

**Roman Road Neighbourhood Forum
Steering Group meeting minutes**

Date	7.30pm, 25 th Jan 2017
Venue	Tabitha's house

Attendees			
Alex Holmes (AH)	Chair	Tabitha Stapely (TS)	
Torange Khonsari (TK)		Nadia Wilkinson (NaWI)	
Mike Mitchell(MM)		Nick Wicks (NiWc)	Secretary (Acting)
Apologies			
Lee Sargent (LS)			

No.	Issue	Action
1.	Apologies Lee Sargent	
2.	New Attendees / Introductions N/A	
3.	Matters Arising inc. a. Minutes should be archived and declarations of interest should be uploaded to the Governance page b. Update on Council's process and LBTH application for area designation. A meeting was held with Ellie and Adele of Tower Hamlets Council planning team. They were concerned by the limited response to their consultation and its negativity, although this was only from MEOTRA. They were keen to see a wider and more positive response to the Forum application c. Newsletter and Nick Wicks comms role: NW apologized for poor communication with the group and a lack of time allocated. He is still interested in the role. The next newsletter is to be prepared and sent off prior to next meeting.	LS NW
4.	Feedback from MEOTRA meeting SA & NaWI met with MEOTRA. Key points from the meeting: They meet Quarterly. The only action taken by RRNF has been submitting the boundary, so there are good opportunities to work together. - MEOTRA will be invited to the next meeting, subject to a poll that they will hold of their own members.	

	<ul style="list-style-type: none"> - E-mail to be drafted and sent to MEOTRA, inviting them to participate in the meeting on the 8th Feb. 	Sarah & NaWI
5.	<p>Publicity leaflet</p> <ul style="list-style-type: none"> - Postcodes will be sent to TK to create a map by 8th Feb. - Content and photos to be agreed on by 8th Feb. - Leaflet to be paid for by the end of March 	NaWI AH MH
6.	<p>Job Descriptions</p> <p>In order to focus the roles of each member of the forum, it was agreed that job descriptions would be helpful. These will be drafted prior to the next meeting.</p>	TS
7.	<p>Plans for next general meeting</p> <ul style="list-style-type: none"> - Availability will be checked with Rosie at the Idea Store. - A tentative date of the 18th March at 4 pm - More steering committee members should be found prior to the GM 	TS ALL
8.	<p>AOB</p> <p>Plans for open steering group meeting:</p> <ul style="list-style-type: none"> - Produce agenda for next meeting - Sign-up forms to be brought to next meeting. - A consultation will be held at the open meeting on the name of RR, but no decision is to be made. 	LS TK AH
9.	<p>Next meeting date for steering group</p> <p>The next steering group meeting shall be open to the public and shall be held on the 8th February at the Art Pavilion in Mile End.</p>	