

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

Action UPP: Distribute delivery management plan to CGCLG – copies will be available at the next meeting.

3. Fire

Fire safety strategy of the building was summarised by UPP

Action UPP – to email the CLG a brief description of the fire safety measure in place for HPT

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. UPP were asked to consider the feasibility of changing the direction of flow of traffic through the service road and the width of the gates to the service road on Sandwich street. It was also requested that the intercom in the security office be moved to reception so that it can still be answered if the front desk is busy. It was asked if a named member of staff could be made responsible for overseeing the deliveries of vehicles..

Action UPP – to look into changing the location of the intercom this is currently placed in the security room

Action UPP – to consider adding a responsibility of supervising the service road to be a named persons responsibility

5. AOB

The CLG requested that the frequency of cleaning the area in front of the townhouses on Sandwich Street be increased

Action UPP – to increase the frequency of cleaning Town House entrances on Sandwich Street
UPP to consider having 2 bins next to the tennis courts

6. Date for next meeting

Minutes Approved (Chair):

Date: