

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

**One Enterprise Ltd (Independent Tenant Advisor)**

**19.00 Monday 12th November 2018**

**Present**: Ken Woods (Chair), Shaz Mohammed, Ranjan Narayanasamy, Varsha Patel, Rekha Mehta, Alison Coudray (via telephone), Shivakuru Selvathurai and Dennis Barker.

Raj Kumar, John Harvey (One Enterprise Ltd) and Paddy Lyne (HFTRA)

**Apologies**: Bill Beardon (Vice Chair), Duad Amin, Fiona Allen (in hospital); Amita Jagai-Kempster Marim Sekanderza, Ali Noormohammed; Kandiah Thayaparan, Ghizlane Darugaa, and Shamim Manji, Cllr Sarah Butterworth, Cllr Honey Jamie and Cllr Dan Anderson.

**Purpose**

The main purpose of the meeting was to agree action points for the forthcoming Open Residents’ meeting on Saturday 1 December and the Christmas Fair on Saturday 8 December.

**Declarations**: No new declarations.

**1**. Notes of the previous meeting held on 18th October were agreed.

**2. Residents Open Meeting: 1 December**

The following points were discussed and agreed:

* + Key messages: the main focus of the meeting would be to:
		- Provide an update to all those living on the estate about the work of SG’s involvement in the regeneration proposals
		- Make known the timetable for future SG meetings
		- Publicise and encourage attendance at the Grange Farm Christmas Fair
	+ Key questions to be put to those attending would be:
		- Do you want to form a TRA?
		- Do you want to attend meetings (of TRA and SG)
		- What is your No 1 priority for the estate?

These questions would be included in a survey questionnaire that would be administered by Zainab and her helpers on the day.

**Presentation**: It was agreed that Bill Beardon would lead the presentation using slides that Raj would prepare in advance with Alison Coudray in support.

3. In terms of practical organisational issues the following points and roles were agreed:

* + Refreshments would be provided on the day such as tea, coffee, milk, water and soft drinks.
	+ British Legion have confirmed on this occasion they will provide the teas & coffees. Also biscuits and paper serviettes and plates would be provided
	+ Varsha and Dennis agreed to do the catering and serving on the day
	+ Paddy Lynne would do the registering and signing in of attendees
	+ SG members would wear the green tea shirts as they have on previous Open Day events
	+ Dan Greenwood (intern) will film the event.

4. **Action Points**

1. The posters circulated at the meeting would be displayed in each block and notice boards on the estate and in the nearby Waitrose store (including the mini Waitrose in the petrol station)
2. SG members would do door knocking across the whole estate on **Sunday 25 November 11.00** (in pairs)
3. As there is an **Estate Walkabout planned for Thursday 15th November** some door knocking would take place that day as well
4. The 3 local ward councillors would be invited to attend the Residents’ Open meeting.

5. **Christmas Fair 8 December**

* The SG agreed the poster that had been circulated by Anita Whittaker (the version listing all the events)
* Residents don’t tend to respond to emails (or poster), but prefer to have engagement in meetings or face to face on the estate. Sadly, there appears to be a lack of direct engagement with the community from the Resident Involvement team. This is a lesson that should have been picked up from the Summer Fun Day.

6. **Christmas Meal**

* The date of **19.00 Tuesday 4 December** was agreed
* Venue: the **Black Horse in Sudbury, Harrow Road, HAO 2QP**
* The menu would be brought along to next SG meeting on 29 November and can also be found online.
* Secret Santa with gifts up to £10.00.

7. **AOB**

* John reported that SG members involvement in the contractor selection meeting with council officers on 8 November went really well. The four SG members had enjoyed and contributed effectively in the process.
* All agreed for SG to send Fiona best wishes and a speedy recovery.
* The caretaking service is not being delivered and the SG is concerned about this.
* A good meeting was held with Gareth Thomas MP on 23rd October and he will be organising a meeting with the Corporate Director, which will be held on the estate.