

MAYFAIR —FORUM— MAYFAIR NEIGHBOURHOOD FORUM

MAYFAIR NEIGHBOURHOOD FORUM – STEERING GROUP MEETING
15:00-17:00, WEDNESDAY 17th JUNE
Teams Conference Call

PARTICIPANTS

Jeremy Bishop (Chair)	Resident
Jace Tyrell (Vice-Chair)	Business
Fr Dominic Robinson	Community
Fr Richard Fermer	Community
Bob Dawson	Business
Marie-Louise Burrows	Resident
Diana Dennis	Resident
Gordon Morrison	Resident
Sandeep Bhalla	Business
Keith Bailey	Business

SECRETARIAL

Hannah Kinnimont	Grosvenor
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IN ATTENDANCE

Giles Easter	Business
Nigel Hughes	Business
Ed Green	Grosvenor
Catherine Greig	Make Good
Cllr Barnes	WCC

APOLOGIES

Kate Goodwin	Community
Cllr Glanz	WCC
Cllr Lewis	WCC

AGENDA:

1.0 Welcome & Apologies

- JB welcomed all to the SG, that took place via Microsoft Teams and telephone owing to the circumstances with Covid-19.
- Apologies were received from Kate Goodwin, and Cllrs Glanz and Lewis.

2.0 Minutes of last meeting

- The SG confirmed that the March SG minutes were an accurate representation of the meeting and were approved.

3.0 NWEK Proposals to WCC Movement Plan Phase 2 (JT)

- NWEK shared the attached proposals for the WCC Movement Plan Phase 2 (Attachment 1).

- JT described that NWECC plan to go back to WCC next week with feedback on the plan and invited the Steering Group for feedback to pass to NWECC.
- Fr RF commented on the lack of plans for Mayfair re-opening, and Cllr Barnes commented that there were fewer suggestions from stakeholders for Mayfair by comparison to other areas; the first plan version is for comment and the Forum as well as members as individual residents can email in their thoughts on its proposals.
- JB commented a concern on the council not discussing with the MNF before the document came out; JT said a note went out saying submit ideas, whilst KB commented that Grosvenor had direct conversations with the leader of WCC. JB asked would Cllr Barnes hold a meeting to find out where common ground is and give clear opinion on what is thought.

Action = Cllr Barnes to check on submissions from Mayfair

- Fr Richard clarified that government legislation is needed for the associated with plans to come in place and this won't pass until July; Cllr Barnes commented that WCC will continue to change and monitor where licensing concerns occur.

4.0 General Meetings (KB & JCB)

- KB described the 4 options for how to address the AGM this year, detailed in Attachment 2. KB believes a virtual meeting could be orchestrated well.
- JB added that if we hold a general meeting under constitution, we must call it an AGM.
- GM and Fr RF commented the forum should hold a meeting to communicate with the membership; BD, MLB and SB commented options 3 and 4 are best, and SB
- KB proposed that a decision is postponed and for now the Forum considers what is communicated with its members; JB proposed the Forum holds a form of GM this year.
- 6 week's notice of a GM is required, so the Forum is to decide in August.

5.0 NCIL – Update and Prioritisation (KB & JCB)

- JB described progress on the A3 Study NCIL project and the greening study.
- KB and JB discussed whether the NCIL project list of 18 projects should be adapted
- Fr RF commented that Project 3 on the playground should await the outcomes of the Grosvenor Square consultation; KB described that a children's play area is being considered for Grosvenor Square, but the team is not yet at a time to come forward with fixed proposals.
- Projects 3, 7 and 8 were grouped around Mount Street gardens and the school; they're to be picked up when back everyone returns to Mayfair.

Action = Fr RF to organise video meeting with headteacher of St George's School.

Action = All Steering Group members to read the NCIL document and let HK know of changes.

- JB, KB and BD discussed how to resource NCIL moving forward; a lack of funds prevents the Forum from engaging professional support to lead the NCIL process for the Forum. Such support is considered necessary due to the level of NCIL available and the time involved to manage the process in a professional manner.

Action = BD to discuss with JT whether Dan Johnson can lead an NCIL project to secure professional resource funding.

- The Forum's limited financial resources impact on many aspects of its work and a long-term solution needs to be found.

Action = BD to approach WCC to ask for the Forum to receive the NCIL administration fee

- NH asked if university students could help out in the summer.

