

SSCARA STEERING GROUP MEETING

WEDNESDAY 5TH MARCH 2025

Minutes

In attendance: Josephine, Kristin, Rajni, Soni, Tessa, Jo, Jas, Liz, Jane, Sharan, Cheryl, Rosalind

Apologies: James, Rajan, Chris

1. Welcome: meetings will be led by co-chairs on alternating basis

- a. Steering Group Roles: The committee discussed the following roles and appointed leadership accordingly:
 - i. Vice Chair: Jane
 - ii. Secretary: Rosalind
 - iii. Treasurer: Liz
 - iv. Neighbourhood Watch: Jas (TBC)
 - v. Planning Committee: Josephine (Co-Chair), Rajni, Soni, Chris, Sunita (TBC)
 - vi. Social Committee: Tessa (Co-Lead), Jo (Co-Lead), ad hoc participation by other committee members and residents

2. AGM Debrief

- a. Attendance: 30-50 residents (estimated)
- b. Steering committee discussed strategies to increase attendance to future annual meetings. Possibilities could include renaming the event, holding the next one when the weather is warmer? Discussion will be raised again when planning the next AGM.
- c. Positive feedback received, specifically about the overall professionalism of the event, the quality of the keynote presentation, as well as the slide deck created for the event.
- d. Discussion of suggestion box comment, which requested better communication about steering group meetings.
 - i. **ACTION:** Kristin to update website with clearer “contact us” links
 - ii. **ACTION:** Kristin to share links via community WhatsApp group when new documents are uploaded to website. Otherwise to increase communication with neighbours via WhatsApp and Instagram

3. Treasurer's Update

- a. Requested a volunteer to cover Craft & Chat event, 2:30-4:30pm on March 15th. Soni generously volunteered.
- b. **ACTION** - Handover: Liz and Kristin to meet with Jo to transition Metro Bank account (11 March).

4. Social Team

- a. Thanks to Liz and others for the successful submission of grant application to Hounslow Council.

- b. Open discussion of events for 2025-26. Events may include: continue Craft & Chat, possible Big Lunch, possible Open House Festival, possible yard sale.
ACTION: Subcommittee meeting will be held ahead of next meeting to confirm social events and begin planning process.

5. Planning

- a. Email notifications of new planning applications (from Hounslow Council) has stopped working.
ACTION: Josephine chasing planning officers to get this fixed
- b. Discussion of the need for Article 4 Directions. Rajni suggested door knocking campaign.
ACTION: subcommittee meeting to be held to discuss possible Article 4 outline

6. AOB

- a. Proposal to committee: **new approval criteria for social events and other activities** requiring SSCARA resources. Events and activities requiring funding and/or the involvement of volunteers can only be approved by the steering committee with the following two criteria in place: financial requirements are justified and reasonable; the involvement of residents/members who are not otherwise members of the steering committee. The proposal was agreed by all in attendance.
- b. Proposal to committee: **cadence of steering committee meetings**. The steering committee will meet 4 times each year (instead of 6). Separate subcommittees are to meet separately and provide updates during steering committee meetings. The proposal was agreed by all in attendance.
- c. Dog fouling: discussion of continued issues along the road. Decision to redraft poster, highlighting criminality of offence and consequences (£1,000 fine).
ACTION: Josephine to redraft dog fouling posters
- d. Fees for church/hall use for meetings: committee discussed and supports use of SSCARA funds for the use of the church of meetings.

7. Upcoming dates

Steering Committee Meeting: 21 May 2025
Steering Committee Meeting: 18 August 2025
Steering Committee Meeting: 19 November 2025