

Roman Road Neighbourhood Forum
Steering Group meeting minutes

Date	7.30pm 4 th Jan 2017
Venue	Tabitha's house

Attendees:

Alex Holmes	Chair		
Lee Sargent	Secretary		
Sarah Allan			
Tabitha Stapely			
Mike Mitchell			
Apologies:			
Nadia Wilkinson			

Minutes:

Item	Issue	Action
1.0	Apologise NWLK (Nadia Wilkinson)	
2.0	New attendees / introductions None	
3.0	Minutes/Matters Arising Minutes from last meeting were agreed.	
4.0	Update on councils progress Inc. boundary constitution which ended 23/12 Council are keen to proceed ASAP and have arranged meeting with MM w/c 09/01. Plan is to submit application after this meeting.	Steering committee agreed MM could meet Ellie from the council.

	An email was sent to John White of MEOTRA regarding their concerns about the application and an offer to meet him in person. Currently awaiting a response.	
5.0	<p>Application to LBTH for forum designation</p> <p>The application is ready to be submitted pending the outcome of a further meeting with the council.</p> <p>TS received a broadly positive letter from Antill Road residents association. TS to respond.</p>	TS to respond to Antill Rd letter.
6.0	<p>Storing/Archiving/Making public meeting agendas and minutes.</p> <p>It was agreed to put all minutes from past and future meetings on the forum website.</p> <p>It was agreed that we should also publicise any declarations of interest.</p>	TS to liaise with LS and give WordPress training so he can do this as secretary. Date TBC.
7.0	<p>Newsletter</p> <p>No update on where Nick Wicks (NW) got with this. It was agreed that if NW does not want to do this or cannot make the time for this then we will put a call out to forum members for help as it is an important job.</p>	TS to email NW to see if still wants this role.
8.0	<p>Publicity Leaflet</p> <p>Alex circulated copy of a draft.</p> <p>Calverts have offered to print the leaflet and posters* for £540.00 which is a slight reduction on MM previous quote. Note posters non-laminated</p> <p>*current requirements</p> <p>10k x A5 4pp</p> <p>100 x A3</p> <p>3 X A1</p>	<p>Steering committee members are invited to contribute feedback.</p> <p>Group to liaise with LS nearer the time of printing to get this done.</p>
9.0	<p>AOB</p> <p>TS presented RR Trust proposal for Roman Road corner car park 2017/2018</p>	
10.0	<p>Next Meeting</p> <p>Agreed to postpone the next general meeting on the 18th to a later date. However steering committee will still meet on 18th at TS house.</p>	