

ECCO meeting

Monday, 10 November 2014

AGENDA v2

	Attendance	
	Facilitators: Angela Vanegas, Dawn Edwards, Tomas Howard-Jones, Fiona Crowe, Esther Sutton, Sasha Konechni Apologies: Rod Davies	
1	Things to bring	
	<p>Angela</p> <ul style="list-style-type: none">• 2 donations jars• Flip charts pens• Blue tak• Print out topics and stick to flipchart papers• Write out agenda on standalone flip chart (and date of next public meeting if known)• Pens• Sign holders with the names of discussion groups• 50 copies of TOR <p>Dawn</p> <ul style="list-style-type: none">• Name badges• Clip board• Paper divided into columns to record people's names, addresses, email addresses/phone numbers• Paper and pen for taking notes <p>Esther, Fiona, Tomas</p> <ul style="list-style-type: none">• Pen and paper for recording discussions <p>Sasha</p> <ul style="list-style-type: none">• fully charged laptop with spreadsheet to record names and contact details?• Paper and pens for recording discussions• Two printed list of existing membership contact details	

3	Setting up 7.30 to 7.50pm	
	<p>Sasha</p> <ul style="list-style-type: none"> • Set up laptop for Fiona & Dawn? <p>Tomas</p> <ul style="list-style-type: none"> • Look after the people that have expressed an interest in helping if they come early. Could they chose a table and talk to people as they come in? <p>Angela</p> <ul style="list-style-type: none"> • Put flip chart paper, pens and sign holders on tables <p>Esther</p> <ul style="list-style-type: none"> • Set up PA • Set up stand alone flip chart with agenda nearby • Have donations jar nearby <p>Fiona and Dawn</p> <ul style="list-style-type: none"> • Arrange welcome table • Donations jar, computer, copies of TOR, welcome sign, clip board, pen and paper to write down name, address, email address or phone number • Give us all name badges 	
4	Getting in position 7.50 – 8.05pm	
	<p>Sasha: outside the door into the building, greeting people</p> <p>Dawn and Fiona: at the table just inside the door, recording contact details and directing people to the tables of their choice</p> <p>Esther: by the microphone</p> <p>Angela and Tomas: on their discussion tables</p> <ul style="list-style-type: none"> o crime and anti-social behaviour (Tomas) o supporting each other (Angela) 	

5	Introduction 8.05 – 8.15pm	
	<p>Esther</p> <ul style="list-style-type: none"> • Welcome • recap of last meeting • meetings with Council and White Label • terms of reference until we get a constitution • agenda <ul style="list-style-type: none"> o discussion (introduce facilitators) o break (refreshments, toilets) o group feedback o summing up (with scribing) • donations welcome <p>Dawn sit at better streets and take notes of what Esther says Fiona: capture contact details of late comers</p> <p>Sasha, Angela and Tomas: on their discussion tables</p> <ul style="list-style-type: none"> o crime and anti-social behaviour (Tomas) o supporting each other (Angela) o supporting businesses (Sasha) 	
6	Discussions 8.15 – 8.45pm	
	<p>Fiona:</p> <ul style="list-style-type: none"> • keep an eye on the time, reminders at 10 mins and 5 mins to go • capture contact details of late comers <p>Esther, Dawn, Sasha, Angela and Tomas: on their discussion tables</p> <ul style="list-style-type: none"> o crime and anti-social behaviour (Tomas) o supporting each other (Angela) o supporting businesses (Sasha) o natural and built environment table (Esther) <p>All (except Fiona):</p> <ul style="list-style-type: none"> • ask people to introduce themselves and say why they came • ask them to write their names on the flip chart paper, with their contact details if we don't already have them • ask if someone would like to make notes of the discussion and someone else would like to feedback at the end (if no one want to, do it themselves) • let people know that they can write on the flip chart paper on the table • ask everyone to talk about what they want to take action on on the main topic, using the issues raised at the last meeting as a starting place (see below) • keep steering the conversation back to the topic • make sure that everyone gets a chance to contribute 	

	<ul style="list-style-type: none"> • note actions and the people who will take responsibility for them (and make sure that we have their contact details) • note next steps 	
7	Refreshments 8.45 – 9.00pm	
	<p>Esther: announce refreshments and request donations & contact details</p> <p>Fiona and Tomas: collect donations</p>	
8	Feedback 9.00 - 9.20pm	
	<p>Esther: chair from position next to PA</p> <p>Angela: write notes on flip chart next to Esther</p> <p>Dawn, Tomas and Sasha:</p> <ul style="list-style-type: none"> • sit at their discussion tables • either get someone to feedback or do it themselves (5mins per table max) <ul style="list-style-type: none"> o What we are going to do o Who is going to lead on it o What are the next steps <p>Fiona: keep note of time</p> <p>Dawn: take minutes</p>	
9	Summing up 9.20 – 9.30pm	
	<p>Esther</p> <ul style="list-style-type: none"> • Main actions • Will report on progress at the next public meeting end of January • Next public meeting will be mid- January • We will be in touch if we have your contact details • Several people have expressed an interest in joining the steering group. Does anyone know where 14 people can meet? • You can contact us through the website • Does anyone else want to make any announcements <ul style="list-style-type: none"> o Milton Road consultation (Angela) o Carol singing (Esther) o others • Thank you for your donations • Thank you for coming <p>Dawn: take minutes</p> <p>Fiona: say good bye and check we have contact details</p>	
9	Afterwards	
	<p>All: help tidy up</p> <p>Sacha and Rod: send out thank you email</p>	