Action = NH to identify any available students and possible work for them

6.0 Grosvenor Square Update (Ed Green – Grosvenor, Catherine Greig – Make Good)

- CG and EG discussed the slide pack in Attachment 3; the team are ending their Discovery stage for insight collection and are moving into the Define stage, where a draft plan is shared with the community for feedback.
- In July the team will hold a first exhibition, including a physical display of findings in Grosvenor Square. The team plan to then move into the Design stage for the planning application towards the end of 2020.
- JB commented that he'd prefer the feedback from the SG to come individually.

Action = SG to give individual feedback via online survey link CG to send.

7.0 P&PRC Update (NH)

- MLB has resigned from the P&PRC and NH thanked her for her service and valued contribution over many years.
- NH described that the MNF's objection to Leconfield House has been submitted.
- The MNF are generally supportive of the proposals for 22 Hanover Square following a meeting held with the developers (Attachment 4).
- There is a further meeting with SMT team next week to discuss the final iterations of plans.
- A number of applications are being worked up. 1 Stanhope Gate have asked for input from the Forum; Audley Square is to start up again after being on hold for a year, and the developers want the Forum to look at the public art that is proposed; Lansdowne House where they hope to make full planning application in July.

Action = HK to organise developer's meeting with the 3 schemes

- Students of the Bartlett School of Architecture at London's University college have, through their course tutor, Hannah Corlett of Assemblage, provided ideas on how the Tyburn frontage could develop.

Action = HK to send round a link to the file.

Action = Names of the top 3 preferred schemes to be sent to Nigel and Jeremy by SG members.

- WCC to implement 20mph limits across the borough on non TFL roads.

8.0 Conference calls with WCC and Mount Street Gardens (Fr RF)

- The last WCC conference call meeting was on the opening up of the hospitality sector, as discussed in item 3. Fr RF attended a meeting on rough sleepers, where WCC discussed proposals for getting those in emergency hotels into longer term accommodation. The practical problem is people remain in need and WCC didn't have much to say.
- SB and Fr DR commented that the contract between the government and hospitality sector ends 3rd July, with no plan on where rough sleepers will go. Fr DR is looking at individual parishes sponsoring homeless, or re-opening shelters. An issue for the Catholic Church is there's no recourse to public funds. SB is working with Hospitality Action to support those that are subject to job losses in the hospitality sector. It's not the fault of WCC but it's a national issue; JB offered help if there's a role for the Forum to play.
- Fr RF, SB and Fr DR say Gym operators have moved into Mount street Gardens with users bringing indoor gym equipment into a public square. The same problems are happening in Grosvenor Square.
- JB observed that as per the Plan, the green spaces were for the enjoyment of all and not for commercial activities.

- NH says there are bylaws prohibiting this activity that can be applied. There's a need to ask the council to enforce their bylaws.

Action = NH to provide a good contact details to JB and JB to send an email to the council if the relevant bylaws can be identified

8.0 Any Other Business

- Cllr Barnes described that WCC are to crack down on pedi-cabs.
- On May's minutes was a KB action to follow up on insurance; KB described the advice received. The Forum has had expert legal attention from Forsters, and MLB's contact didn't feel from a Director's liability perspective the risk is high. It's unusual and costly a request for a bespoke cover for this. Public and employee liability are both to consider with a view to return to them to discuss; JB would like KB to contact Realty Insurance Brokers for T&Cs under which Public Liability insurance will be available.

