

Roman Road Neighbourhood Forum Steering Group meeting minutes

Date	7.30pm, 7 th September 1.5 hours
Venue	Les Tables des Saveurs

Attendees:

Tom Martin (TM)	Chair		
	Vice Chair		
Lee (LS)	Secretary		
Gavin Cambridge (GC)	Nadia Wilkinson (NW)		
Tabitha Stapely (TS)	Mike Mitchell (MM)		
	Tabitha Stapely (TS)		
Apologies:			
Alex Holmes (AH)			

Minutes:

Item	Issue	Action
1.0	Apologise Alex, Torange, Sarah Allan could not make it. Laura Heyloop has left the group.	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	Public Realm Framework Follow up Torange has the document which some of us have seen or been briefed about.	GC to get the document from Torange and upload
4.	Funding application as per Mikes application	

	<p>Mike has submitted application for £2,200.00 – as of time of these minutes can confirm application was successful for £2,098.00 (we did not get the £102 for admin)</p> <p>Well done Mike</p>	
5.	<p>Public Meetings and Consultation</p> <p>Ongoing discussion as to how to engage with Cadogan Terrace.</p> <p>Agreed Mike to continue to engage with faith groups.</p> <p>Agreed no more public meetings for a while.</p> <p>Plan to follow:</p> <ul style="list-style-type: none"> - Consultation - Defining Boundary - Leaflet 	<p>NW to liaise with TS regards making contact with lady at Yard market who lives on Cadogan. Plus Caroline at Growing Concerns.</p> <p>MM to make a to do list for evidence gathering.</p> <p>LS to speak to colleague re Chisenhale gallery contact</p>
6	<p>Debrief and collation of evidence from previous meetings.</p> <p>Agreed drop box would be used as a final “version of truth” folder.</p>	<p>GC and TS to liaise over ironing out googledocs/drop box issues.</p> <p>GC to write a summary of what service (Slack, Drobox, Googledocs) does what and what it can be used for GC and AH to police it)</p>
7.	<p>Work Plan Update</p> <p>Evidence gathering for boundary needed by end of September</p> <p>Agreed would submit application by end of October</p>	
8.	<p>How to progress the design and printing of publicity leaflet, posters and banners</p> <p>Agreed copy to come from SA, Carlotta to design TS to manage.</p>	<p>TM to email Tariq (Spitalfields forum and counsellor) and Rafiq from Bow Muslim forum for advice. (not sure if this action relates to this point???)</p>
9.0	<p>How to recruit a committed communications person to the team to help us communicate more effectively.</p> <p>Agreed short in this area. Need an outward facing comms person.</p>	<p>TS to write a job spec</p> <p>LS to contact Poached creative and other agencies.</p>

	See actions.	LS knows of 2 potential new steering committee members who may be interested.
10.0	<p>Formal responses from the Forum to Tower Hamlets Council needed over:</p> <p>i) The use of the car park for community events</p> <p>ii) The idea of Christmas lighting for a Christmas market on the car park. Tabitha discussed she may know someone who can assist with graphic design services for group leaflet that needs producing</p> <p>Tom agreed to look into.</p>	TM to draft 2 x 60 word paragraphs and send to Fiona Crehan
11.0	<p>Clarity of areas of responsibility</p> <p>Agreed the following</p> <p>TM - Vice Chair</p> <p>AH - Chair</p> <p>GC – Steering committee member and tech officer</p> <p>NW - Steering committee member and data and research officer</p> <p>MM - Steering committee member and data and finance officer</p> <p>LS - Steering committee member and secretary</p> <p>TS - Steering committee member and local guro and strategy officer with an advisory role for marketing and communications</p>	TM and AH to confirm arrangement
12.0	<p>AOB</p> <p>TS and Mike to meet with councillors Blake and Rutland on 23rd.</p>	TS and MM to feedback to group at next meeting.

	TS meeting mayor Biggs on 22 nd regards forum.	
13.0	Next meeting date 5 th October – Tables des Saveurs	LS to book