

Carlton Village Neighbourhood Forum (CVNF)

Meeting Minutes

June 30, 2014

Present: Jacqueline Rooney (JR), Darren Etherington (DE), Iain Herbert (IH),
Darren Lord (DL), Howard Reece (HR), Steven Carmody (SC), Joanne
Kershaw (JK), Peter Ellis (PE)

Apologies: Justin Coley (JC)

I. Agenda

1. Agree minutes of meeting held 23rd June 2014.
2. Flyer Printing and distribution
3. Preparation of documents for event
4. Display Equipment for event
5. Items required for the event
6. Access to venue
7. Feedback from letter to business
8. AOB
9. Next Meeting

1) **Review of minutes** - The minutes from the previous meeting were agreed. DE confirmed that he had contacted the members by e-mail regarding the event and attached a copy of the flyer. The revisions made to the constitution by JC were agreed and **SC** will re-submit these to LCC in the hope that we get some feedback prior to the event.

2) **Flyer Printing and distribution** – **DL** has printed the flyers and they will be in the Post Office Tuesday morning 1st July for collection and distribution

HR – agreed to deliver to Ashtons.

SC - agreed to deliver to the houses opposite the Gardeners, the top of Westfield Road and the Amspools.

Jan Furlong & Bob Boyes from the CVRA will deliver to Town Street & Coronation Street and Main Street as far as the end of the terraced houses below the Unicorn.

DL – Will deliver to the Grange.

JK – agreed to deliver to Primitive Street, Main Street below the terraced houses, Albion Street, Pitfield Lane & Stainton Lane.

DE – will do Leadwell Lane

Janice Colbeck – Will do the bottom of Westfield Road and its offshoots as James Kenny is on holiday.

Richard Sammels has previously offered to deliver to Queens Street, Queens Drive, Shayfield and the Natebys.

3) **Preparation of documents for the event** – **JK** will produce copies of the revised constitution to hand out and take away.

JK will produce a membership sign-up sheet. Very simple names, address, e-mail address. This is to encourage more people to sign up to the forum.

DE – will produce questionnaires for distribution at the event and provide some form of drop off box.

SC & JC will produce A3 or A2 size plans. Require the boundary plan, and the plan of land owned by LCC. Also may be an idea to have the vision printed out to display.
JC & IH – will produce the Powerpoint presentation.

4) Display Equipment for the event – JC & JK – Both stated they would supply white boards.
JR stated that she would also supply the felt boards. **IH** confirmed that he will supply the projector for the event.

5) Items Required for the event – DL will provide a box of pens for use at the event. **JK** to provide some Flip charts, marker pens and post it notes.

6) Access to the venue – Access to the club will be from 7pm which gives 1 hour to set up.

7) Feedback from letter to businesses – DE confirmed that he had e-mailed the following businesses (delivery receipts have been obtained):

Greenfield Produce

Oldroyds

Womaks

Electron

Unicorn

Foxwood

Beetee

Post Office

Carlton Social Club

DE also sent written letters to:

1st Class Decor

Meriden

Rosebud

Response has been low. The Unicorn, Carlton Club and Greenfield Produce being the only ones so far to respond.

7) AOB – Check with Karen Bruce and David Nagle that they will be attending the event on 8th July, Stewart Golton has previously advised that he will not be able to attend. – **KB has confirmed**

8) Next Meeting 7th July at 8.15pm in the Unicorn for a brief meeting to ensure that everything is in hand for the event on Tuesday.