

# OMQ Future - Meeting Minutes

<b>Date</b>	04/10/2012	<b>Written By</b>	Peter Badger
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<b>Present</b>
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<b>Name</b>
Clare Wilks (CW) (Chairperson)
Peter Badger (PJB) (Secretary)
Kate Francis (KF)
Simon Birch (SB)

<b>Name</b>
Paul Bradburn (PB)
Eva Stuzenburger (ES)
Willie Harbinson (WH)
Leighton De Burca (LDB)

<b>Distribution as above plus:</b>
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<b>Name</b>

<b>Name</b>

Item	Minute	Action
	<b>INTRODUCTION / ADMIN</b>	
1.0	CW gave a short introduction, explaining that a steering group was needed to make decisions and take actions in relation to community engagement for the Old Market Quarter Neighbourhood Plan (NP).	
1.1	CW was nominated as Chairperson for the meeting, PJB volunteered to take minutes. It was agreed that both roles could rotate among the Steering group for future meetings.	
1.2	CW explained that there would need to be a 'Forum' for the Neighbourhood Plan, consisting of a minimum of 21 members from the local community. PB and PJB were noted as being the only eligible members from the steering group. PJB stated that he would check the legislation to establish beyond doubt who can be part of the forum.	PJB
1.3	PB summarised progress with the NP so far, including the original Princes Foundation Workshop, and the recent workshop on Community Engagement.	
1.4	PB stated that communication with the community was key to the NP success, and that the plan needed to be recognisably 'Old Market'.	
1.5	CW summarised relevant deadlines: <ul style="list-style-type: none"> <li>• Submission of Plan Boundary proposal to Bristol City Council w/b 8<sup>th</sup> October 2012.</li> <li>• October – January: Consultation with the community (plan-making on-hold)</li> <li>• Forum AGM needed in January to elect a Chairperson and agree a Forum constitution.</li> </ul>	
1.6	PB outlined details regarding the separate project to alter the transport system in Old Market, including current funding and the need to implement a scheme before 2015.	
1.7	PB stated that fixing the transport system was key for Old Market and that Bristol City Council appeared to be buying into the initial concepts.	
1.8	PB also outlined the recent history of OMCA and covered the relationship with Trinity.	

	<b>FORUM NAME</b>	
2.0	The group discussed various different names for the Neighbourhood Planning group, recognising that 'Neighbourhood Forum' was a name already used for other groups in Bristol, so an alternative name would be preferable. 'Old Market Quarter Future' or 'OMQ Future' for short was agreed as the front-runner.	
	<b>PAINTING DAY</b>	
3.0	The group briefly discussed plans for the painting day. It was decided that as the event would be mainly non-local volunteers, this was no longer a good day on which to launch OMQ Future.	
3.1	LDB stated that he would be meeting with Lisa and Emma to finalise plans for the painting day, including establishing how much could be painted with the available resources. It was stated there were currently no local volunteers.	
	<b>LOGO</b>	
4.0	CW stated that the original intention was to have a logo competition. Did the group still want this?	
4.1	The group agreed that it would be faster and easier to agree a logo without a competition. CW tabled an idea using the blocks within OMQ. The group were generally enthusiastic regarding CW's idea.	
4.2	It was agreed that WH would provide an initial digital logo; multi-coloured, but avoiding a 'rainbow' appearance.	WH
	<b>WEBSITE</b>	
5.0	CW explained that none of the current neighbourhood planning 'front runners' in Bristol had a website yet, but that it would help public consultation greatly for OMQ Future to have one as soon as possible.	
5.1	LDB established that a website domain for Old Market Quarter Future was available – it was agreed that LDB would register this.	LDB
5.2	The type of website was discussed. Using Wordpress was agreed, with Mailchimp to manage a newsletter. It was agreed OMQ Future would also need a Facebook and Twitter account, but not a Linked In account. The use of document control utilities, survey monkey and blurb was also discussed and agreed by all to be taken forward. LDB would ensure the relevant accounts were set up. PJB volunteered to manage the Facebook and Twitter accounts.	LDB PJB
	<b>PUBLICITY MATERIALS</b>	
6.1	Discussions were had on the content of business cards. Initial ideas were sketched by PB, who it was agreed would send the final design to LDB, who advised that he knew of a Bedminster company who could produce good cards quickly and cheaply.	PB LDB
6.2	PB tabled a concept for the proposed OMQ Future 'Cart'. It was agreed by all to take the idea forward. PB volunteered to build it.	PB
6.3	It was agreed by all to also develop postcards for people to record their 'wishes' for OMQ.	
	<b>E-MAIL PUBLICITY</b>	
7.0	CW tabled an outline publicity e-mail for OMQ Future; intended to be basic, but drive people to the new OMQ Future website.	
7.1	The group discussed if current e-mail lists could be used. It was established that current lists could be used to ask people to join a new list (obtaining relevant permissions to e-mail some on current lists if necessary), which would also have the function of 'cleansing' current lists of old contacts and allowing people to opt-in, rather than having to opt-out from the new list. LDB stated that he would look into agreeing permission to use contact details for people on some of the restricted lists.	LDB
	<b>MEETING PEOPLE</b>	
8.0	It was agreed that the cart would be used to visit neighbourhoods within OMQ, collecting people's views on notes, which would be displayed in a shop window.	
8.1	It was discussed which shop to use to display notes, bearing in mind that some premises could change tenants and that a unit close to Midland Road, but accessible to pedestrians using West St / Old Market Street would be preferable. It was established that there was no ideal location available, but that the Seed Bank would work best; large window, on West St, but close to and visible from Midland Road, has Cash Machine meaning people cross the road to go to the unit. LDB established that use of the unit was likely to be supported.	

	<b>ASKING QUESTIONS</b>	
9.0	See 8.0 and 8.1, above.	
	<b>WINTER EVENT</b>	
10.0	The group briefly discussed the location and type of event needed for December to feedback findings from the initial consultation to the community. It was established that asking 1625 Independent People to use their kitchen facilities would be pursued, to ensure there was an indoor venue available, with food to attract people in.	PB
10.1	It was agreed plans for the December event would be discussed further at the next steering group meeting. For now, publicity material would mention an event in December, but no further details.	
	<b>SHOP SPACE</b>	
11.0	See item 8.1	
	<b>PLAN MAKING</b>	
12.0	CW pointed out that Tom Perry from the Princes Foundation had advised the group to <i>"think about what the plan will look like whilst you carry out your engagement work and feedback from the engagement can begin to shape what the plan will look like"</i> .	
	<b>OLD MARKET GATHERING</b>	
13.0	This was not discussed in detail.	
	<b>PRINCES FOUNDATION FEEDBACK</b>	
14.0	The group agreed that the recent Princes Foundation session had been useful, although there were some strong opinions regarding advice to 'go back to the beginning'. It was felt that the progress the group had made so far could have been better communicated in order to get maximum benefit out of the event.	
	<b>FUTURE MEETINGS</b>	
15.0	The date of the next meeting was not agreed. It was agreed that possible dates would be suggested by e-mail, with the aim to meet every 2-3 weeks at around 5pm on a weeknight.	
	The meeting was concluded.	