



## CRTRA Committee Meeting Minutes of meeting on Thursday 13 October 2011 645 – 9pm

Held at: Chats Palace, 42-44 Brooksby's Walk E9 6DF  
Present: Diane (Chair), Maria (Vice Chair), Niall (Treasurer), Soli (Observing), Damian, Remy  
Apologies: Anne Malcolm (LBH), Katie Smith (observer)  
Absent: Sara

### 1. Minutes from previous meeting

Minutes from 12 September were agreed.

### 2. Constitutional matters

#### Committee vacancies

We are still struggling to fill the committee. Currently vacancies for a secretary (Mary Wagstaff has resigned) and resident and trader members.

- Soli is happy to remain involved on an informal basis
- A vote was taken on Katie Smith becoming a committee member. AGREED Katie Smith voted in as a trader member
- Leon Sansick (market trader) has expressed an interest in joining the committee
- The vacancies were highlighted in the recent newsletter along with notices on the door of the deli and the CRTRA noticeboard and at the market group meeting.

#### Membership

- Nobody had given feedback on membership letters.
- On review, everyone broadly happy with these (one for shop traders, one for residents) and rollout of membership was agreed at Sept meeting

#### CIC

- Another committee member had the action to dovetail the constitution into CIC format but this has not been done.

#### ACTIONS

- Vacancies to be added to social media document - EUAN
- Advert to be drawn up for secretary role – MARIA/EUAN
- Speak to Hackney Citizen about help wanted section - REMY
- Speak to Yeah Hackney about help wanted – EUAN
- Market traders have until 17 October to confirm an interest in being a trader committee member – DIANE/MARIA/DAMIAN to encourage traders
- Final comments on letter to EUAN/DAMIAN by 19 Oct
- Confirm times and dates we have cover on CRTRA stall in coming weeks – MARIA by 23 Oct
- DAMIAN AND NIALL to adapt constitution and agree final submission by next meeting

### 3. Finances

- Finances are healthy
- Almost all market traders now have a deposit on file
- Discussion as to when the payment policy should be sent to new traders as it is taking several weeks for people to get their deposit paid and stop paying cash
- We are looking to purchase market stalls in early 2012, depending on additional fundraising and build time (and discussion with Broadway). Pridmore are receiving enquiries about their storage space and it was felt we needed to move on this sooner rather than later

#### ACTIONS

- Chase up remaining deposits - NIALL
- Remind those paying cash that this should no longer be happening (whoever is on market shift)
- Payment policy to be sent to new traders as soon as we have contact details with the reality being that they are likely to pay cash for first two weeks. DAMIAN/DIANE to confirm to Niall when new traders join and their contact details - ongoing
- Add data protection line to terms and conditions of trading to enable us to circulate emails to all traders – DIANE to add
- Confirm storage arrangements with Pridmore (L'Epicerie will share this space in the short term) – DAMIAN

### 4. Market matters

Damian provided an update from the market sub-committee meeting on 12 October. This included discussion of:

- LBH update on operation arrangements
- Promotion: banners (visuals to be shown at meeting), postcards, website
- Traffic / road conditions – road closure/speed and parking enforcement
- Market day/times going forward

Hackney Today inserts were discussed. Initial prices are very high and it was felt that this was not a good use of funds if they remained at that level.

In addition, issues were raised around windy days and how best to secure the tarps over the metal stalls

#### ACTIONS

- 6 November will mark one year since the return of the market – need to build some momentum around this - DAMIAN/DIANE/MARIA and market group
- Focus on Christmas markets – co-ordinator appointed (FIFI) to manage this and gauge interest amongst stallholders for evening trading in December
- Road closure – All agreed petition needed, particularly with focus on closing road for one of the Christmas markets. EUAN to contact LBH traffic person first before petition goes ahead (by 26 Oct)
- Promotional aspects – posters to be available to all traders and postcards to be reprinted by 21 October. Sign off final street banners with LBH – DIANE
- Create survey for website about trading times, commodities etc people would like to see at the market. Timing to be agreed DIANE/DAMIAN/MARIA
- DAMIAN to approach LBH re Hackney Today insert prices
- DAMIAN to get final costs from Broadway for manufacture of bank of 10 stalls. These will then be tested with traders before ordering others (and subject to funds being in place)



