

ST. STEPHEN'S CONSERVATION AREA

Minutes of Residents' Association Steering Group Meeting

Friday 27th March 2026

1. Apologies

Chris, Liz and James

2. AGM Minutes

Approved by the team

Action: Josephine to put minutes onto our website

3. Resident Association Roles

Co-chairs: Josephine and Kristin

Secretary: Rosalind

Treasurer: Liz

Neighbourhood Watch: unfortunately, we still don't have a designated person to lead this.

However, Kristin proposed reaching out to our neighbours in our conservation area WhatsApp group and asking if a few people might be interested in taking turns to attend the bi-monthly community neighbourhood watch meetings which take place on a weekday evening and then reporting back into the RA. The team voted on this as a good idea, better to have something in place, rather than nothing at all. **Action: Kristin** to reach out to our neighbours in the conservation area WhatsApp group.

4. AGM Debrief

- About 40 attendees: as well as the Steering Group, attendance from our neighbours, Councillors and Community Police Officers.
- Community Officers attended
- Generally a good feel for the meeting and positive feedback from all who attended.

5. Constructive ways of working

Learnings over the last year:

- All steering group members should make every effort to attend all four core meetings in the year.
- Make sure you read the comms – agendas, minutes and make a note of key dates in your diary, such as our four core meetings and the AGM.
- Spreading the workload, so that it's not the same people doing things, helping to prevent anyone who is feeling overwhelmed and burn out. Proposal:



- Sharon: folding newsletters, flyers etc.
- Chris: will continue working on planning
- Everyone else to please volunteer when they are able.
- Be mindful of everyone's commitments outside of this group – families, work etc.
- Try to find ways of getting help from other committee members, not just the Co-Chairs.
- Working collaboratively – we are team. Important to sense check things when needed, especially when sending out communications to our neighbours, Councillors, the Council and outside of this group. We are representing our community and conservation area.

6. Planning

- If we send an objection to a planning application as a group, it will be on the public record, but if we report as individuals, then it is kept confidential.
- More powerful to have multiple objections.
- **Action: Rajni to check about the GDPR.**
- Need to have a sub-committee meeting about this and will report back.

7. Street Signage

Action: Rajni to follow up on this.

8. Treasurer's Update

- 2025/2026 costs:
 - Steering Group Meetings last year, with hall hire costs plus refreshments: £230.
 - Website: £150.
 - Public liability insurance: £131
 - AGM 2026: just over £200.
- Balance remaining: £348.98
- Councillor has encouraged us to apply for the grant for 2026. **Action: Liz to apply for Council grant. Action: Rosalind to help put the report together for the grant.**

9. Social Events 2026

THE BORGES PROJECT / SING FOR CHANGE

- Church, Planning and Conservation Team at the Council have been invited.
- Contact Estate Agents to showcase the event.
- Group call with Jaya to organise final arrangements. **Action: Josephine to organise.**

WREATH MAKING

The team in agreement that our wreath making event is very popular and easier to organise and manage compared to perhaps some of the other events which we've put on. Confirmed date for wreath making event: Saturday 5th December 2026. **Action: Josephine to book the Church.**

LITTER PICKING

The team agreed to do this every 3rd Sunday of the month, 1-3pm. Will be informal and open to anyone to help if they are free to do so. No refreshments etc to be organised. **Action: Kristin will manage the comms.**

KNIT & NATTER

Will continue 3rd Saturday of each month.

OPEN GARDEN EVENT

We did this in 2024 and the event was a real success. We welcomed people from outside of our conservation area too. Proposed date: Saturday 12th September. **Action: Kristin to organise.**

10.AOB

- **NEWSLETTER:** Josephine putting together the contents and design. Focussing on trees in our conservation area and guiding our neighbours as to what they need to do should they be looking to prune the trees in their garden.
- **70 ST. STEPHEN'S ROAD:** Need to find out if it's been sold and to whom.
- **WEBSITE:** Renewal of the domain name and running costs of our website: around £150.
- **TREES, LEAF PRUNING AND CLEARING UP:** **Action: Rajan to follow up.**
- **DOG FOULING:** Can we work together to help dog owners who aren't capable, no nasty messages.
- **RUGBY TRAFFIC ISSUES:**
A neighbour on St. Stephen's Road sent an email to our account, asking if this is something we could look in to and help to alleviate on rugby match days. **Action: Rajan to do this.**

11.Dates of future Steering Group Meetings

Wednesday 3rd June, 7pm
Saturday 12th September, 11:30 am
Saturday 7th November, 11:30am