Action = KB to share correspondence

Action = SG members to reflect and come back to JB with their thoughts

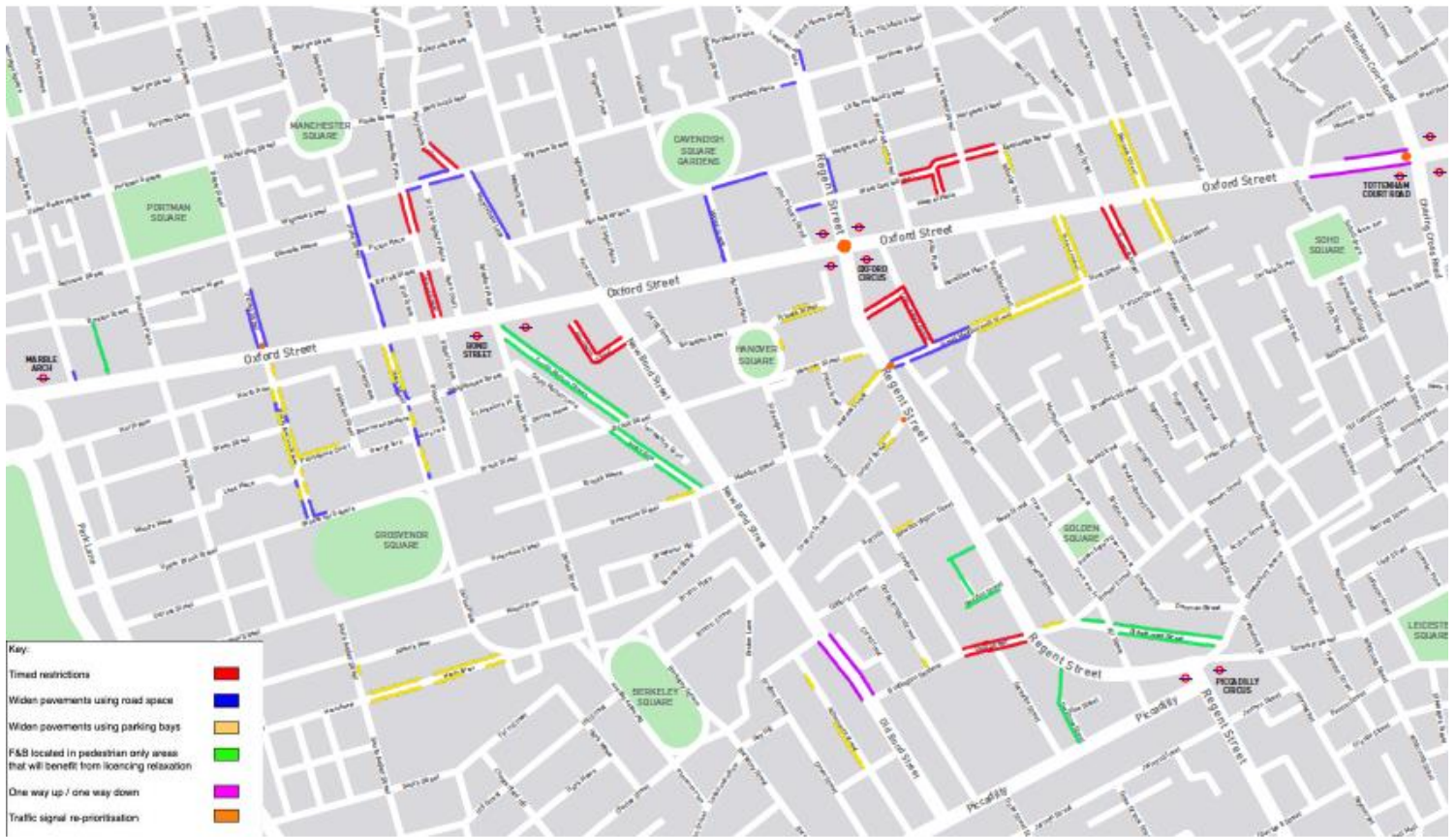
- MLB asked about Berkeley Square LAPADA moving to June / July next year; JB to look into it with MLB offline.
- NH and JB are holding a meeting with a firm of landscape architects in a couple of weeks to see if they're suitable to work with for the NCIL greening project.

