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

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

**19.00 Wednesday 29th April 2020**

**Zoom Meeting**

**SG Members:** Erica Fontaine, Fiona Allen, Shaz Mohammed, Dennis Barker, Amita Jagai-Kempster and Rekha Mehta.

**HFTRA**: Paddy Lynne

**ITA**: Raj Kumar, John Harvey and Zainab Malik.

**Council:** Anthea Watkins, Alison Pegg, Cllr Anderson and Cllr Butterworth

**Apologies**: Ken Woods, Bill Beardon, Duad Amin, Varsa Patel, Alison Coudray, Mary Hannington, Shamim Manji and Ali Noormohammed.

Notes of the meetings held on 27th February & 24th April were agreed.

1. **Good News Stories**
	1. Paddy was happy to hear that everyone was keeping safe and well.
	2. Fiona discussed the food delivery initiative on the estate and pointed out that Jamila and Mandy had been very helpful. Between 60 - 100 meals are delivered 3 times a week.
	3. Film made by Magali of the Steering Group members stories had been emailed out.
2. **Caretaking and Estate Management**
	1. There was an issue with the quality of the collection of refuse and the amount of rubbish left behind. However, the caretaking team were very responsive and carried out a litter pick and cleaned the bin stores. Alison pointed out that the caretaking team is down by 50% so the Steering Group were thankful that they responded so quickly to complaints of litter.
	2. Raj mentioned that this week the Refuse team were much more careful and no litter was left behind. Rekha mentioned that some bins were left out of the bin store area.
3. **Update on Higgins Construction Work**
	1. Alison explained that Higgins did stop working, but last week they re-opened the site and had been working on the removal of the asbestos soft strip. This work should be completed by the end of the week. There is a total of 12 individuals working on the site. Five are from the asbestos team, five are in the construction team and two are in the Higgins team. All these individuals should be adhering to social distancing rules. If residents should see workers not adhering to social distancing rules, they should be reporting the matter to Alison or to John, the site manager.
4. **Design Matters**
	1. Alison informed the Steering Group that although designs have been taken forward, it is possible to enclose some of the open kitchens for 1- and 2-bedroom apartments. However, these kitchens will not have windows, but will have extractor fans. At this stage Alison was unsure of the exact number of kitchens which could potentially be partitioned. Alison will confirm the number with Raj at a later date. The enclosed kitchens will add an additional cost to the building works.
	2. Zainab will contact each Steering Group member one by one and take a poll to see who would prefer enclosed kitchens with no windows and those who would prefer the open kitchen plan. Furthermore, there will be a need to consider what the wider resident base would prefer.
5. **Update on Phases 2 and 3 Contractor Selection**
	1. Alison explained that the original timetable was to go to cabinet in May this year. However, due to Covid-19 new timeframes are now under review. Alison explained there are now a number of factors to take into consideration, including property valuations, working methods and sourcing materials. The Steering Group will be updated on a regular basis and will still have a place on the panel in the same way they did during the phase one contractor selection.
6. **Community Food Delivery Initiative**
	1. The Steering Group thanked Anthea for her support of the community food initiative. Anthea said that Mandy and Jamila had been fantastic, as well as the other partner agencies - Christ Church Roxeth, MyYard and the Salvation Army. Anthea also pointed out that it was Mandy and Jamila’s idea to get in contact with the Salvation Army. Anthea also thanked Raj, Shaz, Ranjan, Adna and Fiona for their hard work. Anthea reassured the Steering Group that social distancing rules and safety rules are being adhered to, which includes having a live Risk Assessment.
7. **Devising a New Upbeat “Green 2020” Vision for Grange Farm**
	1. John has held talks with Ken and Bill initially and circulated a paper to the Steering Group members. The aim was to update the “Mind the Gap” document, which will capture:
* the good spirit and positivity on the estate
* valuing the green spaces
* appreciating the positive partnership work that is currently taking place on the estate.
* Anthea suggested asking MyYard to create more hoardings based on these themes and the positive stories that have happened during the Covid-19 lockdown.
	1. Fiona emphasised the importance of the green spaces on the estate to older and young people on the estate respectively, including dog walkers. Raj suggested the Steering Group are provided with a refresh on the detailed soft and hard landscaping plans that Hawkins/Brown and the horticultural specialist helped to produce for the planning application.
1. **Rescheduling the AGM and Election**
	1. The AGM and elections are postponed due to the Covid-19 lockdown. The revised target for undertaking this will now be September 2020, subject to lockdown conditions being eased.
2. **Alternate Plans for Summer Fun Day**
	1. Grange Farm Summer Fun Day is to be cancelled as it would be impossible to follow social distancing rules. Alison suggested using some of the money that would have been used for the Fun Day in different ways. She suggested perhaps boosting the broadband in the community centre to help enable residents and their children to access free Wi-Fi.
	2. The Steering Group has been asked to come up with other alternatives for the Summer Fun Day. Some examples were to make the Christmas Party even bigger, to do some sort of fundraising challenges or to provide family’s with fun packs.
3. **Northolt Retail Park Development and Access onto Grange Farm**
	1. Access onto Grange Farm from the retail park development will not change.
	2. John mentioned that the retail park will also have a community hub and perhaps this was not required if the developer contributes to the Grange Farm community hub. Alison will take up this matter with LB Harrow’s Planning Team.
4. **Next Meeting**
	1. Thursday 21st May at 19:00 on Zoom
5. **Any Other Business**
	1. Rekha was concerned when she was called and told that a gas safety inspection needs to be carried out in her flat. As she is self-isolating, she wanted to make sure that was this visit necessary? Alison explained that gas safety checks still need to be carried out as it is a vital health and safety requirement. She explained that the engineers coming to do these safety checks will follow social distancing rules and will also have full PPE.
	2. Raj asked what the Steering Group thought of using Zoom for meetings and the overall opinion was that it is a good platform. However, we need to find a way to get Ken onto Zoom.