 2021, we were able to extend the Forum coordinator's working hours with the funding received from Trust for London. We have carried on existing activities and started new ones. Despite Covid restrictions, we have been able to:

1. Carry out the recruitment and induction of 2 Forum volunteer ambassadors. Training has also been delivered to two new trustees.
2. Implement trustee portfolio development, creating work plans for key workstreams: funding, community, environment and planning.
3. Fifteen newsletters have been shared with 407 members and 85 member organisations/businesses involved directly with our work, plus 85 people/organisations who are not members but who subscribe to our newsletter.
4. Quarterly public/members' meetings have taken place, and attendance is growing steadily. We held the last online meeting in December 2021 and then resumed meeting in person in 2022.
5. Social media and online presence continue regularly with the following website reports: last month, 52% of traffic came from organic search, a 21% increase from the month before.
6. Twitter, Facebook and LinkedIn have increased the numbers of shares and numbers of posts and reposts and retweets. Social media followers have increased by 20% from 2020-21.

Several activities and workshops have been delivered to the membership:

- Harlesden wayfinding art design competition. Art workshops were delivered in April and May 2021 during lockdown. One workshop was held online and one face-to-face for young people from disadvantaged backgrounds. The theme chosen by the community via survey was hope, recovery and renewal, inspiring community members to look forward to the end of the lockdown.
- Part-supported by the Veolia Sustainability Fund, we ran a Harlesden clean-up challenge where residents could visit three different locations, clean them and stop by for workshops on the use and effect of plastic on soil and water, as in Harlesden we have a very low percentage of people recycling.
- The Forum created a consortium of organisations interested in improving services for the community at Roundwood Park. The Roundwood Lodge Edible Community Garden project, funded by an Our Space Award from Groundwork London, is a partnership between Harlesden Neighbourhood Forum, Roundwood Park Lodge Café, and the specialist organisation Forest & Family. It has cleaned up and enhanced formerly unused space surrounding the cafe transforming it into a welcoming community space and edible garden with a new water harvesting and composting system.
 - By co-designing with residents, with more than 200 engaged, we created a wildlife-friendly environment and multipurpose facilities where residents can engage in conservation activities.
- Harlesden Neighbourhood Forum has supported implementing the Council's strategic plan through the Heritage Action Zone (HAZ) initiative by coordinating six local groups to create a consortium that eventually attracted £100k of funding to the High Street. The programme is funded by Historic England and managed by Young Brent Foundation (leading the consortium) and Brent Council.
- Five projects have been approved by the Council to be delivered in the town centre from September 2022 to March 2023, focusing on Harlesden's past, present and future. Due to limited funding for the HAZ project, the Forum has presented a proposal to access different funding.
- Clean air and the environment are growing as a priority in Brent, and the Forum has implemented the following actions and activities since the last report:
 - a) Following our survey on air quality in 2020, the Forum applied to host a Breathe London Node with Imperial College London, resulting in a pollution monitoring station installed on the High Street. The Forum has access to data from the ICL team and uses this in its work holding Brent Council and Transport for London accountable for action to reduce and regulate traffic in Harlesden. This has gained media attention nationally via the [BBC](#) and local news outlets such as the Brent and Kilburn Times. ([See article here](#))

- b) Following our work and survey on the safe street scheme, some of these have been made permanent by Brent Council.
- c) We promoted the theme of clean air and a cleaner environment through our wayfinding competition in partnership with the campaign group Mums for Lungs.
- d) The BBC contacted the Forum to investigate Harlesden's 'heat islands' as high air pollution increases the temperature where green spaces are limited. Some of our members were interviewed. [See the interview here.](#)
- e) Channel 5 contacted the Forum to interview the board of trustees on Harlesden being one of the most polluted neighbourhoods in London.
- f) The Forum was awarded a Together Towards Zero grant by LB Brent to support the work started at the Roundwood Park edible community garden and offer workshops for women.
- g) The forum supported a Mums Who Cycle initiative started by our trustee responsible for cleaner air. This group meets every month, engaging parents who want to cycle in the area with their children.

Green spaces:

- h) We have conducted a major consultation, including face-to-face fieldwork and an online/paper survey for the redevelopment of Tubbs Road Pocket Park. We are now in the phase of planning designs and budget allocations. From work carried out in this area, we have gained two new trustees and new members joining our work.
- i) Roundwood Park playground refurbishment. We collected ~200 responses to our consultation on the proposal to refurbish the playground presented by Brent Council. Findings included that residents were not happy with the low investment in the only big playground in the area. The Forum met with Brent Park Services to discuss investing more funding and looking at more inclusive designs for children and young people of different ages. We are supporting the second phase consultation through social media, / Google Forms and a paper survey.
- j) The Forum supported residents living near Bramshill Road open space by organising a petition to refurbish and beautify the space. The e-petition received 111 responses. Brent Council Park Services are now engaging with residents to discuss the next steps.