9.0 Date of next meeting

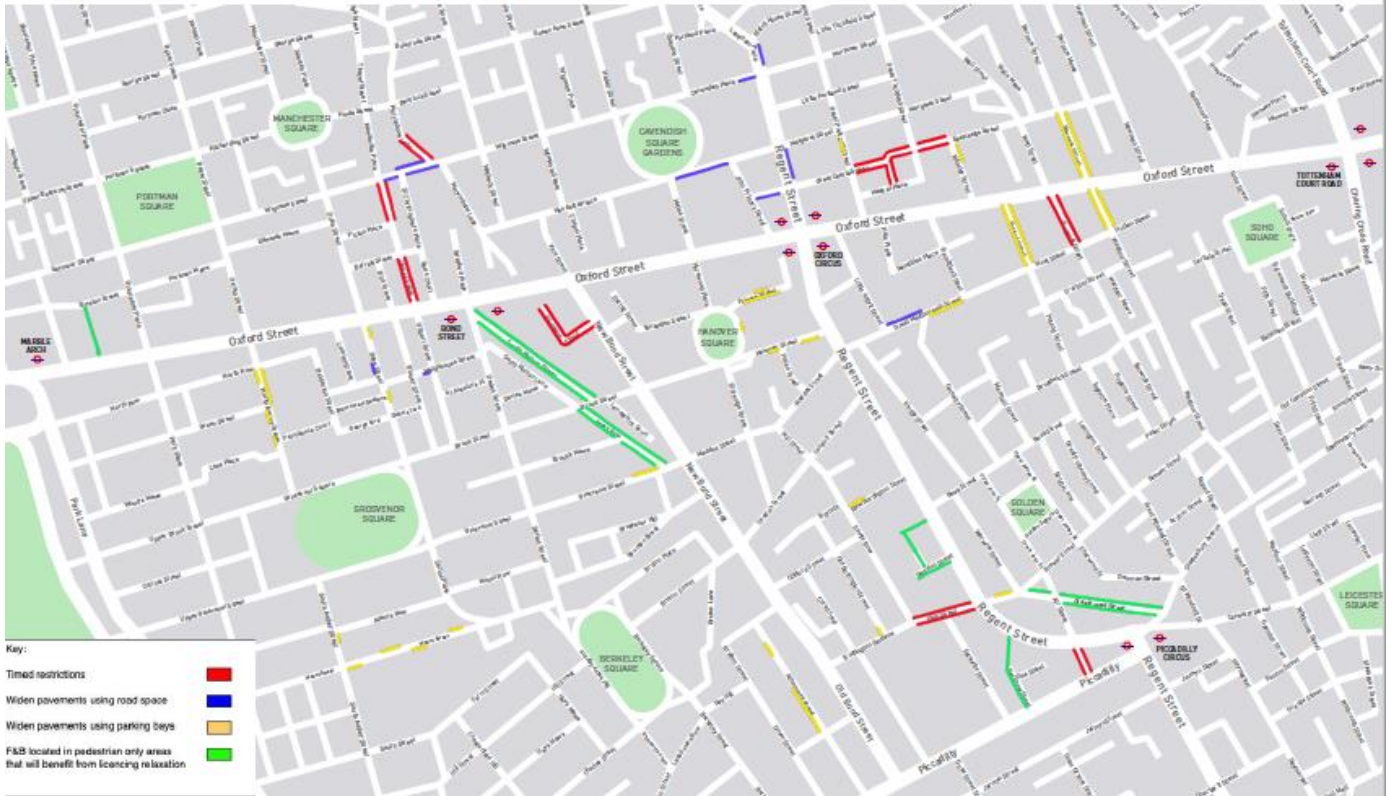
Wednesday 15th July, 3pm via Teams

Attachment One – NWECC Proposals to WCC Movement Plan Phase 2

Potential Streets for Outdoor Food & Beverage Trading and General Street Social Distancing Measures



Potential Streets for Outdoor Food & Beverage Trading



POTENTIAL STREETS FOR SOCIAL DISTANCING INTERVENTIONS

The information below is to be read in concurrently with the two maps titled:

- Potential Streets for outdoor food & beverage trading
- Potential Streets for outdoor food & beverage trading and general street social distancing measures


This work has been split into two maps in order to meet Westminster City Council’s request to West End organisations to suggest interventions for creating space in time for the imminent re-opening of our food and beverage (F&B) members from 4th July.

However, there are still non food and beverage areas of the West End that still require some form of ‘general’ social distancing measures and in many cases cannot be looked at in isolation from F&B given the natural scatter of F&B across the district.

TIMED RESTRICTIONS	
Location	Description
James Street	<p style="text-align: center;">High Priority</p> <p>High density F&B area with small units and narrow pavements – discussions to close between Barrett St & Oxford St were advanced with WCC as part of OSD plans. With the challenges of COVID-19 on F&B these plans are even more important now and need to possibly extend any managed (allowing access only), timed restrictions to vehicular traffic from Oxford St to Wigmore Street.</p>  <p>Any intervention here would need to be agreed amongst between WCC, residents, St Christopher’s Place, Baker St Quarter BID and Selfridges to establish a solution that works for all neighbours. St Christopher’s Place is willing to utilise their transport consultants to initiate plans in consultation with aforementioned groups.</p>
Marylebone Lane junction with Wigmore St	<p style="text-align: center;">High Priority</p> <p>F&B either side of this junction on a narrow, one-way carriageway that could be restricted to vehicular traffic between 11.00 – 19.00 to facilitate additional tables and chairs on the roadway. Although outside of New West End Company’s district, NWEC fully supports</p>

