

Roman Road Neighbourhood Forum Steering Group meeting agenda

Date	7.30pm, 8 th June 2016
Venue	La Table Des Saveurs

Attendees:

Tabitha Stapeley	Torange Khonsari		
Nadia Wilkinson	Sarah Allen		
Carlotta, Interact	Gavin Cambridge (minutes)		
Mateo, Interact			
Valleria, Interact			
Apologies:			
Tom Martin	Alex Holmes	Lee Sargent	Mike Mitchell
Laura Heykoop	James Bryant	Sarah Pepper	

Agenda items:

Item	Discussion – public meeting 16 th June	Action
1	<p>Lee has provided an update on the hall.</p> <ul style="list-style-type: none"> We have the hall between 6pm and 9pm, including setup & clean up 4 tables, 70 chairs available Someone will be there to open up and lock up Can put bluetack on the walls No wifi or projector available 	Mateo (Interact) to investigate whether their projector has been fixed
2	Tabitha to provide sign up forms and clipboards	Tabitha to speak to Mike re finances
3	<p>Discussion re content of meeting</p> <ul style="list-style-type: none"> Presentation from Tom Dobson about the background to neighbourhood planning (previous presentation given at public meeting) Gavin to do short presentation on Commonplace 	Carlotta to confirm with Tom that he is able to present
4	<p>Further discussion re scope of the meeting. Torrange is not able to present on 16th due to work commitments. Combined with factors relating to attendance (see below), it would be worth discussing neighbourhood planning in general, leaving specific input from Torrange for a later meeting.</p> <p>Focus contact of 16th meeting on 'what people want out of the process'</p>	
5	<p>Discussion re boundary: Agree for proposal to remain down to Bow Road at this moment. Torrange notes that neighbourhood plan guidances suggests we should 'open until the end'</p>	
6	<p>Further materials for meeting required</p> <ul style="list-style-type: none"> Tabitha to bring iPad Gavin to bring attendance sheets Sarah Allen and Nadia to bring labels, pens and refreshments 	Gavin to speak to Alex re printing A2 maps. If not, Carlotta can print

	- Require A2 maps of area if possible.	2xA3 map
7	Attendees – unsure as to progress of sending out invites. Torange indicated she had had difficulty and many contacts may require face to face approach. Unlikely to attend 16 th meeting, but opportunities to invite to future meetings. Requires further input from others who're sending invites.	Everyone sending invites to 16th meeting to provide progress report (i.e. invites sent, confirmations received) - Friday 10 th pm - Monday 13 th pm
8	Data entry – more data entry may be required from sign up forms as a result of stall	Nadia to manage data entry of sign up forms
9	Market stall – Saturday 11th. Unsure of Rota. Nadia volunteered for 10am -12pm slot	Tom to confirm slots of weekend market stall