

Roman Road Neighbourhood Forum Steering Group meeting minutes

Date	7.30pm, 5 th October 1.5 hours
Venue	Les Tables des Saveurs

Attendees:

	Chair		
	Vice Chair		
Lee (LS)	Secretary		
Torange Khonsari (TK)	Nadia Wilkinson (NW)		
Tabitha Stapely (TS)	Mike Mitchell (MM)		
Nick Wicks (NW)	Sarah Allan (SA)		
Apologies:			
Alex Holmes (AH)	Tom Martin (TM)		
Gavin Cambridge (GC)			

Minutes:

Item	Issue	Action
1.0	Apologise Alex and Gavin – cannot make / Tom – not present	Please can members alert someone if they cannot attend!
2.0	New attendees / introductions / Previous Minutes Welcome Nick Wicks / update previous minutes as per MM correction claim “we did not get £102 for admin”	
3.0	Public Meetings and Consultation NW updated us on consultation with residents of Cadogan Terrace.	NW to log as part of boundary evidence NW to email community leaders to sign up to forum
4.0	Application to LBNTH for designation of Area	MM to draft by w/c

	<p>MM to fill in with help from others as actioned for listed questions.</p> <p>T Q1 Q2 TS – to see council Q3 and 4 yes or no answers Q5 – SA to draft answer Q6 - MM</p>	24/10
5.0	<p>Follow up Meeting with Rachel Blake</p> <p>Positive meeting TS – Keen on tackling empty shops / connecting estates /recommended Fairfield Rd residents assoc. / signed up to forum</p>	
6.0	<p>Debrief and collation of evidence from previous meetings</p> <p>Summary so far:</p> <p>Feb Public Consultation St Pauls</p> <p>19/03 Walk (High Street re-imagined)</p> <p>May/June – held 4/5 Yard Market Stalls</p> <p>15th June – Caxton Hall community event</p> <p>October – End Year student exhibition Cass</p>	All - This needs to be filed/archived as evidence. Follow up at next meeting.
7.0	<p>Work Plan Update</p> <p>Aiming to meet planned target – first submit boundary application / followed by application for forum.</p>	Update on copy required for next meeting
8.0	<p>How to progress the design and printing of publicity leaflet, posters and banners</p> <p>TK has kindly offered Hub as focal point (visual) for forum information.</p> <p>Start on copy for leaflet – to be worked for remainder of year</p>	Update on copy required for next meeting
9.0	<p>Recruitment of comms person</p> <p>Nick Wicks has offered to be the Comms people. Nick has a wealth of charity/community experience so great news!</p>	Newsletter – to be updated reviewed at Nov meeting

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.</p> <p>Steering group is supportive for community events and Xmas lighting</p>	
11.0	<p>Social Media Update</p> <p>Item replaced and now to be managed by new comms person.</p>	TS to give training/briefing/pass words etc.
12.0	<p>AOB</p> <p>Groundwork grant received £2,098.00 – will be held in Roman Road Trust account until RRNF have own bank account</p> <p>Torange – Public Works Arts Council Application to work with Somalian, Bengali and polish community try and get them involved in NF</p> <p>Public Works Awards for all applications to be handled by RR trust</p>	<i>TK – can you check if what is minuted is correct re applications?</i>
13.0	Next meeting date 2 nd November – Tables des Saveurs	LS to book