	<p>Howard de Walden Estate on their plans to extend these restrictions along Marylebone Lane north of Wigmore Street.</p>
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<p>Blenheim Street</p>	<p>Low trafficked cul-de-sac with some F&B – road could be restricted to vehicular traffic at certain periods of day, or parts of the carriageway used as table and chair space.</p>
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<p>Market Place / Great Castle Street / East Castle Street</p>	<p style="text-align: center;">High Priority</p> <p>High density F&B area with small units and narrow pavements – discussions to close parts of Market Place and Great Castle St and create a pocket park were advanced with WCC as a part of OSD plans. With the challenges of COVID-19 on F&B these plans are even more important now.</p>  <p>Introducing timed restrictions to vehicular traffic between 11.00 – 19.00 for parts of these streets will allow F&B to allocate more tables and chairs on the public realm and facilitate social distancing with the passing public.</p>
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Berwick Street

High Priority

Timed restrictions or full closure of Berwick Street will aid social distancing at this busy, narrow connection that is intermittently tenanted by F&B. New West End Company supports the Shaftesbury Estate’s plans for Soho – interventions that cross boundary between the estate and New West End’s BID boundary have been co-ordinated.



Vigo Street between Regent Street and Burlington Gardens

High Priority

A significant build-up of pedestrians utilise this narrow connection between Bond Street and Regent Street. Timed restrictions to traffic will facilitate better social distancing at this pinch point as well as allow F&B outlets to use carriageway space for tables and chairs. Under this arrangement Sackville Street would become access only, but would also benefit F&B businesses on it.




Argyll Street

Argyll Street experiences significant worker and visitor footfall numbers during 'normal' times being a crucial connection between Oxford Circus underground station and Regent Street / Carnaby Street and Soho. Although this road is low trafficked, a timed restriction to vehicular traffic would help businesses to manage queues and facilitate social distancing more effectively.



Argyll St during normal periods – vehicles, pedestrians and street furniture will make social distancing challenging.

<p>WIDENED PAVEMENTS USING ROAD SPACE</p>	<p><i>Sections of roadway have been identified where there is sufficient width on the road to allow cordoned off areas for tables and chairs. It is recognised that not all F&B sites may have been identified, but that the Council is giving businesses an opportunity to request these by emailing: movementstrategy@westminster.gov.uk</i></p>
<p>Location</p>	<p>Description</p>
<p>Wigmore Street between junction of James Street & Marylebone Lane</p>	<p>A cluster of F&B outlets are located in this area that serve local workers in nearby office buildings and visitors. Wigmore Street is wide enough to accommodate additional footway area that could be allocated to F&B tables and chairs.</p> 
<p>Duke Street (south) and North Audley Street</p>	<p>Covered under 'Widened pavements using parking bays' section</p>
<p>Henrietta Place</p>	<p>F&B facing onto Cavendish Square Gardens would benefit from additional pavement space as this area experiences high levels of pedestrian footfall, particularly office workers coming to and from Oxford Circus station to the Cavendish Square Gardens area and beyond.</p>
<p>Great Marlborough Street</p>	<p>High Priority</p> <p>Great Marlborough Street is home to Liberty Department store and a key pedestrian connection between Oxford Circus and Regent Street into Carnaby Street and rest of Soho. It experiences significant a number of pedestrian footfall and is intermittently lined with F&B outlets. Any F&B movement strategies along this crucial pedestrian connection should be aligned with interventions implemented along the entire length of this street, widening pavements by either extending into the carriageway or suspending parking bays, or restricting their use at certain periods of the day.</p>



Great Marlborough Street

Regent Street
between Great
Castle Street &
Margaret Street

Langham Place
between
Mortimer
St and All Souls

High Priority

A number of F&B businesses operate on this section of Regent Street and onward to Langham Place. An extension of the existing Regent Street COVID19 measures would enable tables and chairs to be extended onto the pavement.



Regent St (between Great Castle St & Margaret St)

Cavendish Place /
Great Castle
Street

A number of independently owned F&B outlets are located on these streets just north of Oxford Street that serve local workers and visitors – these businesses would benefit from being able use excess carriageway space to allow tables, chairs and social distancing.

