

## Carlton Village Neighbourhood Forum (CVNF)

### Meeting Minutes

June 23, 2014

**Present:** Justin Coley (JC) Jacqueline Rooney (JR), Darren Etherington (DE), Iain Herbert (IH), Darren Lord (DL), Stewart Golton (SG), Karen Bruce (KB),

**Apologies:** Howard Reece(HR), Steven Carmody, Joanne Kershaw, Peter Ellis

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#### I. Agenda

1. Agree minutes of meeting held 2<sup>nd</sup> June 2014.
2. Update on website
3. Discuss LCC response to application & suggested amendments to documents
4. Discuss & agree flyer
5. Discuss and agree questionnaire
6. Discuss preparations for general meeting
7. AOB
8. Next Meeting

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

2) **Update on website** – JC asked at a previous meeting if anybody was willing to help with the web site creation. **DL & JR** stated that they had work colleagues who may be able to help. **JC** will provide access to web site to both DL & JC.

All present agreed the circular logo will be adopted.

3) **Discuss LCC response to application & suggested amendments to documents** – JC produced a discussion document incorporating both changes proposed by LCC and by JC. There were a few points to clarify. It was agreed that we would include the new vision statement.(5.6) It was agreed that the steering committee would be limited to 12 members. (6) It was agreed that there was three types of forum meeting; however the wording of special general meeting would be changed to extraordinary general meeting. (10.4) It was agreed that this decision should stay with the steering committee. **JC** will incorporate these amendments and circulate for approval. Once approved **SC** should re-submit this to LCC.

Vision statement; everyone present was happy to adopt the amended vision statement proposed in JC's e-mail (**DE** will produce this document).

DE had drafted a letter inviting businesses in the area to join the forum. This letter was approved. **DE** will now send the letter to businesses where possible by e-mail with a delivery & read receipt request.

4) **Discuss and agree flyer** – The flyer was discussed, amendments were made and this has now been circulated and approved. **DE** has contacted the CVRA regarding the number required and was informed that they usually print 400. **DE** will contact members via E-mail attaching the flyer.

5) **Discuss and agree questionnaire** – The latest version of the questionnaire was discussed and some minor amendments agreed. **DE** will send final version to **JC** for posting on the website.

6) **Discuss preparations for general meeting** – SC had forwarded a suggested presentation format. This was agreed in principle. **JC & IH** agreed to work on a short PowerPoint presentation. **IH** will provide a projector for this. It was also agreed to have 3 areas displaying all the CVNF documentation and the proposed boundary map. These areas will be manned by members of the committee after the initial introduction and presentation. People can then ask questions one to one and mark their house location on the map. Questionnaires will be distributed on the night and can either be completed there and then, or scanned and e-mailed to CVNF, or left at the Post Office. People will also be asked to sign up to the CVNF.

**DL, JC & JR** will provide display boards to mount these documents on. **JK** stated at a previous meeting that she could supply flip charts and marker pens. We also need to provide some ball point pens for completion of the questionnaires.

We also need to discuss with the club access times to enable us to set up.

7) **AOB** – None

8) **Next Meeting** 30th June 8.15pm in the Unicorn Inn.