

**ST STEPHEN'S CONSERVATION AREA RESIDENTS' ASSOCIATION**  
**Minutes of Steering Group Meeting**  
**held on Tuesday, 5<sup>th</sup> December, 2023, 7-9pm**

**Present:** Kristin Dean(KD), Josephine de Souza (Chair), Jo Smith (JoS), Jane Joseph (JJ), Tessa Archbold (TA), Jennie Sibley (JeSi), Jane Hering (JH), Cheryl Young (CY), Sharan Puri (SP), Chris Hern (CH), Rajan Mendis (RM) (remotely) Jas Kumar (JK) (remotely)

**Apologies:** Davinder Bahia (DB)

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|-----------------------------|---|----------------------------|
| <b>1. Steering Group</b>    | It was confirmed that the core Committee (those with specific titles) would be supplemented with other members to form the Residents Association Steering Group (RASG), who will all work to take Residents' Association forward. Agreed that they must try to attend 4 meetings annually and assist with goals and objectives of RASG. DB had offered to join, Chair to check with her. RM, CH, SP, CY also agreed.<br><b>Action: JdeS to check that DB wishes to be on the RASG.</b>              | <b>JdeS</b>                |
| <b>2. Roles</b>             | Additional RASG members to perform ad hoc tasks when required. A new WhatsApp Group – RASG will be formed by JdeS. CH, SP, CY, RM, DM (in absentia) agreed to be on SG. Agreed that in any discussion, the Chair has casting vote in the event of a split decision. The Chair will also accept Minutes etc., produced by other members, without editing so onus on others to produce accurate records. Also agreed to alternate weekdays with weekends for meetings to try to accommodate everyone. | <b>JdeS</b>                |
| <b>3. Constitution</b>      | Agreed that Constitution should be updated. CH and RM to work as sub-committee to combine 2016 & 2006 versions. <b>Draft to be presented at next RA Steering Group Meeting (10<sup>th</sup> February 2024)</b> for discussion. Once agreed by RA Steering Group, it will be formally presented at next AGM for ratification.<br><b>Action: CH/RM to work as sub committee to combine 2016 &amp; 2006 constitution versions and present at RASG on 10/02/24</b>                                      | <b>CH,<br/>RM</b>          |
| <b>4. Website Update</b>    | JdeS to work on over Christmas. Malik Joseph, Jane Joseph's son, has agreed to produce photos of Conservation Area for new content and offered to work on website, which Committee accepted with proviso that he would be supervised and work closely with JdeS. New email account operational. JdeS to give access to JH and JJ in order for them to forward to relevant Committee members and/or reply if necessary.  | <b>JdeS<br/>JJ<br/>JH,</b> |
| <b>5. Instagram Account</b> | JdeS to create new Instagram Account to promote St Stephens Conservation Area. Seasonal photos suggested as initial content. Agreed not to include photos of street party as had not obtained individuals' consent. Jas Kumar to advise on legal restrictions on photo content.<br><b>Action: JK to advise on legal restrictions on website/social media photo use</b>  | <b>JdeS<br/>JK</b>         |

<b>6. Planning</b>	CH agreed to take Planning lead, working with Sunita Sharma. He will advise if any applications need group response (rather than just close neighbours) and then liaise with JdeS, who will pass to the Secretaries for action. Action to include advertising on the 3 WhatsApp Groups in the SSCA – Parkside & Argyle Friends, SOS St Stephens & SSCARA – to encourage people to object if necessary and perhaps provide template letter. RASG will be expected to individually object as representatives of RA to build number of objections. Letter from RA only counts as one objection. Need petition signed by objectors and/or individuals to build number of objections.	CH JdeS JJ JH
<b>7. Street Cleaning</b>	<p>Agreed date of Saturday, 20<sup>th</sup> January, 2024, 11am-12.30pm for street cleaning. JJ has arranged for cleansing equipment to be delivered week commencing 8<sup>th</sup> January, to be returned to Council 2 weeks after event. Offering croissants/tea/coffee/hot chocolate in church/hall afterwards. Jo Smith to organise refreshments either in hall or, if unavailable, in church and to confirm if we can heat croissants in church. Agreed Steering Group members to donate croissants in order to reduce costs, but only if individual SG members felt able to make that gesture.</p> <p>Action: JJ to take delivery of cleansing equipment w/c 08/01.</p> <p>Action: JS to organize refreshments post street cleaning</p>	JJ JoS
<b>8. Funding</b>	<p>Funds are dwindling – approx. £350. JoS to investigate and follow up any avenues of funding from Council with Councillor Chaudhary who had previously suggested there was funding available. Usually only for very specific events for which would have to obtain Council approval. JeSi suggested there was neighbourhood funding available. TA to prepare a Raffle Basket of food/drink items for mulled wine evening on 16/12, for immediate fundraising, tickets £1. Suggestions for future fundraising events: Beetle Drive, Quiz Night, craft workshops.</p> <p>Action: JoS to investigate and follow up any avenues of funding with Councillor Chaudhary.</p> <p>Action: TA to prepare a raffle basket of items for 16/12.</p>	JoS TA
<b>9. Next social event</b>	<p>Mulled wine 16<sup>th</sup> December 5-7pm – to include thank you card for Winston Graham (TA to organise &amp; circulate to those SG members not able to attend) &amp; JH &amp; JJ to make cakes for him. Agreed to advertise the evening by word of mouth, WhatsApp groups and flyers on trees (JoS to arrange).</p> <p>Litter Picking 20<sup>th</sup> February (see above). Further events to be decided at next SG meeting.</p> <p>Action: TA to circulate thank you card for Winston to RASG members for signing.</p> <p>Action: JoS to place flyers on trees to advertise the 16/12 evening.</p>	TA JJ JH JoS
<b>10. Estate Agents' letter</b>	<p>JdeS to write letter to go to all local estate agents, pointing out that this is Conservation Area, its general ethos, and get them on board. KD to work with JdeS including developing relationships with view to funding possibilities.</p> <p>Action: Chair to draft a letter to go to all local estate agents re conservation area</p>	JdeS KD
<b>11. Ward Walk</b>	<p>JeSi reported on Walk and has produced notes which will be circulated. Another meeting to be arranged to discuss outcomes and accountability with Cllr Chaudhary. Suggested 6/7/8 February: JeSi to contact Cllr Chaudhary to arrange.</p> <p>Action: JeSi to contact Cllr Chaudhary to arrange a meeting re outcomes of the ward walk.</p>	JeSi

**12. Next Meeting** Saturday, 10<sup>th</sup> February, 2024, 11am – 1pm

**13. Any Other Business** Suggestion was made that we perhaps need a Communications Officer to handle publicity and liaise etc.  
Idea also floated that by contacting local Estate Agents we might build rapport which might lead to interaction and/or funding from them.  
Further suggestion of a Facebook page but deferred as will start with Instagram. To be discussed at later meetings.

**MEETING CLOSED**

**NB** Minutes from last meeting (26.11.23) were not Agreed or checked for action. This to be included in all future Agendas and will be corrected at next meeting.