

## Meeting Minutes

**Meeting: Roman Road Town Centre – Implementation Steering Group**

**Location: Room 7, Level 8 Anchorage House**

**Date: 16 September 2008**

<b>Attendees:</b>		
Rebecca Drinkwater	Development Implementation	RD
Gavin Dooley	LAP 5 Director	GD
Bryan Jones	Service Head, Environmental Control	BJ
Marissa Hernandez	Strategy & Innovation	MH
Daniel Fordham	Olympics Team	DF
John Stewart	Parking Development	JS
David Saunders	Market Services	DS
Jonathan Nichols	Development, Design and Conservation	JN
Jill Embleton	Private Housing Improvement	JE
Joanna Wu	Strategic Transport Development	JW
Chris Chubb	LETS Team	CCH
Cecilia Clarke	Communications	CCL
Cain Duncan	Planning Enforcement	CD
<b>Apologies:</b>		
Lorna Hughes	LAP 5 Neighbourhood Manager	LH
Pat Holmes	Investment and Business Team	PH
Elise Boon	Highways	EB
Georgina Taylor	Strategy & Innovation	GT
Azizul Goni	LETS Team	AZ
Sue Hinds	Access to Employment Manager	SH

Item		Action
<b>1</b>	<p><b><u>Introductions</u></b></p> <ul style="list-style-type: none"> <li>RD welcomed everyone to the Roman Road Steering Group meeting and asked everyone to introduce themselves.</li> <li>RD explained the purpose of the meeting was to update the group on recent work at the Roman Road and define the key work areas for regenerating the town centre.</li> </ul>	
<b>2</b>	<p><b><u>Recent Activities</u></b></p> <ul style="list-style-type: none"> <li>RD outlined the Roman Road Executive Board meet on a monthly basis with Cllr Josh Peck to programme regeneration initiatives for the Roman Road.</li> <li>RD outlined launch event activities and additional art and farmers markets. GD said that the event was a success that demonstrated people are willing to visit the market if the offer is good.</li> <li>RD outlined the Gladstone Place development had been approved with a conditional S106 regeneration package to be paid upon commencement.</li> <li>CCH asked about the boundaries of where the S106 money can be spent. RD to clarify S106 agreement terms.</li> <li>MH outlined the progress of the Town Centre Spatial Strategy. There is a consultation event on 25<sup>th</sup> September and the draft report will be circulated prior to this meeting. MH to invite relevant officers where appropriate and circulate draft document.</li> <li>BJ would like to commission a Markets Strategy. MH suggested that this be raised during the TCSS consultation event.</li> </ul>	<p>RD</p> <p>MH</p> <p>BJ/MH</p>

	<ul style="list-style-type: none"> <li>CCH asked whether Business Charters could be considered under the RR regeneration programme. MH said that Business Improvement Districts will be considered in the preparation of the TCSS.</li> </ul>	MH
3	<b>Engagement</b> <ul style="list-style-type: none"> <li>RD outlined recent engagement activities including Shopkeeper and Market Trader Surveys and meetings. LBTH will continue to facilitate the Shopkeeper and Market trader Associations until it is mobilised.</li> <li>RD outlined the key issues arising from the consultation were primarily parking (perceived or actual), supermarket, safety, street and market tidiness, and quality of goods.</li> </ul>	
4	<b>Key Work Areas and Action Plans</b> <ul style="list-style-type: none"> <li>RD explained the consultation findings have informed the approach and work programme to regenerate the Roman Road.</li> <li>This work has been broken down into seven Key Work Areas: Planning &amp; Property, Business &amp; Employment, Markets, Parking, Streetscape, Media and Safety/Security.</li> <li>All to provide comment on their various key work areas by next Tuesday 23<sup>rd</sup> September.</li> </ul> <p><u>1. Planning &amp; Property</u></p> <ul style="list-style-type: none"> <li>RD to include performance space item.</li> <li>JN to start to talk to priority heritage grant shopkeepers.</li> <li>GD and RD to speak to Old Ford School about treatment of school boundary wall.</li> <li>RD to scope links to evolving Public Art Review led by Thorsten Dreyer.</li> <li>DS advised the public footway licensing will be rolled out over the next couple of weeks.</li> <li>RD to meet with GT to clarify policy guidance and linkages.</li> </ul> <p><u>2. Business &amp; Employment</u></p> <ul style="list-style-type: none"> <li>CCL suggested commercial development be included in Shop Local Campaign.</li> </ul> <p><u>3. Markets</u></p> <ul style="list-style-type: none"> <li>DS to include additional work item concerning stall covers, rigs and rails.</li> <li>DS advised changes to the market layout will affect the location of power and lighting outlets for the market.</li> <li>DS advised there will need to be a business case for recovering costs for lighting and power at the stalls.</li> <li>DS advised the Market Recycling Campaign will begin over the next few weeks, with Roman Road Market being priority.</li> <li>DS asked for the Goods Quality Assessment to be changed to an award scheme.</li> <li>RD to delete 3.12 Trading Barrier Review as procedures for understanding barriers are in place.</li> <li>RD will include a new item for management of market buskers.</li> </ul> <p><u>4. Parking</u></p> <ul style="list-style-type: none"> <li>RD explained JS and GD are taking a briefing note to Steve Halsey and Josh Peck to look at options for changing parking controls to the Roman Road Executive Board meeting on 1 October.</li> <li>BJ suggested a vacant site off St Stephens Road could be used for parking. GD said that this site is probably not suitable for this use.</li> <li>JW to provide some background information concerning the existing public transport network at Roman Road (including possible carshare scheme).</li> <li>JS to chase Bosa re. scratch cards for market traders.</li> </ul> <p><u>5. Streetscape</u></p> <ul style="list-style-type: none"> <li>RD to link in with AG re. graffiti removal and shutter enforcement.</li> <li>RD to include greenway links in work area programme.</li> <li>CCH advised there is increase capacity in both graffiti and beat sweeping teams and that this should translate to improvements at RR.</li> </ul>	<p>ALL</p> <p>RD JN</p> <p>GD RD</p> <p>DS</p> <p>RD</p> <p>RD</p> <p>DS</p> <p>RD</p> <p>RD</p> <p>RD</p> <p>JS &amp; GD</p> <p>JW</p> <p>JS</p> <p>RD RD</p>

	<ul style="list-style-type: none"> <li>DF suggested the London 2012 team are looking at the Local Environmental Programme, especially related to litter education at schools.</li> <li>GD said he is working on reinstalling the decorative lights at the Roman Road and looking at funding options.</li> </ul> <p><u>6. Promotions &amp; Events and Security &amp; Safety</u> – action plans are yet to be prepared.</p>	<p>GD</p> <p>GD</p>
<b>5</b>	<p><b>Christmas Programming</b></p> <ul style="list-style-type: none"> <li>LH will be preparing the Christmas programme but any ideas are welcome. Please notify RD of any suggestions.</li> </ul>	<p>ALL</p>
<b>6</b>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>CCH questioned the vision for the RR. MH said that this will be included within the Town Centre Spatial Strategy. The regeneration programme will then link into this.</li> <li>CCH questioned who is leading the Roman Road Regeneration. GD and Lorna Hughes (LAP 5 Neighbourhood Manager) are the on-ground face of regeneration at RR which is linked to RD (Development Implementation Team) to coordinate delivery.</li> </ul>	