

## Roman Road Neighbourhood Forum Steering Group meeting minutes

Date	7.00pm, 1 <sup>st</sup> March 2017
Venue	13 Selwyn Road E3 5EA

Attendees:

	<b>Chair</b>		
<b>Lee Sargent</b>	<b>Secretary</b>		
Tabitha Stapely (TS)	Nadia Wilkinson (NW)		
Mike Mitchell (MM)			

Minutes:

Item	Issue	Action
<b>1.0</b>	<p><b>Apologise</b></p> <p>Sarah Alan (SA), Alex Holmes (AH) Torange Khonsari (TK arrived at the end)</p> <p>Confirmed both Nick Wicks (NWS) and Gavin Cambridge (GC) have left the group. Steering committee thanked them for their work.</p>	
<b>2.0</b>	<p><b>New attendees / introductions</b></p> <p>None</p>	
<b>3.0</b>	<p><b>Minutes of last meeting were approved</b></p> <p><b>Matters arising</b></p> <ul style="list-style-type: none"> <li>- Tabitha was in email contact with John White of MEOTRA, but the group had not nominated anyone to date to serve on the steering group.</li> <li>- Leaflet – quote OK from Calverts – will go ahead with 10k A5 4pp leaflets plus A1 x 3 (2 maps, 1 large version of leaflet). A3 posters to follow at later date. Invoice to be made out to Roman Road Trust.</li> <li>- Review of programme for the plan was agreed to be currently</li> </ul>	<p>TS to liaise with MEOTRA over other planning issues</p> <p>Going forward TS to look at payment structure in order for forum to have own bank account</p> <p>TS to circulate job roles of forum based on what</p>

	<p>over optimistic. New timetable to be looked at and agreed.</p> <ul style="list-style-type: none"> <li>- Noted NW role is membership officer.</li> </ul>	is in the constitution
<b>4.0</b>	<p><b>Name Changes</b></p> <p>4.1 Neighbourhood Area Agreed to change of name of area to 'Roman Road Bow Neighbourhood Area'. Voting by email as below – 7 from 8 voted by email:</p> <p>In Favour of Roman Road Neighbourhood Area</p> <p>Lee/Tabitha/Sarah</p> <p>In favour of Roman Road Bow Neighbourhood Area</p> <p>Mike/Torange/Alex/Nadia</p> <p>4.2 Neighbourhood Forum Steering group agreed to change name of forum to 'Roman Road Bow Neighbourhood Forum'.</p> <p>4.3 Neighbourhood Plan Name of plan TBC at a later date.</p>	<p>TS to change twitter name, Facebook, and URL (confirm cost?).</p> <p>Logo has been changed and needs to be updated on website</p>
<b>5</b>	<p><b>Review of Constitution</b></p> <p>MM has updated constitution to include forum and area name changes and addition to allow group membership for locally based businesses, constituted voluntary and community groups and statutory groups</p> <p>Agreed to formally adopt constitution at general meeting</p>	<p>NW/TS to update membership form/mail chimp to include groups</p> <p>MM to make final change / TS to change constitution graphics</p> <p>LS to store and have available as role as secretary</p>
<b>6.0</b>	<p><b>Forum application</b></p> <p>TS/MM to read final application before submitting</p> <p>Agreed TS to contact John White at MEOTRA to let him know submitting application before next general meeting and we hope to see him there.</p>	
<b>7.0</b>	<p><b>Forum General Meeting 25<sup>th</sup> March (at Chisenhale Gallery 4-6pm)</b></p> <ul style="list-style-type: none"> <li>- NW to confirm venue details/facilities</li> <li>- SA to prepare a laptop for event</li> <li>- TK to supply assets for my community animation</li> <li>- LS to sort refreshments for 40 people on the day (soft drinks, nibbles etc., cups, bin bags)</li> </ul> <p>Schedule proposed as follows:</p> <ul style="list-style-type: none"> <li>- Welcomes and introductions – <b>who?</b></li> <li>- My community animation – <b>who?</b></li> </ul>	<p>Before meeting:</p> <p>NW to follow up commonplace deal</p> <p>TS to update website domain/logo and copy to show us to be more representative of Bow not just Roman Road</p> <p>LS to join Bow Quarter, Hereford Road. Will also contact Malmesbury where we had Caxton meeting.</p>

	<ul style="list-style-type: none"> <li>- Road map journey to date - <b>SA</b></li> <li>- Boundary application including approval submitting of application - <b>SA</b></li> <li>- Summary of Constitution – <b>to take vote at end of meeting to formally adopt</b> - SA</li> <li>- Summary of how engaged we are with stakeholders and plans to deepen membership - <b>TK</b></li> <li>- Activities of how “I can be involved” – theme based wall activities – <b>TK?</b></li> <li>- Next steps / 6 general areas of constitution / break away topic groups to meet once a month over coming year – <b>who?</b></li> <li>- Call out for a media officer – <b>who?</b></li> </ul> <p>Was also agreed to leave leaflets with timings of meeting at local venues (e.g. Vinarius/G Kelly)</p> <p>Was agreed steering committee to work/join with local residence group in hope of attracting them to meeting – also join local Facebook groups</p>	
8.0	<p><b>AOB</b></p> <p>SA attending a local area planning event. Will update us at next meeting</p> <p>LS suggested after next steering committee meeting we schedule them for once a month. Will make easier to manage and easier to recruit. Dates TBC.</p>	
9.0	<p><b>Next Meeting</b></p> <p>Wednesday 22<sup>nd</sup> March – 7.30pm – 13 Selwyn Road E3 5EA</p>	