Portman Street
(junction with
Oxford Street)

Significant numbers of workers and visitors use Portman Street to head north towards the Baker Street area. This particular section at the junction of Oxford Street is already heavily cluttered outside a busy office site, Portman House. Widening the pavement slightly into the carriageway will increase capacity for pedestrians but longer term clutter removal should be considered.



Orchard Street
(side of Marks and
Spencer flagship
store + side of
Selfridges store)

High Priority

The heavily congested underpass at the side of the M&S flagship store is exacerbated by the street trading kiosk and vast numbers of workers and visitors accessing the M&S food hall entrance on Orchard Street. Widening the pavement on both sides of Orchard Street using any excess carriageway space would aid social distancing for pedestrians and bus passengers.



Underpass at side of Marks and Spencer

Duke Street
(between junction
with Oxford
Street
and Wigmore
Street)

There is sufficient width of the carriageway to increase the amount of pavement space on the eastern side footway. This will help facilitate social distancing around the Selfridges store as well as the myriad streets that many pedestrians frequent in the Barrett Street / James Street area.

Marylebone Lane
(between Oxford
Street and
Wigmore Street)

This connection is heavily used by workers and visitors coming out of Bond Street station. Pavements are narrow between Henrietta Street and Wigmore Street so it is recommended that the east side pavement is widened into the roadway to facilitate more pedestrian space.




Narrow pavements between Wigmore St and Henrietta St

Holles Street (side of John Lewis flagship store)

John Lewis is planning to keep its side entrance / exit as its dedicated exit point for the store to facilitate social distancing. There is a risk that combined with pedestrian footfall, this may cause congestion – widening pavements utilising wide carriageway areas will help to relieve this if it occurs.



<p>WIDENED PAVEMENTS USING PARKING BAYS</p>	<p><i>A significant amount of F&B in the district fronted by parking bays that could be re-designated at periods of time in the day to allow cordoned off areas for tables and chairs. It is recognised that not all F&B sites may have been identified, but that the crucial ask here is to seek an in principle agreement from the Council to utilise these parking bays where needed.</i></p>
<p>Location</p>	<p>Description</p>
<p>North Audley Street, Duke Street and Mount Street</p>	<p>High Priority</p> <p>A number of F&B outlets are located on these three Mayfair streets that serve local workers, visitors and the night-time economy would benefit from utilising parking bays that would allow them to extend onto the pavement with tables and chairs on a timed basis. An example of this accidentally happening pictured below:</p>  <p><i>North Audley St</i></p> <p>Any social distancing interventions along North Audley Street, Duke Street and Mount Street should be looked at in its entirety as many retail frontages along the length of these streets will also benefit from the additional space to allow for queuing and segregating customers from the passing public. The Grosvenor Estate has undertaken a full assessment of how kerb side space might better be used that incorporates the immediate F&B need as well as more broadly looking at how footways can be extended into the carriageway to gain more pedestrian space under COVID 19 social distancing restrictions which NVEC fully support.</p>



Duke Street

Henrietta Place

F&B outlets facing onto Cavendish Square Gardens would benefit from additional pavement space as this area experiences high levels of pedestrian footfall.

Poland Street /
Wardour Street /
Berners Street

These side streets off Oxford Street are well used connections for workers and visitors that are scattered with a range of F&B outlets. Poland Street and Wardour Street are particularly narrow in terms of their geometry and are not conducive to 2m social distancing. Pavement areas should be widened through suspension of parking bays.



All others

Various pockets of F&B across the district that could benefit from additional pavement space through the suspension of parking bays and licencing relaxations.

F&B LOCATED IN
PEDESTRIAN ONLY
AREAS THAT WILL
BENEFIT FROM
LICENCING
RELAXATION

Locations identified are situated in pedestrian only areas that won't necessarily need physical changes to accommodate public space but do require permissions to do so.

F&B will benefit from licencing relaxation that will expediate any licence / planning applications to utilise indoor and outdoor space differently, serve food and alcohol on different terms and on the public realm.

Old Quebec Street / South Molton Street /	As above all locations to benefit from relaxed licencing restrictions. Specifically Heddon Street could allow for a broader time of day to include for breakfast (subject to deliveries).
Heddon Street / Glasshouse Street	Swallow Street – extend the time of day for external dining to include for breakfast onwards.