## 5. Communications – website and social media

- The website should be for Chatsworth Road and not for CRTRA.
- Now we have more content and the site is easier to manage it is straightforward to make these changes.
- Other discussions revolved around changing the navigation/structure, the top image in place and using a photo with every post.
- See also market group notes for more info.

### ACTIONS

- Website – MARIA to make changes to the website and involve market group
- Social media – ALL to get into the habit of adding content to social media document – examples given were local goings on, CRTRA meetings with others, trader news etc

## 6. Projects

### Shop traders

#### Local currency initiative

- Euan met with Michael Linton (developer of the LETS local currently) on 8 October to discuss this further.
- All agreed this is a good idea but with limited resource it is not a priority for CRTRA right now.

### ACTIONS

SHOP TRADERS to attend a meeting if interested in finding out more

### Residents

#### People's Supermarket

- The stall at the market was a success.
- TPS are holding an event on 25 October (4 & 6pm) at Chats Palace to reveal results of survey

### ACTIONS

DIANE to contact TPS re an overview of their survey results as to changes residents would like to see to the area.

## 7. Feedback from other meetings

Covered under relevant sections

## 8. AOB

### Snooker Hall

Contact has been made with Marina Francis from the snooker hall to get an understanding of what happens next following their closure.

### Fee free cashpoint

Letter gone to all shop traders/businesses with deadline of 25 October for businesses to register an interest.

### ACTIONS

EUAN/DAMIAN to pass details to cashpoint provider once deadline has passed



### **Security update**

Soli has established which shops have the panic button system installed and LBH have responded to Maria in relation to organising a meeting with a group of shop traders to look at options going forward.

### **ACTIONS**

MARIA to contact Andy Wells at LBH to set-up a meeting with other shop traders

### **Empty spaces**

There has been a great deal of interest in premises on Chatsworth Road. Some concern expressed about rising rent levels and how we can best manage this.

We need to complete Land Registry searches to gain more information. Costs are £4 per search and agreed there must be other ways we can get this information without paying.

### **ACTIONS**

- Continue to forward all enquiries to Euan – DIANE/DAMIAN/MARIA
- EUAN to cc info@ on responses
- EUAN to send details to Damian re Land Registry
- CRTRA to attempt to introduce ourselves to new businesses/landlords once we are aware of them

### **Neighbourhood Plan update**

Euan is working on shaping a draft version and hopes to present this to us at the next meeting

### **Clapton Festival**

Next year's festival is planned for 15-17 June 2012. CRTRA have asked that Chatsworth Road be included in the festival programme. However, the festival will be renamed the Clapton Mile Festival and is focusing on the stretch from Clapton Pond to Clapton Square.

### **ACTIONS**

Continue to stay updated on the Festival's plans and look to see what we can organise nearer the time

### **Olympic road closures**

Damian showed a print out of the local road closures and how this is likely to impact Chatsworth Road

### **ACTIONS**

ALL address at future meetings re advising residents and traders and the impact on the market

### **Best small shops in Britain awards 2011**

In previous years, Hop and other businesses have been shortlisted for these awards. Businesses are proposed by the public and votes totalled. More info here:

<http://www.telegraph.co.uk/lifestyle/shopawards/8809026/Telegraph-Best-Small-Shops-in-Britain-Awards-2011-the-quest-begins.html>

Entry form: <http://www.telegraph.co.uk/promotions/8776059/Telegraph-Best-Small-Shops-in-Britain-Awards-2011.html>

### **ACTIONS**

Add to social media document and encourage local residents to vote ALL