

## Roman Road Neighbourhood Forum Steering Group meeting minutes

Date	7.30pm, 2 <sup>nd</sup> Nov 2016
Venue	Eleanor Arms, Old Ford Road

### Attendees:

<b>Alex Holmes</b>	<b>Chair</b>	Nick Wicks	
<b>Lee Sargent</b>	<b>Secretary</b>		
Sarah Allan	Nadia Wilkinson (NW)		
Torange Khonsari (TK)	Gavin Campbell		
Tabitha Stapely	Mike Mitchell		
<b>Apologies:</b>			

### Minutes:

Item	Issue	Action
1.0	<b>Apologise</b> None	
2.0	<b>New attendees / introductions / Approval of previous minutes and Matters Arising</b> None	
3.0	<b>Application to designation of the forum</b> Mike brought to committee attention extract from council guidance on determining an application for Neighbourhood Planning Forum. Particularly with 4 questions. Questions as below Q1 – improve social, economic, environmental well being	Q1 – TK and SA Q2 – Mike and Tabitha Q3 Tabitha to ask Elly membership questions Q4 – Lee to check against locality guidelines – add as am agenda item for next meeting. Engage with

	<p>Q2 – open membership  Q3 – min 21 people, demography of membership  Q4 – properly constructed constitution</p> <p>To be answer by – see actions</p>	<p>locality before adopting any constitution.</p> <p>Torange to clarify arts council application and how relates to Bengali community</p> <p>NH /GC to look at our common place subscription and map metrics re membership questions</p>
<b>4.0</b>	<p><b>Follow up from meeting with Ellie Kuper-Thomas, planning officer</b></p> <p>Tabitha met with Elly who helped fill in any information gaps concerned with the application  Boundary was formally agreed. In 13 weeks the boundary will be confirmed</p>	
<b>5.0</b>	<p><b>Work Plan Update</b></p> <p>Once boundary formally agree we can submit application for a forum</p> <p>MM – confirmed we are Roman Road Neighbourhood Plan Area and not Roman Road Neighbourhood Planning Area</p> <p>Date for next Forum (general) members meeting agreed – 18/01 – PM meeting</p> <p>AGM meeting to follow after that date TBC</p>	<p>GC to look at meeting venues – Idea Store?</p> <p>NW/TS – to look at creating and sending out newsletter prior to general meeting with “story so far” content (before Xmas)</p>
<b>6.0</b>	<p><b>How to Progress design and printing of the leaflet</b></p> <p>Existing document will be circulated to gather committee members thoughts. Toorange to look at design help, Lee with printing.</p> <p>Xmas Fair – Confirmed we would have a promotional stand on 3<sup>rd</sup> December – times 11am – 4pm</p>	<p>TK to speak to Carlotta re leaflet design help</p> <p>LS to advise on printing costs to see if can save money on existing quote.</p>
<b>7.0</b>	<p><b>AOB</b></p> <p>Xmas Fair – Confirmed we would have a promotional stand on 3<sup>rd</sup> December – times 11am – 4pm</p>	
<b>8.0</b>	<p><b>Next Meeting</b></p> <p>30<sup>th</sup> November</p>	<p>LS / TK to confirm booking</p>
