

Roman Road Neighbourhood Forum Steering Group meeting minutes

Date	7.00pm, 3 rd August 1.5 hours
Venue	Interact Hub

Attendees:

	Chair		
Alex Holmes (AH)	Vice Chair		
Lee Sargent (LS)	Secretary		
Sarah Allan (SA)	Nadia		
Torange Khonsari (Tor)	Mike Mitchell (MM)		
Laura Heyloop	Tabitha Stapely (TS)		
Apologies:			
Tom			

Minutes:

Item	Issue	Action
1.0	Apologise Tom away. Gavin - non attendance	Please can members alert someone if they cannot attend!
2.0	New attendees / introductions / Previous Minutes None / No issues raised with previous minutes	
3.0	Torange presented Public Realm Framework Big thanks very informative. All members should have a read. Agreed TK would get students to help with wider public consultation project. Agreed to come up with list of questions for future consultations. Mike to compile (perhaps same questions as TK will be asking??)	TK to wetransfer framework document and LS to upload to dropbox/googledocs Group to email Mike/Torange with questions they would like to see asked

	<p>SA had ideas about methodology of consultation.</p> <p>General discussions about how other areas had come together to improve towns/areas of towns.</p>	<p>SA to advise on methodology for next meeting.</p> <p>SA to send group details of a neighborhood project in Hastings.</p> <p>LS to send group details about Creative Quarter in Folkestone</p>
<p>4.</p>	<p>Funding application</p> <p>Mike summarised for the group</p>	<p>Group to get back ASAP with comments (time frame may have passed now). Check with Mike</p>
<p>5.</p>	<p>Public Meetings and Consultation</p> <p>Mike has circulated and also summarised Morpeth School Survey Future Public Meetings. Still keen on contacting Idea Store.</p> <p>Group stressed importance of involving Cadogan Terrace in any consultations</p> <p>Future Public Consultations timetable discussed (see below). SA to confirm.</p> <p>August – use for planning September – next meeting and consultations October – consultations November – target to submit application to LBTH for area designation</p> <p>Alex discussed moving forward presentation in a box idea.</p> <p>Discussions around contact date already held for community groups.</p>	<p>Mike to follow up with Idea Store – see if any overlap with what Tom has done so far.</p> <p>Nadia – agreed to contact a Cadogan resident she knows to see how they can help.</p> <p>TS – knows a resident who has a stall on yard market and will contact to see how they can help.</p> <p>Mike – said would knock on doors of Cadogan with informal questionnaire</p> <p>SA to update NP timetable</p> <p>Nadia will create a final spreadsheet “stakeholder matrix”</p>
<p>6</p>	<p>Debrief and collation of evidence from previous meetings.</p> <p>Caxton table data still needs filing away in drop box/googledocs. Alex has done this. Other individuals to follow up.</p> <p>Tabitha re-iterated we use googledocs. Group previously agreed to</p>	<p>TS to help file table evidence</p> <p>Googledocs/Dropbox issue needs clarity.</p>

	go down purlet drop box route.	Discussion to be had at next meeting.
7.	Work Plan Update Ongoing/Moved forward	
8.	Clarity of Areas of Responsibility Ongoing/Moved forward	
9.0	Social Media Tabitha confirmed twitter password the NF account	For those interested. Start tweeting!
10.0	AOB Tabitha discussed she may know someone who can assist with graphic design services for group leaflet that needs producing	TS to meet with person
11.0	Next meeting date 7 th September – Tables des Saveurs	LS to book