



Updated actions from meeting on 30 Nov 10 at Remy's

Attendees: Catherine Ford, Anthony Matthews, Remy Zentar, Diane Cunningham (Apologies: Simon Lemaistre, Kate Paterson)

Action	Who	By (date)	Update	Remaining action
Background note for Anthony and Ian re meeting with LBH on 23 Nov.	Diane Ian & Anthony	22 Nov 23 Nov	Done Done	Keep on top of LBH and moving criteria etc – Ian has written to LBH on this*
Response to Alistair re increased invoice	Remy	19 Nov	Done - paid	Confirm how we pay Alistair – bank transfer?
Agree terms with Alistair for markets on 5 & 12 Dec – number of stalls he can supply, deadline for us providing details and final costs	Remy	26 Nov	Charges agreed. CRTRA to hire a van but Alistair's guys will set-up and breakdown	Remy to source a van Catherine to be at Remy's for 9am Sunday to guide stall set-up (send street plan)
Bank account to be opened with Santander. Remy had an appt with Santander in Mare St on 19 Nov to open account. Agreed a while ago that Ian and Simon would be additional signatories.	Remy Ian and Simon to contact Remy	19 Nov 26 Nov	Part done – Remy and Ian attended appt with Santander. Diane has supplied secretarial info to bank	Almost done – some last minute questions Another signatory would be useful longer term
Contact Cllr Feryal Demirci to update her on discussions with LBH re (1) way in which relationship with CRTRA being managed (lack of flexibility on meetings etc) and (2) format market is taking and decisions being made with no discussion	Catherine	26 Nov (following LBH meeting on 23Nov)	Discussed involving Cllr Feryal Demirci at this point re issues with LBH. Ian advised we need to exhaust internal options re escalation of issues with LBH before going outside	January onwards
Stall applications: produce list of all those licensed and those that are keen for December to be circulated to all (before asking for further stalls) – aim to get 40 stalls		22 Nov	LBH confirmed 30 stalls. Ongoing – 22 licensed as of this week. Around 7 other possible.	Letitia to supply list on Thursday (2 Dec)*

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Email to all outstanding stall applicants with update on space available at Dec markets and LBH timing following LBH meeting on 23 Nov	Diane	24 Nov	Done (29 Nov)	Keep track of stall apps – email to go by 2 Dec re arrangements for Sunday and increased charge for hire to £25
<p>Questionnaire – finalise changes and;</p> <p>1) send to Simon to produce online version 2) send to Nick Jenkins to print (500 copies)</p> <p>For next two markets, results can be tallied using software tool rather than manual approach</p>	Diane Anthony	22 Nov 25 Nov	Done – questionnaire now on website too	250 copies coming back from Nick on Sunday
Design – brand guidelines are needed to ensure consistency across all promotional material going forward (we only have the logo and font at the moment). Contact creator of original design and request guidelines and/or check if they would like to produce further work for us (which would be ideal)	Simon	26 Nov	Simon has made contact with Dan, the original designer. He is happy to look at some guidelines for us going forward – this will impact the map, questionnaire, posters etc	Expecting an update by 3 Dec

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<p>Print / promotion</p> <p>Chatsworth Road map to be developed further (add categories, remove vacant etc) – look to print laminated version for CRTRA stall</p> <p>Questionnaires (500) – see earlier note</p> <p>Postcards – to be designed so we can add the date of January meeting on reverse (Designer tbc following outcome of Simon's action re guidelines)</p> <p>Posters – we have none left. Everyone has the electronic version so these can be printed by individuals for now unless larger quantities are needed. We all agreed the poster is not ideal but we should continue to use it for the remaining trial markets</p> <p>Ensure enough materials for Sunday</p>	<p>Kate</p> <p>Anthony</p> <p>Diane/Simon</p> <p>Catherine/Diane</p> <p>Diane/Catherine/Anthony</p>	<p>26 Nov</p> <p>25 Nov</p> <p>30 Nov</p> <p>Ongoing</p> <p>5 Dec</p>	<p>Kate has volunteered to work on this. Need to consider in line with design notes expected back (see above)</p> <p>Sent to Nick for printing</p> <p>Not progressed as no design guidelines</p> <p>Catherine has run off more posters and will distribute some.</p> <p>Print Receipts for stalls, mailing lists, posters, maps (via Nick?) (questionnaires done)</p>	<p>Revise map for January</p> <p>Add to stall Sunday</p> <p>Not progressed as awaiting branding guidelines (have print option).</p> <p>To overcome no postcards agreed to adapt poster and double side print for Sunday – Diane to circulate new version and electronic one</p> <p>Anthony to distribute posters to Sutton House, Chesham Arms and others around edge of Chatsworth Road</p> <p>Diane can print all except map and pass to Catherine / Anthony</p> <p>Remy to ensure CRTRA banner available</p>
<p>Video – Justin (Catherine) filmed the first market along with an interview with Cllr Feryal Demirci.</p>	<p>Catherine</p>	<p>3 Dec</p>	<p>Done – posted on various websites and blogs</p>	<p>None</p>



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Facebook – change format from page to group	Simon	TBC		January?
Mailing list - requests to be added passed to Simon.	Simon	18 Nov	Done	Same process for next two markets – print mailing list pages to attach to table
Community meeting – start planning for January meeting at Chat’s Palace. Suggested dates were 18/19/20 January 2011, starting at 730pm as per previous.	Diane	26 Nov	Holding 19/20 January at Chat’s Palace – 95pax. £100 spend at the bar, it will be free. CP can provide projector and screen	Agreed Wed 19 Jan is best. Diane to confirm and add to poster Euan’s neighbourhood plan to be incorporated / addressed at meeting

***STALLS/CRITERIA- LBH ISSUES**

These issues took up most of the meeting. Main points are:

LBH’s ever moving arrangements – backtracking on stall numbers (back to 20) and telling applicants the market is full, criteria being made up on the spot eg. No more vintage, not too much food etc.

This has come to light from stallholders emailing in re their experience with LBH

ACTION

Ian is going to write to Seamus Adams and cc Tom McCourt (head of dept) on 1 Dec with the aim being to achieve 30 stalls for Sunday and to get the remaining licences issued.