Town centre:

- a) The Forum, in partnership with Harlesden residents and partner organisations, gathered data and organised responses to object to a planning application to open an adult gaming centre in Park Parade. In this area, the concentration of anti-social behaviour is already high, and the premises would be close to a school.
- b) Harlesden Neighbourhood Forum has invited members of the local Council responsible for Brent's Inclusive Growth Strategy to attend quarterly forum meetings to raise awareness of the opportunities created around the former Picture Palace building. The Forum was consulted for a change-of-use planning application from a public house to a community facility. The Forum has been supportive of the change but has pressed the Council for details of how the

community can use the building. Some residents had an experience of community centres that did not turn out to be self-sustainable and wanted reassurance from the Council and the organisations chosen to manage the building that a plan was in place. As a positive result, additional consultation on the use of the building has been carried out. The conversation will continue until the refurbishment of the building is completed. The Forum has facilitated the conversation among the community and Brent Council (represented by the leader of the Council and the Head of Partnerships) concerning the vision for the building.

- c) As many as 23 different councillors and Council officers have attended trustee and public online meetings over the last 12 months. As part of the Inclusive Growth project, Harlesden Neighbourhood Forum continues to have a close working relationship with the Harlesden Town Centre Manager through monthly meetings and with the Metropolitan Police Town Team formed by a dedicated team of police officers that are countering ASB in Harlesden with the support of the community.

Various activities have provided opportunities for members to support local community space development and increase their contributions to meetings, groups and panels, including the review of local plan examples, including:

- Members attended the OPDC consultation on refurbishing the stretch of the Grand Junction canal near Harlesden and the remaking of Station Road and Station Approach.
- Regular meetings with the Old Oak Neighbourhood Forum (OONF) and support their advocacy about OPDC developments and programme of consultations.
- A statement and petition calling on planning authority OPDC to protect the Pentecostal City Mission Church in Scrubs Lane from being forced out by developers. A condition attached to planning permission obtained in 2018 said that space would be given to the church as it is considered and registered as an Asset of Community Value and a key social hub in the area.
- We have begun a consultation on extending the Harlesden Neighbourhood Forum boundaries following interest from residents who live outside the current Forum area but consider themselves very much to be living in Harlesden.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We have a volunteer policy and a process for recruiting volunteer ambassadors who carry community engagement work on topics of interest to the local community:

- Clean air and clean environment
- Green spaces enhancement
- Antisocial behaviour in the town centre
- Community events
- Art and culture
- Planning

Summary of the main achievements of the charity during the year

We set ourselves expected outcomes and the following explains our achievement.

Outcome 1: Community members have increased confidence in local participation/planning matters:

(i). Members have become more active in challenging the Council's decisions. Examples are surveys and petitions concerning the improvement of Tubbs Road pocket park, Bramshill open space and the opening of Nature Connect Us Centre and Edible Community Garden in Roundwood Park (Emails and letters available on request)

(ii). Monitor planning applications: created an official address to respond to planning application planning@harlesdenneighbourhoodforum.com, calling planning enforcement at Brent Council to implement their policies on planning applications and the licensing committee when it comes to licences for bars and adult gaming premises.

Outcome 2: The physical environment is improved according to a vision established by the community as identified in the Neighbourhood Plan.

(i). As part of the Brent Local Plan and in line with the Harlesden Neighbourhood Plan, Brent Council won funds from Historic England to improve the High Street. Harlesden Neighbourhood Forum pulled together a consortium of local groups who could bid and work in partnership with the Council, and £100k is now available for the consortium to improve the High Street alongside the Council's work with specific heritage shop fronts. More than 13 local organisations are engaged in the cultural programme.

(ii). Veolia Harlesden clean-up challenge at Roundwood Park, Bramshill and Tubbs pocket parks, and Harlesden Town Garden happened on July 17th 2021, had 116 attendees for the activity that day. (Evidence available upon request)

(iii) Roundwood Lodge Edible Community Garden project funded by an Our Space Award from Groundwork London. The Harlesden Neighbourhood Forum / Roundwood Park Lodge Café and Forest & Family have cleaned up and enhanced the unused space surrounding the park cafe transforming it into a welcoming community space and edible garden with a new water harvesting and composting system. By co-designing with residents (more than 200 engaged), we created a wildlife-friendly environment, and multipurpose facilities where residents can engage in conservation activities:

1. Pollinator programme, which ran from May to September 2021
2. Refurbishment of a multi-purpose, eco-friendly education and community edible garden space:
3. Light exterior works to the old garden centre area (painting/seating)
4. Removal of mixed waste sitting in the main garden
5. Building an edible garden (including soft fruit bushes, blueberry, and raspberry)
6. Planting five fruit trees
7. Adding a rainwater harvesting system used to water plants in the springtime and summer

8. Building a compost area for the cafe to compost vegetable and fruit peelings and to.
9. Educate children on the natural process of food waste to nourish and regenerate the soil. (Blueberries need a special kind of compost called ericaceous compost).
10. Community education workshops include gardening, building, upcycling, permanent gardening for pollinator clubs, eco-therapy, climate awareness and resilience, urban greening, community growing, horticulture, and green architecture. See pics here
11. Providing the existing Community Engagement Ambassadors training and support on gardening, building and upcycling to refurbish the site.

