

Roman Road Neighbourhood Forum Steering Group meeting minutes

Date	7.30pm, 11 May 2016
Venue	G Kelly, Roman Road

Attendees:

Tom Martin	<i>Chair</i>	Lee Sargent	<i>Secretary</i>
Alex Holmes	<i>Vice Chair</i>	Mike Mitchell	
Tabitha Stapely		Carlotta Novella	
Neil Vening		Sarah Allan	
Fang-Jui Chang		Sarah Pepper	
Apologies:			
Gavin Campbell			

Minutes:

Item	Issue	Action
1.0	New attendees / introductions	
1.1	New attendees at the steering group: Sarah Pepper Fan-Jui Chang Meeting recorded for Torange Konsari from Public Works	
2.0	Matters arising	
2.1	Extent of N'hd Plan boundary was discussed at 27/4 meeting and it was agreed by the steering group that, for now, the natural boundary of A12 would be retained, rather than extending boundary to include Fish Island. The community group at Fish Island will be invited to participate in public meetings and attend the N'hd Forum.	
2.2	TS uploaded the constitution to the Neighbourhood Plan website: http://romanroadneighbourhoodplan.org/wp-content/uploads/2016/05/	

	Roman_Road_Neighbourhood_Plan_Constitution_2016.05.08.pdf	
3.0	Forum presence at Roman Road Yard Market	
3.1	Steering group agreed to have a biweekly presence at the Yard Mkt, starting this Saturday 14/5. AH, TM, SA agreed to man the stall The group agreed that information should be kept simple - main aim, to introduce purpose of N'hd Plan and encourage signatories to Neighbourhood Forum	
3.2	AH, TM, SA feedback at next steering grp mtg	
4.0	Public meetings	
4.1	AH to upload slides to Slack for steering group members to use to explain purpose of n'hd plan, at future public meetings	AH to upload slides to Slack
4.2	LS found potential meeting venue: Caxton Community Centre on the Malmesbury Estate.	LS action - see item 4.4 below
4.3	At this stage in the process, public meetings should focus on n'hd plan boundary.	note
4.4	Steering group agreed to hold the first public meeting on 15/6. Target community groups Present 7 aims and boundary	TS to publicise
	LS agreed to check availability of Caxton Community Centre and to enquire whether venue can be used for event for free	LS contact Caxton Cmnty Centre
	Back-up venues - Interact Hub or Ideas Store.	
5.0	Work plan update	
5.1	Group reviewed draft work plan - agreed to set as standing item on future steering group meeting agendas and to update regularly.	note
5.2	Meeting w/ LBTH on 18/5 should inform the programme, in particular, order of submission for boundary and Forum.	MM/ TM take minutes and report at next steering grp mtg
6.0	Social media	
6.1	TS to add AH, TM, CN, GC to @RoRdNPlan admin	Action TS
6.2	TS to add GC to Common Place admin to update Nhd Plan website	Action TS
6.3	Facebook group should be included in all publicity material	note

7.0	Contacting community groups	
7.1	MM to continue to gather information about local community groups	Action MM
7.2	ALL continue to contact local groups allocated at steering grp meeting held 27/4	Action All