	<p>Dawn and Angela: write up minutes and circulate Esther: count money and change it into notes</p> <p>Decide: who will look after any money and when to have a lessons learnt meeting</p>	
10	Next meeting	
	<p>Tbc – lessons learnt, next public meeting and matters below</p> <p>Developing ourselves as a group</p> <ul style="list-style-type: none"> • Walk around the area and carry out the mapping to see what the issues are and where they are. • Determine what skills we have. • Street Champions was mentioned. • Suggestions for alternative venues bearing in mind the need to be respect diversity. • See if we can get support from a group who has successfully done what we are trying to do to help us establish our group. • Become a constituted group. 	
11	Useful information	
	<p>Notice boards (A4s)</p> <ul style="list-style-type: none"> • Dr Duncans • Energie gym • Oval Tavern • TLC electrical wholesalers • Central library • Bernard Weatherill House staff noticeboard <p>Poster sites (A3s)</p> <ol style="list-style-type: none"> 1 Angela Vanegas -75 Lebanon Road 2 Rod Davies – 86 Lebanon Road 3 Tomas Howard-Jones – 48 Cedar Road 4 Fiona Crowe – 83 Lebanon Road 5 Esther Sutton – Oval Tavern 6 Sasha Konechni – 79 Lebanon Road 7 Dawn Edwards – 26 Cedar Road 8 Christine Thomas - 123 Lebanon Road 9 Anja and Gavin - 80 Lebanon Road 10 Angela di Caro - 20 Lebanon Road 11 Hilary Bell - 41 Lebanon Road 12 Richard Marsh - 77 Lebanon Road 13 Caroline - 124 Lebanon Road 14 Janet - 90 Lebanon Road 15 Pamela and Murdo - 43 Lebanon Road 16 Andy Hosking - 26 Cedar Road 17 Helen - 121 Addscombe Court Road 	

18	Mark – 134 Lebanon Road	
19	Tracey – Cedar Road	
20	Chris – Cherry Orchard Road	
21	Gary - Leslie Park road	
22	Dry cleaning lady - Cherry Orchard road	
23	Bernadette - Oval Road	
24	Paul Cohen - Oval Road	
25	ES	
26	ES	
27	ES	
28	ES	
29	ES	
30	ES	
31	ES	
32	ES	
33	ES	
34	ES	
35	ES	
36	ES	
37	FC	
38	FC	
39	FC	
40	FC	
41	FC	
42	THJ	
43	THJ	
44	THJ	
45	THJ	
46	THJ	
47	RD	
48	RD	
49	RD	
50	RD	
51	RD	
52	RD	
53	RD	
54	RD	
55	RD	
56	RR	
57	Rex – Addiscome Court Rd	
58	Aurora 47 Cedar Road	
59	Steve 91 Lebanon Road	
60	Marta 73 Lebanon Road	
Venue		

	<p>Should not put some people off (like a place of worship or pub) and be in a central location.</p> <ul style="list-style-type: none"> • Oval School: expensive, need to choose a night when the caretaker is already working (Eileen 020 8688 3000). Difficult to find the door to the hall in the dark – need better signage from the gate(s), more battery operated fairy lights, maybe a polythene banner. Good idea to have opened the blinds and put posters in the windows so people could see us from the road. Also, poor acoustics as all hard surfaces. • Al-Khair : 0207 084 7199 – no hall? • Christ Church Methodist church hall: 020 8654 3691: cheap, but would require public indemnity insurance which we cannot get until we are constituted • URC church hall: ammak39@gmail.com • Tunstall Road Nursery School: 020 8654 0371 – no hall • Clyde Hall: in area of Clyde and canning RA • St Mary Magdalene: in area of Clyde and canning RA • Sir Philip Game centre: only open to 5pm in the week • Church of the Nazarene: too small • Mind in Croydon (Altyre Road): too small • Engergie gym? • Transport police premises • Ask Menta for a community room <p>Registered RA's Must have a written constitution, that shows that they</p> <ul style="list-style-type: none"> • represent an area within the borough of Croydon that contains at least 50 residential properties; • hold regular elections for association officers. <p>NB Shirley Forum represents five RAs re planning matters</p>	
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