Outcome 3: The community can better engage in planning and development processes – including improved knowledge, skills and attitude, to effect positive change collectively.

- (i). Trustees have galvanised residents and challenged local authority planning decisions as stated in Outcome 1 when they successfully objected to the appeal relating to an adult gaming centre.
- (ii). Harlesden Neighbourhood Forum coordinator has recruited three volunteers to engage residents in planning matters in Bramshill Road and Station Road. The other four volunteers deliver sustainability projects in Roundwood Park with the local café involving the local community in different green space planning activities.
- (iii). Trustees joined the panel for the Harlesden Festive Lights programme in 2021
- (iv). Review documents and contribute to Harlesden town centre consultation for street signage for pedestrians and Willesden Junction station remake.
- (v). Involvement in OPDC consultations and the regeneration of the Harlesden canal side.
- (vi). Signposted members and volunteers to engage in employment opportunities provided by other member organisations.
- (v) University College London contacted the Forum for urban design and city planning research to include our membership in participating.
- (vi) The University of Kent approached the Forum for urban planning and resilience research and included our membership in participating.
- (vii) 2 volunteers committed to redesigning and improving the area around Station Road, involving 40 residents alongside the local authority.

Outcome 4: Improved organisational financial strength and sustainability.

The coordinator is applying for small grants to diversify Forum income.

HARLESDEN NEIGHBOURHOOD FORUM Trustees are developing a funding strategy for this year. The intention is that core funding will pay for the coordinator's salary, with advice and training to support the Trustees with developing a 3- and 5-year strategic plan.

Outcome 5: More outcomes information is used in decision-making, planning and communication.

In the last six months, and as identified earlier in the report, we have achieved outcomes across all priority areas and completed our monitoring and evaluation plan.

As a membership organisation, we constantly seek feedback from our members and stakeholder. Since the last report, a monthly meeting has been established to focus strictly on planning and development matters.

Section E

Financial review

Brief statement of the charity's policy on reserves

The reserves that we have set aside provide financial stability and the means for the development of our principal activity. We intend to maintain our reserves at a level which is at least equivalent to 6 months of operating expenditure.

Details of any funds materially in deficit

Not applicable

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The primary source of funding for this period has been Trust for London, a London-based charity funder. This is restricted funding to be spent primarily on staffing costs and other costs as specified in the grant conditions.

Other sources of funding come from:

The charity Groundwork London funded Harlesden Neighbourhood Forum through the Our Space Award scheme to undertake a series of improvements in Roundwood Park for residents to access outdoor activities in Harlesden.

Brent Council – Love Where You Live and Together Towards Zero grants aimed at activities supporting our clean air and clean environment, a Neighbourhood Plan priority.

Section F

Other optional information

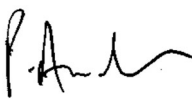

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Paul Anders Sandra White

Position (eg Secretary, Chair, etc)

Treasurer Chair

Date

10/01/2023



CHARITY COMMISSION
FOR ENGLAND AND WALES

Harlesden Neighbourhood Forum

1188490

Receipts and payments accounts

CC16a

For the period
from

01/04/2021

To

31/03/2022

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Trust for London	-	20,000	-	20,000	20,000
LB Brent	500	992	-	1,492	-
Groundworks London	-	4,740	-	4,740	-
	-	-	-	-	-
	-	-	-	-	1,400
	-	-	-	-	7,217
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	500	25,732	-	26,232	28,617
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	500	25,732	-	26,232	28,617
A3 Payments					
Staff costs	-	15,445	-	15,445	11,779
IT revenue costs	-	511	-	511	305
Insurance	-	595	-	595	587
Other administrative costs	-	1,191	-	1,191	590
Project delivery & Forum meetings	-	1,353	-	1,353	-
	-	-	-	-	-
Sub total	-	19,094	-	19,094	13,261
A4 Asset and investment purchases, (see table)					
IT equipment	-	352	-	352	604
	-	-	-	-	-
Sub total	-	352	-	352	604
Total payments	-	19,446	-	19,446	13,865
Net of receipts/(payments)	500	6,286	-	6,786	14,752
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	8,348	7,804	-	16,152	1,400
Cash funds this year end	8,848	14,090	-	22,938	16,152

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Unrestricted funds	8,848	-	-
	Restricted funds	-	14,090	-
		-	-	-
	Total cash funds	8,848	14,090	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

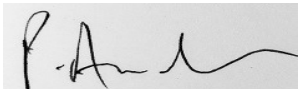
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	IT equipment	Restricted	604	300
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Paul Anders	10/01/2023



Section A

Independent Examiner's Report

Report to the trustees/
members of

Harlesden Neighbourhood Forum

On accounts for the year
ended

31/3/2022

Charity no
(if any)

1188490

Set out on pages

Above

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2022.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

10/01/2023

Name:

Amanda Hall

Relevant professional
qualification(s) or body
(if any):

Address:

Section B**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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