

Carlton Village Neighbourhood Forum (CVNF)

Meeting Minutes

June 16, 2014

Present: Steven Carmody (SC), Jacqueline Rooney (JR), Darren Etherington (DE), Joanne Kershaw (JK), Stewart Golton (SG), Karen Bruce (KB), Peter Ellis (PE)

Apologies: Howard Reece(HR), Justin Coley (JC)

I. Agenda

1. Agree minutes of meeting held 2nd June 2014.
2. Update on website
3. Discuss LCC response to application & suggested amendments to documents (see item 8 in minutes)
4. Confirm availability of LCC and venue for general meeting
5. Discuss distribution of the flyer
6. Discuss presentation document sent by JR
7. Discuss and amend questionnaire
8. AOB
9. Next Meeting

II. Discussion

1) **Review of minutes** - The minutes from the previous meeting were agreed.

2) **Update on website** – JC sent the following update regarding the website by E-mail: “The text needs adding to, which I’m also happy to receive, or I’ll add later this week. Has anyone else done any web site creation via Wix or other online tool? If so I can share the login details etc.”

Nobody present had any knowledge of web site creation. If anybody not present does, then please contact JC directly.

JC also requested comments on the circular logo. **I think we missed this point at the meeting. I like the logo, does anyone have any objections to us adopting this?**

3) **Discuss LCC response to application & suggested amendments to documents (see item 8 in minutes)** – The track changes to the constitution by LCC had not been received at the time of the meeting SC to circulate on arrival (this has now been done; **JC** will incorporate these changes with those previously suggested and circulate for approval). Vision statement; everyone present was happy to adopt the amended vision statement proposed in JC’s e-mail (**DE** will produce this document).

It was agreed that the CVNF will produce a letter inviting all the known businesses in the area to join the forum. **DE** will produce a letter for approval prior to sending.

The boundary proposal was discussed and it was decided that we would discuss this with LCC and those present on the 8th July after which it would be reviewed. We must ask LCC for clarification as to how flexible they are on this issue.

4) **Confirm availability of LCC and venue for general meeting**– SC confirmed that John Hall from LCC will attend on the 8th July. The venue is confirmed as Carlton Social Club.

5) **Discuss Distribution of the flyer** – The flyer was briefly discussed and the design agreed in principle with a few minor tweaks. SC will arrange the printing of the flyer. After a brief discussion it was decided that members signed up to the forum will receive notification of the meeting 3 weeks prior to it being held as per the constitution. It was felt however that leaflets should be posted to all residents no more than 10 days prior to the event to keep the event fresh in people's minds.

As per previous minutes

DE has had offers from the CVRA to leaflet the following areas:

Richard Sammells – Queens Drive & Shayfields

Jan Furlong – Town Street and Coronation Street

James Kenny – Westfield Road and offshoots

Janice Colbeck – As requested

At the meeting Howard offered to do the Ashtons.

I have since received offers from other members of the CVRA.

We will allocate areas at the next meeting.

6) **Discuss and amend questionnaire** – The questionnaire was discussed and further amendments suggested to the layout, revised and additional questions agreed. **DE** will draft the revised document and circulate for approval. Once approved it will be posted on the website for people to complete. **SG** stated that he would speak to Aire Valley Homes regarding the possible distribution and collection of the questionnaire to those living in the sheltered housing in the village.

7) **AOB** – PE showed the plan of council owned land to the committee. It was noted that Shay Field was not highlighted on the plan. **KB** and **PE** will seek clarification as to why this is and if there are other areas which should be included on the plan.

The forthcoming meeting was discussed and it was proposed that rather than a Power Point presentation, that after a brief introduction and discussion on the forum that there should be various information areas around the venue to enable people to speak to committee members on a one to one basis. If anyone has any display equipment, flip boards, whiteboards etc. this would be most useful. SC will draft out some ideas for the presentation. All ideas are welcome.

JK stated that she would be able to provide some flip charts and marker pens.

8) **Next Meeting** 23rd June 8.15pm in the Unicorn Inn.