

Roman Road Bow Neighbourhood Forum Steering Group meeting minutes

Date	7.30pm, 18 th October 2017
Venue	Flat 20, 2 palmers Road, E2 0SX

Attendees:

Name	Position	Name	Position
Alex Holmes (AH)	Chair	Daniella Ricci (DR)	
Lee Sargent (LS)	Secretary		
Mike Mitchell (MM)	Finance		
Torange Khonsari (TK)			

Minutes:

Item	Issue	Action
1.0	Apologies/ New attendees / introductions	
	NW / LSAD / SA sent apologies as could not make it. TK introduced Erasmus student Danielle Ricci to the group and gave a summary of planned activities. The group welcomed Danielle.	Could all steering committee members not able to make the meetings notify the secretary in advance of the meeting? Thanks. LS to check with Tabitha Stapely if she wishes to remain on the steering committee in a back-seat role.
2.0	Minutes from last meeting LS/AH Minutes were read and agreed and any actions outstanding were followed through. Most were concerning the Engagement strategy – see below	
3.0	Update on area ambassadors / engagement strategy – All	AP to do ASAP

	<p>MM confirmed that AP had been in touch re engagement strategy questionnaire and is “on the case”</p> <p>Placecheck/Common place – ongoing transfer issues</p> <p>Filling ambassador gaps a priority</p>	<p>MM to contact NW re DR involvement now we have her to assist</p> <p>LS to follow up with LSAD and AP re mailout/comms for ambassadors</p>
4.0	<p>Feedback on meeting with Ellie Kuper Thomas on MM summarized. All documents/emails on slack</p>	
5.0	<p>Update on Common Place/Placecheck</p> <p>See above</p>	MM/AP
6.0	<p>Review of road-map timetable – MM/All</p> <p>New road map timetable road map rolled out. Steering committee members agreed to it. Documents on slack</p>	All
7.0	<p>Finance update – MM</p> <p>MM agreed to redraft and submit application for NP grant to mylocality including budget amount for sub area consultation meetings/events (£180 x 8 meetings = £1,440.00)</p>	MM to circulate draft for comments and submit
8.0	<p>AOB</p> <p>An LBTH planning officer emailed asking the Forum to notify the planners of any projects we wanted to propose to be included in the CIL programme, and asking to meet with us. MM agreed to reply and arrange a meeting to discuss the CIL.</p>	MM to respond and look at any proposals. If not ask forum for ideas
9.0	<p>Next Meeting dates</p> <p>Steering Committee - 15th November (Flat 20, 2 Palmer Road, E2 OSX)</p> <p>Ambassador meeting – TBC</p> <p>AGM – tbc 2018/2019</p>	