

## St Stephens Residents Association – Steering Group Meeting - Minutes – Monday 9th May 2016 19:30

Attendee: Moira Newlan, Winston Gordon, Mike Packford, Al Mcleod, Prab Mehta, Maria (observer), Harp (Observer), Preetpal (Observer), Kul (Observer), Hugh

Apologies: Sharon Puri, Raymond Ramsden, Cheryl Young, Mark Billeness, Sunita Sharma Angela Fletcher, Raymond

**The below table outlines the actions which were raised during the meeting, followed by a more detailed summary of discussion points.**

Action Number	Description	Owner	Due Date
1	Mike to compile list of Landlord Contact Details	Mike	On going
2	Moira / Sunita, Winston, Treasurer to submit annual reports to Prab by 6 <sup>th</sup> June	Officers	6 <sup>th</sup> June - COB

### **Agenda Item 1 - Welcome / Apologies**

- All members were in agreement that required head count was in attendance to begin the meeting. Apologies were acknowledged.

### **Agenda Item 2 – Minutes of Previous Meeting**

- Members who attended the last meeting were in agreement of the content within the previous minutes.

### **Agenda Item 3 – Report on Actions from Previous meetings**

- Moira provided a high level summary on the various correspondence and follow ups from local council officers
- Material had been circulated to all members of the group prior to the meeting
- The steering group thanked Moira for her ongoing efforts with the council which resulted in some positive actions along with areas for focus in the future
- Moira highlighted the need to ensure follow ups in numbers resulted in better outcomes and further encouraged individuals to get involved
- Moira highlighted the lack of man power within the council to help preserve our conservation area
- Opportunities to change the conservation listing type could be explored, however this is very long term solution with no guarantee from the council to support this

### **Agenda Item 4 – Information campaign**

- Moira asked the council to raise further aware ness on preserving front garden space, there has been no intention outlined by the council to carry out any conservation specific campaign on the conservation area.

- The website has proved to be useful for raising awareness and a number of queries have been coming through the website
- Harp (observer) outlined that many residents felt distant from the activities of the Steering Group, he felt that the steering group failed on multiple occasions to actively engage with residents before writing to the council.
- It was outlined that on many occasions, the steering group would approach the council without actively trying to consult the resident to provide advice
- Harp also indicated that there were multiple residents within the street who felt the same and felt that the steering group was carrying out policing activities against the residents and failing to engage within the community spirit
- This discussion raised further ideas about how Harp's points can be used to help engaged all residents and to improve the overall perception of the steering group
- Harp actively suggested to hold information events which can be targeted to both landlords and residents separately
- This activity can help make landlords aware of the Do's and Don'ts within a conservation area which could proactively ensure landlords carry out works within guidelines.
- Given the number of rental properties on the street, Harp made a valid point to try and ensure landlords and the steering group were on the same page. As a landlord himself, he felt this could improve engagement activities and improve relations between residents
- It was also noted that most rental agreements bind tenants to ensure properties are kept in a reasonable and tidy manor inside and out. This is a potential area for exploration to ensure rental properties are abiding by their letting terms
- The remainder of the group was in agreement on such campaigns and this will look to be explored further.
- Harp (observer) suggested that many residents felt distant from the activities of the Steering Group, and had on multiple occasions failed to engage with residents before writing to the council. He felt that the Group had not previously consulted with the resident to provide advice. He further suggested that the group was carrying out policing activities against the residents and failing to engage within the community spirit.
- Al challenged Harp to ask what more the group could do to generate information about its activities and its policies: it had an active website to disseminate information, all meetings were advertised in advance and anyone invited to attend, a leaflet on the Conservation Area had been posted through every door, and Social Activities were organised to which everyone was invited.
- Harp suggested that we hold information events which can be targeted to both landlords and residents separately. Landlords could be made aware of the Dos and Don'ts within a Conservation Area. Given the number of rental properties on the street, Harp felt it important that both landlords and Steering Group were on the same page. As a landlord himself, he felt that this could improve engagement activities and improve relations between residents. Harp informed the group that most rental agreements bind tenants to ensure properties are kept in a reasonable and tidy manor inside and out. It was agreed that this was a potential area for exploration to ensure rental properties are abiding by their letting terms.
- Moira pointed out that the Group had already raised the value of including Landlords in some way, and that an information campaign had already been recently considered
- Mike has told the Group he will begin to get contact details of known landlords, a meeting / presentation will look to be held post the AGM. The AGM will also be used to further outline such proposals for the future

## **Agenda Item 5 – Planning and Highways**

- Moira reported back as per agenda item 3

- On going concerns about the front facing satellite dishes, Mike is continuing to chase on these
- The group welcomed the new crossing to the station and positive feedback from residents had followed.
- New 20mph signs have now been installed, Mike is following up on having road printed speed signs to ensure this is clear to drivers

### **Agenda Item 6 – Website Launch**

- It has been noted the website is now in good running order, however proactive updates are required to be made by all editors
- Members agreed no further website changes are needed at this stage and we will continue to use in the build up to the AGM
- The AGM forum will be used to further advertise the website with more content to be rolled out accordingly

### **Agenda Item 7 – Social Events**

- Queen's birthday street party to be held on Parkside on 11<sup>th</sup> June, any members wishing to help volunteer should get in touch
- The event will be advertised on the website

### **Agenda Item 8 – Neighbourhood Watch Update**

- The Group thanked Winston and Al on their ongoing efforts on dog fouling and a noticeable improvement has been seen in the alley
- The resurfacing of the alley has been delayed, no confirmed date has been made available
- Winston has been part of the Southwest Trains community partnership program; he has advised of new landscaping to be carried out in front of the station to help improve the visual of approach to the station

### **Agenda Item 9 – AGM Planning – Roles and Responsibilities**

- The AGM date is confirmed at Monday 4<sup>th</sup> July at 730pm, this will be added to the website
- The AGM will be used for the following:
  - Expand residents mailing lists, add in additional check ins for Lanlord and Residents
  - Re distribution of printed materials where possible
  - Outline learning sessions for landlords
  - Usual AGM formalities, reports, re appointments and nominations
- Poster Design to be completed by Prab – this should include advertisement for nominations which should be submitted 2 weeks prior to the meeting
- Make all officers reports (Chair's Message, Social Events Report, Neighbourhood Watch Report, treasurers report – inc statement of accounts) submitted to Prab by 6<sup>th</sup> June, these will then be compiled and made available online beforehand. The aim being trying to have less formal activities as possible during the AGM, residents can download report and raise concerns in the meeting. Printed copies to be made available, posted at the church.
- Posters to go up w/c 20<sup>th</sup> June advertising AGM and nominations to be submitted back for Chair, Vice Chair and Secretary by 30<sup>th</sup> June