

Attendees: Moira Newlan, Winston Gordon, Prab Mehta, Hugh Finn, Mark Billness, Sharan Puri

Apologies: Mike Packford, Cheryl Young

**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	Mark to provide a break down of the takings from the Music Night to Prab / Moira and arrange a donation to the church of £120	Mark	2 Weeks
2	Mark to carry out the Food Bank donation of £100	Mark	13 <sup>th</sup> November
3	Chris Hern to provide Conservation History (A4 side of text)	Chris Hern	End of November
4	“do and dont’s” to be added to the website by Hugh, Conservation map to be updated, Moira’s surname to be amended, Access right to be given to Moira	Hugh	On going
5	Moira to share literature on Front Garden Space with Hugh	Moira	On going

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

- This had been the lowest turn out since Moira joined the steering group – members are requested that apologies are submitted at least 48hours before the actual meeting to allow consideration for rescheduling. If unable to attend, please do contact Moira or Prab with any update of any meetings or progress made. This can be done either verbally or by email so that the group can move forward.

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

- All members were in agreement of the content within the previous minutes.
- Members have also agreed that a web based link will be sent out for future iterations to review electronically / print at their own need.

### **Agenda Item 3 - Social Events**

- The music night was another success and special thanks to Simon for masterminding the event.
- Feedback from organizers consisted off:
  - *good atmosphere - welcoming, use of candles, interaction with guests*
  - *great lighting and acoustics arrangement*
  - *high standard of performance*
  - *There could have been more advertisement, which could have driven more ticket sales. Members agreed that the website and other social means could help this in the future.*

- *More targeting towards local business / community establishments such as the Gurudwara / Mosque*
- *Would be ideal to explore the music ethnicity to make this more appealing for a wider audience.*
- *Look to gain feedback from residents directly as to what type of events they would like to attend.*
- *The bar worked well and helped with the takings for the night.*
- *Winston would like to carry out another quiz night from previous successes – this will be held on the 20<sup>th</sup> Feb 2016 – Winston to share more detail when available.*

#### **Agenda Item 4 – Treasury Update**

- The total taking, including expenses for the music night was £487.
- Mark will be sending out a note detailing the breakdown of these takings as these were not available to hand
- It has been agreed that £120 will be donated to the church, which will be carried out by Mark within the next 2 weeks.
- Food bank donation still remains outstanding, to be completed by 13<sup>th</sup> November – Moira has supplied all banking details to Mark. There is some urgency around this as the food bank had been told a donation would be coming through.

#### **Agenda Item 5 – Website Update**

- The website is now up and running with live content available to review.
- Members agreed the website looked professional and worked well and contained the right content (although updates need to be made)
- Chris Hern is requested to provide an A4 sheet of history to Hugh in order for this to be added.
- Moira will be given access right to the site so that she can carry out changes where required to content.
- Additional access right will be reviewed once the website is fully complete.
- Recommendation of having conservation “do’s and don’t’s – Hugh will be using online images to compile this along with a link to the Hounslow council conservation site.
- The Map is required to be updated to ensure the full conservation area is captured.
- Moira has requested her surname to be amended to Newlan as this is her actual family name.
- Requests to add in information on the website regarding outside space and to encourage residents to preserve at least some of their front garden space for a number of benefits. Moira recalls some literature issued by the Council that maybe be available and will pass on to Hugh.

#### **Agenda Item 6 – Planning Highways update (Mike sent apologies)**

- Hounslow heath litter – there was confusion on council boundary responsibility. This has currently been reviewed, and is now being cleared by Richmond Council. Thanks to Al for raising the issue with Hounslow Heath Officers
- A site meeting between both Councils and interested parties is planned regarding the nelson road slip road, with possible changes taking place by late 2016.
- Whitton road works are due to start in the new year, some members of the Steering Group have seen these at the launch.

### **Agenda Item 7 – Grants and Funding**

- Moira had suggested that the information about local Care Innovation Grants was not relevant to our concerns
- Winston attended an information day about a number of local grants and funds available, including one to help improve community living; he will explore an application to help improve the “Hollies” over growth. This kicks off towards the end of the year, Winston will reach out for assistance where needed.

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

- The CCTV camera is now up and running in the alley way, feedback so far is positive.
- Winston noted that the camera only records for 72 hours, residents are requested that any crime / incidents should be reported as soon as possible to enable the authorities to obtain footage accordingly.
- Winston has requested that any meeting with local police are advertised and emphasized to encourage attendance. The future outcome of such events is limited due to limited funding. Winston will liaise with the group on future meetings – any advertisement means available to the steering group will be used.

### **Agenda Item 9 – Charging Point Update**

- The technical team attended the site for their final survey outside number 70.
- The survey revealed that the circumference was too narrow for the equipment and this install will be put on hold for now.
- The technical team are looking to redesign this and hoping this install to go ahead in the future.

### **Agenda Item 10 – Conservation and Preservation Strategy**

- There has been a notable loss of greenery and severed trees in adjacent back gardens, other concerns of removing walls for car access and the increase satellite dishes.
- Ideally the steering group should set out guidance / educational activities to enable residents to act responsibly.
- Due to the poor turn out at the meeting, this agenda item will be readdressed at the next meeting. Members are requested to prepare feedback on how such issues can be addressed.
- Sharon expressed concern over state of her neighbour's front garden with furniture and rubbish accumulation. Winston suggested 3 options: talk to her neighbours, use 'fix my street' app, or ring Environmental Health.

### **Agenda Item 11– AOB**

- Next meeting to be held on Monday 11<sup>th</sup> January