

Roman Road Bow Neighbourhood Forum Steering Group meeting minutes

Date	7.30pm, 16 th May 2018
Venue	Flat 20, 2 palmers Road, E2 0SX

Attendees:

Name	Position	Name	Position
Alex Holmes (AH)	Chair	Natalya Palit (NP)	
Sarah Bland (SB)		Sarah Allen (SA)	
Mike Mitchell (MM)	Finance		

Minutes:

Item	Issue	Action
1.0	<p>Apologies/ New attendees / introductions</p> <p>Apologies were received from Lee Sargent, Nadia Wilkinson and Jyoti Turner. Those present introduced themselves, sharing briefly about how they became involved with the Forum and what they hoped to contribute to the Neighbourhood Plan process.</p>	
2.0	<p>Minutes and matters arising from of Steering Group meeting of 21st March, and the Forum's first Annual General Meeting (AGM) on 21st April</p> <p>– deletion of point 3.6 and amendment of 3.5 concerning the election of a media officer as follows: Craig Brown, Natalya Palit and Jyoto Turner expressed a willingness to share this role. Craig was willing to help with social media, Natalya was familiar with Mailchimp, and Jyoto was confident in writing posts. The meeting agreed that a division of responsibilities between them could be worked out over the coming weeks. A separate vote was taken for each, and Craig Brown, Natalya Palit and Jyoto Turner were all appointed unanimously.</p>	
2.1	<p><u>Roles and responsibilities of committee members</u></p>	

	<p>There was consideration of how committee members might communicate with each other most effectively. It was agreed that we would continue using Slack, where contact details of committee members would be stored (Alex), and to set up a whatsapp group (Alex again!)</p> <p>Sarah Bland said it would be helpful if key documents such as minutes, were available on the Neighbourhood Plan's website. This had been agreed previously but not implemented. It was agreed that Alex would put the relevant files in a single location and ask Tabitha Stapely to make Sarah Bland a user to enable her to upload these documents.</p> <p>Following the AGM Alex confirmed his willingness to serve as Chair, Lee had agreed to continue as Secretary and Nadia Wilkinson as Membership Officer. Mike Mitchell confirmed he was happy to continue as Treasurer.</p> <p>The meeting confirmed the division of the media officer role into three areas, with Craig Brown focusing on social media, Jyoti on writing content and Natalya administering Mailchimp.</p> <p>Alex pointed out that flexibility was needed between members and, as with many small groups, roles had a degree of fluidity.</p>	
<p>2.2</p>	<p>Co-option of Sarah Bland onto the Committee</p> <p>The Forum's constitution (Section 8, 'General Meetings') states: 'The Committee may co-opt up to three additional members to the Committee in any year, and may also co-opt an appropriate replacement for any Committee Member who stands down for any reason during the year. Co-opted members will have the same voting rights as other Committee members. A co-opted member may be elected as an officer.'</p> <p>Sarah asked how the Committee viewed co-options, and Mike Mitchell replied that it was a valuable means of strengthening the Committee and enabling it to respond to new initiatives, such as the development of a Community Land Trust.</p> <p>Sarah Allen said she believed a Community Land trust could help the neighbourhood forum have an active role following the adoption of the neighbourhood plan.</p> <p>The meeting agreed unanimously to co-opt Sarah Bland as a member of the Committee.</p>	
<p>2.3</p>	<p>Report on sub-area consultation</p> <p>Following the AGM, Torange Khonsari from Public Works had kindly updated and circulated the draft consultation report. The report would be her final involvement with the neighbourhood plan process.</p> <p>Sarah Allen said the report would form the basis for policies and needed further work to strengthen it. The comments on the Placecheck map on the Neighbourhood Plan website needed to be added to the report, and clear recommendations need to be developed from all the comments received, to provide a firm evidence base for policies.</p> <p>http://www.placecheck.info/maps/view/?map=romanroad</p> <p>Sarah Allen would email Torange to ask her to make the report available in an editable format.</p> <p>It was agreed that committee members would each take a sub-area and summarise the comments from their area into a google doc that Alex would create for this purpose Comments would be placed where possible under one of the 7 themes listed in our constitution:</p> <p>a) Supporting our local businesses and traders.</p>	

	<p>b) Improving our public realm, green and open spaces, and underused space. c) Increasing community capacity infrastructure. d) Working towards a safer and cleaner neighbourhood. e) Improving connectivity and accessibility of movement into and around the area. f) Ensuring development supports and enriches our community and high street. g) Protecting the area's heritage and celebrating our diverse identities and cultures</p> <p>The following allocation was agreed: Sarah Allen: Chisenhale, Sarah Bland: Fairfield, Natalya: MEOTRA, Alex: Tredegar, Joyti: Ranwell, Mike: Old Ford, Craig: Antill and Medway, Lee or Nadia: Malmesbury.</p>	
<p>3.0</p>	<p>Neighbourhood Plan Roadmap and priorities for the year</p> <p>The priority was to complete the engagement report, which would then enable us to discern common themes and the development of policy and project proposals.</p> <p>Natalya said her experience was that the My Community roadmap template wasn't detailed enough, and others agreed with this. Sarah Allen to make a first attempt at expanding our current roadmap to enable the committee to discuss and refine our present one.</p>	
<p>4.0</p>	<p>Mike Mitchell reported that grant aid was available for neighbourhood planning through the Ministry of Housing, Communities and Local Government (MHCLG).</p> <p>Two small grants had been obtained in 2016-17 and 2017-18, and total expenditure on these to date was £3,726.69.</p> <p>The Forum was entitled to apply for a Basic Grant of up to £9,000, which meant that up to £5,273.31 in Basic Grant could be applied for in 2018-19.</p> <p>An Additional Grant was available for areas with a population of over 25,000. Ours is just under 28,000 (2011 census: Bow East 14,781, Bow West 12,939).</p> <p>The maximum that can be claimed in grant aid in one year is £9,000, and so for 2018-19 we can apply for up to £5,273.31 in Basic Grant and £3,726.69 in Additional Grant.</p> <p>Mike Mitchell agreed to start completing the grant application form and will circulate this within the next 4 weeks.</p>	
<p>5.0</p>	<p>Any Other Business None</p>	
<p>6.0</p>	<p>Dates and venues of next meetings 7.30 pm Tuesday 5th June, @ Eleanor Arms (to go through consultation report) 7.30 pm Wednesday 4th July @ Flat 20, 2 Palmers Road, E2 0SX</p>	