

## Roman Road Neighbourhood Forum Steering Group meeting minutes

Date	7.45pm, 13 <sup>th</sup> July 2016
Venue	Mikes House

### Attendees:

	<b>Chair</b>		
<b>Alex Holmes</b>	<b>Vice Chair</b>		
<b>Lee Sargent</b>	<b>Secretary</b>		
Mike Mitchell	Nadia		
Sarah Allan			
<b>Apologies:</b>			
Tabitha Stapely TS	Torange	Gavin Campbell	Carlotta
Laura Heykoop	Sarah Allan	<b>Tom Martin</b>	

### Minutes:

Item	Issue	Action
1.0	<b>Apologise</b> As above	
2.0	<b>New attendees / introductions</b>  None	
2.1	<b>Approval of previous minutes</b>  No issues raised with previous minutes	
3.0	<b>Debrief and collation of evidence gathering from previous public meeting</b>  On-going  Table summaries from Caxton meet up need finishing. Group to confirm if Public Works will collate all information into one unified summary. Upload all other materials and files in a manageable way,	Mike to give us a summary of 3 <sup>rd</sup> July event in Mile End Park

<b>4.0</b>	<p>Future Public Meetings</p> <p>Discussion of who/how we could next meet</p> <p>Discussions about the amount of live excel spreadsheets we had that were in circulation</p>	<p>Mike to check with Tom re contacting guy from idea store about hosting</p> <p>All - Over summer each member to try and contact allocated groups from community spreadsheet</p> <p>Mike to pursue faith groups.</p> <p>Nadia to attend a Chisnhale coffee morning</p>
<b>5.</b>	<p>Work Plan Update</p> <p>Group hope to hear from Tower Hamlets council planners by end of month who will be circulating guidance of how a plan works.</p> <p>Data protection issue raised.</p>	<p>Mike/Nadia/Tabitha to liaise and sort the excel spreadsheets for future use/mailings</p> <p>Group to check with Tabitha re data protection issues.</p>
<b>6.</b>	<p>Funding – Group fed back on Mikes application. Need to Increase comms and printing costs. Can perhaps take some out of the consultancy costs.</p> <p>Noted that Tabitha has offered to professionally assist with some administrative tasks. Therefore has declared an interest.</p>	<p>SA and others to make comments on application by next week to ensure targeting right area of work</p> <p>SA/Mike/Others to look at other fundraising streams after application gone in.</p>
<b>7.</b>	<p>Social Media – On going. Do we need 2 twitter accounts. Blogs need doing.</p>	<p>Gavin – sort / streamline twitter</p> <p>Laura – blogs or get help/training</p>
<b>8.</b>	<p>AOB</p> <p>Clarity of area of responsibility. To be discussed at next meeting.</p> <p>Roman Road festival. Who's about?</p>	<p>SA to do diagram of how it all could work.</p> <p>Lee morning? Mike mid slot / Anyone else?</p>
<b>9.</b>	<p>Next meeting Wednesday 3<sup>rd</sup> August. 7.30pm Table des Saveurs</p>	<p>Lee to book!</p>
