

**Grange Farm Steering Group (SG) Committee**

 **Practice Run & Presentations for Open Meeting**

 **One Enterprise Ltd (Independent Tenant Advisor) 19.00 Wednesday 13th April 2016**

**Present**: Fiona Allen, Varsha Patel, Rekha Mehta, Suraya Habibzay, Kandiah Thayaparan, Amita Jagai-Kempster, Ranjan Narayanasamy, Shivakuru Selvathurai, Sharon Reid, Juliana Nkansa, Paddy Lyne (HFTRA), Raj Kumar (One Enterprise Ltd).

**Apologies**: Dorothy Powell, Ken Woods, Bill Beardon, Victoria Vaughan, Aaron Burton, Rupen Gantra, Ann Witter, Shamim Manji, Daud Amin and Joanne Greenwood.

*In the absence of Ken and Bill, Ranjan kindly agreed to chair the meeting.*

1. Notes of the previous meeting held on 6th April 2016 were agreed.

2. Matters arising The SG suggested the Open Meeting is well photographed and if possible filmed to capture the first event organised by the SG. Raj will check out the possibilities.

3. Room Layout Agreed on a cabaret style set up to encourage interaction and engagement. SG members to split themselves out amongst the three tables.

4. Roles for Saturday 16th April Open Meeting - If Ken was still unwell on Saturday, then Juliana agreed to present the introduction as Bill as Vice Chair will cover the bulk of the remainder of the presentation and “question and answer” session. - Registration and petition to be covered by Paddy and Fiona. - Sharon and Juliana will cover tea, Coffees and Cakes. - “Welcoming ambassadors”, car park area will be Kandiah and front entrance to the Legion will be Shivakuru. - Xcite Team to be located on top terrace. - The Charter will not be circulated at the event, the council will do this on a date to be confirmed. - Agreed all SG members should aim to arrive no later than 13.30. - Raj will arrive at 12.00 and expects his colleagues to be present from 13.00. 5. Practice Presentations - Raj ran through Ken and Bill’s slides, which were amended based on the SG’s feedback. - Varsha and Kandiah ran through their respective short presentations and received a round of applause! - Raj reported that Khalid had spoken to him and said the council will liaise with the architect and developer to consider whether it is feasible to provide separate toilets on some two-bed properties.

6. More Letter Drops - Paddy was thanked for producing the letters, which are to be dropped through tenants (but not temporary residents) letterboxes.

7. Future meeting dates: - Saturday 16th April Residents Open Meeting (14.00) - Wednesday 20th April Hawkins/Brown, Grant Associates, Wayne Hemmingway (19.00) - Wednesday 4th May Hawkins/Brown & Peter Brett Associates - Wednesday 18th May Public Exhibition (full design team) - Wednesday 1st June Independent Tenant Advisor role & Training Plan - Wednesday 15th June To Be Confirmed