ONE WAY UP / ONE WAY DOWN	<i>Locations identified are heavily pedestrian areas with narrow pavements and little option to widen pavements. The suggestion is for pedestrians to be asked to move one way up on one side of the road and the other way down on the other.</i>
New Bond Street (between the junction of Grafton Street and Old Burlington Gardens)	<p>This part of new Bond Street has pavements that range between 1.2m – 1.5m and thus already too narrow for ‘normal’ times. It is suggested that this section is made one way up / one way down to facilitate pedestrians passing each other.</p> 
Oxford Street (between Tottenham Court Road and Rathbone Place)	<p style="text-align: center;">High Priority</p> <p>This area of Oxford Street is undergoing a significant amount of development as well as having vast number of pedestrians coming out of Tottenham Court Road station using relatively narrow pavements compared to the rest of Oxford Street. With no spare carriageway capacity to widen pavements, it is suggested to made this section one way up / one way down.</p>

TRAFFIC SIGNAL
REPRIORITISATION

Locations identified are key pedestrian crossing points in the district that have a tendency to create congestion zones as pedestrians wait for green signalling so that they can cross the road.

Orchard Street
junction with Oxford
Street (between
Marks and
Spencer and
Selfridges)



Oxford Circus



Tottenham Court
Road station (Oxford
Street)



Great Marlborough Street



Conduit Street



Attachment Two – 2020 Steering Group and General Meeting Review

Recap of requirements of the Articles of Association (last amended post 2019 AGM):

Steering Group – Article 9.1 states that ‘The Steering Group shall meet as often as is necessary, but no less than quarterly’

General Meetings – Article 18 states that ‘General meetings of the Members shall be held at least twice in each calendar year, including one Annual General Meeting’

The following outlines the current 2020 meeting schedule as it stands:

Meeting	Date	Status
January Steering Group meeting	Tues 21 st Jan (3pm)	Held at Grosvenor Office
February Steering Group meeting	Weds 19 th Feb (4pm)	Held at Grosvenor Chapel
March Steering Group meeting	Weds 18 th March (3pm)	Held at Grosvenor Office
April Steering Group meeting	-	Postponed due to Covid 19
May Steering Group meeting	Weds 20 th May (3pm)	Held on Microsoft Teams
June Steering Group meeting	Weds 17 th June (3pm)	Planned Microsoft Teams
July Steering Group meeting	Weds 15 th July (3pm)	Planned (Grosvenor office or more likely MS Teams)
August Steering Group meeting	Weds 19 th Aug (3pm)	Planned (Farm Street Church and/or MS Teams)
September Steering Group meeting	Weds 16 th Sept (3pm)	Planned (Grosvenor office and/or MS Teams)
October Steering Group meeting	Weds 21 st Oct (3pm)	Planned (Grosvenor office and/or MS Teams)
November Steering Group meeting	Weds 18 th Nov (3pm)	Planned (Grosvenor Chapel and/or MS Teams)
December Steering Group meeting	Weds 16 th Dec (3pm)	Planned (Grosvenor office and/or MS Teams)
Annual General Meeting 2020	tbc	Postponed from April/May*
General Meeting 2020	Diarised for Weds 18 th Nov (5pm)	Planned (Grosvenor Chapel)

* We notified members in April 2020 of the postponement of the 2020 AGM. Message as follows:

A reminder that our Annual General Meeting has been postponed in light of the situation with Covid-19. At this time, we cannot predict when it will be possible to hold our AGM, nor can we be certain of meeting our constitutional requirement to hold two General Meetings in 2020. We look

forward to meeting you when life returns to normal, and if you would like to get in touch with the Forum in the meantime please [Click here](#).

2020 General Meetings:

Question for consideration: What does the steering group think we should do for our 2020 general meetings?

The constitution requires that we have two general meetings but we already have notified the membership that due to extenuating circumstances that we may not hold two meetings in 2020.

We have the following options:

1. Wait until a public meeting can physically be held – Based on the current trajectory of lifting the Covid-19 lockdown this may be possible mid/late Autumn but there is no guarantee that this will be possible or feel appropriate in the community.
2. Hold a virtual AGM meeting - this may be very difficult to administer with the membership participating. This could be made easier on a non-participating basis for members using a Zoom call.
3. No general meetings in 2020 (light) – Hold no meetings and issue a couple of updates on our work to demonstrate we are active.
4. No general meetings in 2020 - Follow a lot of Public Companies and not hold a public AGM but issue all necessary reports and statements; allow representations in the normal manner and then reply by email or via statements on our website. We could probably manage members votes on SG candidates if we deemed it necessary and considered how we might do this either with postal or email/virtual vote.

