

Cartwright Gardens Community Liaison Group

Meeting minutes

17th August 2017

Attendees:

Debby Radcliffe	BCAAC / local resident
Steve Cowan	Sinclair Sandwich street
Paul Cockle	Crescent hotel
Fiona Cooper	Garden Halls General Manager
Kayleigh Newton	Garden Halls Deputy General Manager
Stefania Petcu	Garden Halls FOH Supervisor
Elizabeth Paul	Sinclair Sandwich street
Bob McIntrye	Judd street business
Andrew Howarth	University of London
David Berry	UPP
Glen Fenemore-Jones	Sandwich Street Resident
Krzysztof Ignaszak	UPP

Apologies:

Kleo Kourmpi	Garden halls warden
Tony Tugnett	BCAAC / Local resident

Distribution: All of the above

1. Apologies

2. Previous minutes and matters arising

Outstanding Actions:

Action CLG: CLG to agree the catchment area for a 50% reduction on tennis fees and provide David Berry with a drawn red line around a map detailing the area **TO BE PROVIDED FOR NEXT MEETING**

Action David Berry: Look into the situation with the tree roots affecting the pavement and railing on the crescent side of the gardens. This will include looking into TPO's in the gardens and tree surgery options before occupation **DAVID BERRY TO FOLLOW UP**

Action UPP: Distribute delivery management plan to CGCLG **TO BE SENT OUT AGAIN**

3. Fire

Fire safety strategy of the building was summarised by UPP

Action UPP – to email the CLG copy of the fire strategy for Garden Halls

4. Traffic management

Issue of the skip being placed on the service road was brought up and complaints regarding the timing of pick-ups were raised. It was noted that the deliveries tend to happen in the early hours of the morning (7-8am) causing nuisance to the local residents. Especially when lorries were found reversing into the service road rather than following the delivery management plan.

Action UPP – to look into changing the location of the intercom which is currently placed in the security room. This is to speed up the process of answering calls from the drivers

Action David Berry – to draw up the clause which describes data protection guidelines regarding CCTV being viewed by the public

Action UPP – to consider adding a responsibility of supervising the service road to somebody's job description

5. AOB

Action UPP – to increase the frequency of cleaning Town House entrances on Sandwich Street as it was noted by residents on Sandwich street that the front entrances are not kept very tidy
UPP to consider having 2 bins next to the tennis courts

The CLG inspected the entrance service road gate and it was mentioned that the entrance doesn't seem to be wide enough which can be a potential reason for the drivers to choose to reverse in for easier access.

6. Date for next meeting

1st of November

Minutes Approved (Chair):

Date: