



Waterlow Park Trust

Advisory Group meeting 24th September 2019: 2.0 pm Pippa Rothenberg's house.

Present: Gabi Howard (GH) (Camden LA), Ian Henghes (IH) (Highgate Neighbourhood Forum) by Skype, Katherine Ives (KI) (Lauderdale House), Pippa Rothenberg (PR) (Highgate Society), Sue Tatum (ST) (Chair), Catharine Wells (CW) (Dartmouth Park Neighbourhood Forum), Eileen Willmott (EW) (Dartmouth Park Conservation Area),

Apologies: Ben Cook (BC) (LUX).
Fiona Murphy (Chair FOWP) was unable to attend due to illness.

Issue	Action
<p>1. Context of the Meeting.</p> <p>The Chair explained that the focus of this meeting would be upon the points raised by Gareth Harrison Poole (GH-P) at the last meeting, his paper that followed, and the paper that the Chair had produced and circulated prior to the meeting drawing upon the points raised and setting out TAG's modus operandi for the future.</p> <p>Accordingly, there would be no formal reports from Camden LA , FOWP, Lauderdale House and LUX</p> <p>As the Chair had been informed that there were points missing from the minutes of the last meeting the minutes were not approved. Matters arising will be considered at the next TAG meeting Nov/Dec 2019 unless urgent.</p>	<p>All TAG members present at the previous meeting to look at the minutes of the last meeting. Each member to notify the Chair as follows: either: that they have no changes to be made; or: indicating the change(s) to be made</p>

<p>2. The Chair asked those present to provide a brief oral summary of how they liaise with the organisation they represent regarding TAG activity. This draws from the communication from GH-P</p> <p>EW shares information with the Chair of CAAC and is a member of the TAG Trees and Views Working Group</p> <p>CW has been sharing information about CIL and sharing information with DPNF Vice Chair on additional signage inside and outside of the Park.</p> <p>KI suggested that the Chair of TAG should be invited to the attend the Highgate Breakfast Meetings.</p>	<p>ACTION: agreed that all TAG members who represent an organisation should formally report to TAG meetings on a regular basis regarding issues/ points raised by their respective organisations.</p> <p>KI to inform those who attend the meetings of this decision and to give ST's email address. KI (or another Breakfast meeting member) to inform ST of dates of next meeting as soon as they become available.</p>
<p>3. The Chair raised the point that greater clarity was required with respect to the roles of TAG and FOWP. The paper sent round by GH-P sets out the inception of a more strategic role for TAG.</p> <p>Unfortunately, no further discussion with FOWP was possible as there was no representative at the meeting. (NOTE: the chair was unable to attend due to illness.)</p> <p>KI suggested that TAG Chair should attend the Highgate breakfast meetings.</p>	<p>TAG members to note TAG's role as set out in GH-P's paper.</p> <p>PR to coordinate the formal establishment of the TAG strategy group involving LH & LUX etc.</p> <p>KI to follow up and notify TAG Chair when the next meeting is scheduled.</p>

<p>4. The Chair referred those present to the recent communication from GH-P with respect to setting up a Tracker system. TAG will oversee the establishment of the Tracker system, informing all relevant Park organisations regarding the process, and ensuring that all Park activity is recorded accordingly.</p> <p>It was also noted that TAG should automatically be informed of proposed new projects/activities. This would result in TAG taking on a more formal oversight and monitoring role.</p> <p>It was recognised that this would have a number of advantages:</p> <ul style="list-style-type: none"> - provide an overview of Park activity available to all stakeholders - enable TAG to more effectively fulfil its strategic oversight role - provide a mechanism to easily monitor projects and their progress - bring together the various organisations providing services in/to the Park <p>The first stage is finding the right type of system.</p> <p>The second stage is seen as one of agreeing on how TAG is to manage the Tracker System.</p> <p>The third stage is notifying and working with all key organisations within the Park to set the system up.</p>	<p>TAG members present approved the Tracker scheme proposal.</p> <p>TAG to consider how best to work with Park agencies.</p> <p>TAG to set out proposals regarding the establishment of effective communications with all Park agencies. TAG needs to determine if this is an overall TAG function or whether a separate group within TAG should be set up.</p> <p>GH and IH to investigate options, discuss and to inform TAG members on progress and suggestions on an ongoing basis.</p> <p>TAG members Tracker role(s) to be determined once the Tracker has been agreed.</p> <p>TAG to notify Park organisations accordingly when appropriate. CAMDEN's role should ensure that all Camden employees who deal with the Park are informed and to be clear about lines of communication.</p>
<p>5. IH is currently revising the FOWP website. This is a personal business activity. He asked that documents relating to shared interests, e.g. Barbecues, are shared between the two organisations.</p> <p>CW mentioned that it would be useful if FOWP's meeting agendas and minutes could be pre-circulated/circulated to TAG. This was agreed as useful as it would enable TAG to fulfil its' role of keeping abreast of developments and activity and ensure that the Park operates as suggested by Camden Head of Parks.</p>	<p>This to be approved by TAG on a document/issue basis.</p> <p>FOWP to action</p>

<p>6. The meeting agreed the following actions:</p> <p>a) Tracker System: the next TAG (Nov/Dec) meeting to be informed of progress is finding a suitable Tracker System. TAG to consider the full implications of the Tracker system at its first meeting in 2020</p> <p>b) To consider whether a specific TAG group is established to set up the Tracker and its Operation.</p> <p>c) Linked to point b), TAG to consider whether it should review its membership to enhance its oversight role.</p>	<p>GH & IH to update briefly at the next TAG meeting Nov/ Dec 2019.</p> <p>Points a), b) and c) to be discussed at TAG's meeting in 2020. Date to be set to maximise on attendance.</p>
<p>7. The next TAG meeting to be scheduled for end November/beginning December 2019.</p> <p>Proposed potential dates for 2020 TAG meetings, including AGM, to be circulated.</p>	<p>CHAIR to explore potential dates. TAG members to indicate availability</p>