

**Douglas Bader Park (DBP) TRA Meeting
Colindale Community Concourse**

6.30pm – 8.00 p.m.

Wednesday 24th July, 2019

**DBP TRA Members
Present:**

Kay Gaynor	(KG)	Festus Elaweremi	(FE) Chair
Nina Deborah	(ND)	George Dorman	(GD)
Diana Nkune	(DN)	Jean Simpson	(JS)
Mrs Yusuf	(MS)	Guida Almeida	(GA)

Home Group (HG)

Richard Glaister	(RG)
Yvette Richards	(YR)
Sonia Watson	(SMW)

Built Environment Communications Group

Ben Knock (BK)

Item	Description	Action
1.0	<u>Apologies</u>	
1.1	Received from: Emma Murgatroyd, Carly Osedo, Jan Wan, Maria Spencer	
1.2	SW to contact other committee members to ask them to notify her in future if they are able to attend.	SW
1.3	SW to contact TRA members to confirm availability for August meeting, because of summer holidays.	SW
2.0	<u>Approval of minutes: 19th June 2019</u>	
2.1	Item 4.3 flats to be changed to homes.	
2.2	The rest of the minutes approved as accurate.	
3.0	<u>Actions arising from minutes of 19th June 2019</u>	
3.1	Planning session on agenda.	
3.2	The TRA Way Forward session on agenda.	
3.3	TRA website on agenda.	
3.4	TRA training plan on agenda.	

3.5	Richard to follow up repair with Denis Din.	
4.0	<p><u>Regeneration update</u></p> <p>4.1 EM is exploring dates for planning sessions with Architects. TRA agreed that meeting with Architects should be held in September. TRA feel that the session should be open for all of the DBP customers and preferably held on Friday evening and/or Saturday morning.</p> <p>FE is concerned that holding meeting in church may preclude attendance from individuals with alternative faiths. Therefore, SW to look into the possibility of holding the sessions in the community centre on the edge of the estate.</p> <p>4.2 YR said no Coffee mornings scheduled for summer 2019. Will resume in Autumn 2019.</p> <p>4.3 YR – has started 1-2-1 meetings with customers who want to move off the estate permanently as part of the Regen programme. YR will then meet with customers who are moving temporarily away from the estate once all meetings with permanent movers have been concluded.</p>	<p>EM</p> <p>SW</p>
5.0	<p><u>Future Events – TRA</u></p> <p>5.1 The TRA Way Forward session in early June was cancelled due to poor weather and problems with the Church hall. FE recommended re-run of session in September.</p> <p>5.2 RG suggested that the Way Forward session is rescheduled to take place after the planning session so that the TRA can talk to customers about the regeneration of the estate, timescales and planning.</p> <p>5.3 TRA agreed that the Way Forward session should also take place in the Community Centre.</p> <p>5.4 None of the TRA members saw the alleged letter that was circulating around the estate regarding legal action.</p>	
6.0	<p><u>TRA Website – Update</u></p> <p>6.1 RG has met with Home Group’s Head of Marketing to discuss the TRA website. Recommended that the TRA use a program called Wordpress to develop website. The program is easy to follow and creates an effective website. TRA will need to ensure the content on the website is kept up to date.</p> <p>6.2 DN said that the TRA members who are not computer literate will still require information in different formats. RG agreed and said that the website is just one form of communication.</p>	

<p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p>	<p>BK advised that traditional methods of communication i.e. newsletters, etc. can be linked with website and that newsletters can still be posted to customers.</p> <p>YR said the Website will encourage younger residents to engage, good way to reach out to people who are either unaware or who want updates on activities.</p> <p>RG: advised both he and SW would be happy to support small working group to develop content on site. RG assured group that their involvement would not be technical more so to advise on material and content to be put on the website.</p> <p>SW to contact members not in attendance to see if they would like to be involved in the design of the website.</p>	<p>RG</p>
<p>7.0</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p> <p>7.7</p> <p>7.8</p>	<p><u>TRA Training Plan & TRA Action Plan</u></p> <p>TRA Annual Action Plan</p> <p>RG explained that after the last TRA meeting there were a lot of actions discussed. SW & FE met and created the action plan which will give the TRA committee a focus and ensure that objectives are monitored and completed.</p> <p>Action plan circulated to members who agreed that it was a good document. Plan specifies activities, such as, how to get young people involved, TRA fundraising and developing their own website. Members to feedback any amendments at the next meeting.</p> <p>TRA Training Plan</p> <p>RG and FO met the previous week to review objectives and progress. Some of the objectives have already been met, so plan will be updated.</p> <p>TRA members agreed to push back some of the objectives to ensure the training is relevant at that time.</p> <p>It was also suggested and agreed that some of the training modules could be packaged together as opposed to individual training sessions, which reduce the number of training days.</p> <p>RG advised of the need to review some of the completion dates to reflect the above. The document is live, therefore, changes can be made when required.</p> <p>ND requested Home Group provide training on Physical & natural environment and community development.</p> <p>DN advised that the estate currently has a strong sense of community and that it would be unfortunate if this sense was 'designed out' by the forthcoming build program</p>	<p>All members Feedback next meeting</p>

7.9	Wider discussion regarding the three elements, with BK suggesting the physical and natural environment could also be the built environment. RG asked the TRA to think about what type of training they would like on the built environment.	ALL
7.10	FE said it is important for members to be trained to understand how the build program is likely to be roll out and how the Community can help shape the program.	
8.0	<u>Graham Park Festival – Feedback from Day</u>	FE
8.1	FE and his daughter attended and managed a stall selling cookies. Just under £50.00 was raised for TRA. Agreed that Home Group would hold the money until the TRA had appointed a Treasurer and had a bank account. In the meantime FE will discuss the cost of making the cookies with the customer to confirm if they would like to be reimbursed.	
8.2	All agreed that this was a great effort made by the Chair on behalf of the group especially as it was the first fundraising activity. However moving forward agreed that how funds are raised should be discussed and agreed by the TRA before fundraising activities take place.	
8.3	RG advised that as part of appointing a Treasurer, procedures will need to be put in place to ensure there is transparency and accountability when handling money.	
8.4	FE made contact with key individuals responsible for Graham Park estate rebuild. The length of the programme is currently 20 years.	
8.5	FE spoke to local councillor Roberto Weeden Sanz – Brunswick Ward, who is interested in the work of the TRA and has suggested a meeting	
8.6	RG said Home Group have had discussions with the team working on the Grahame Park estate to work in synergy and smartly together .	
8.7	FE also had a discussion with Bina Omare CEO of CCT. Agreed that they should arrange a meeting to discuss and future collaborative working.	
8.8	FE asked if TRA members could have personal business cards.	
9.0	<u>Appointment of Treasurer</u>	SW
9.1	RG asked from nominations from the existing group or potential recommendations. No current nominations.	
9.2	KG asked if checks will be made on Treasurer to ensure they are suitable to handle money. RG said there will be policies and procedures in place to ensure transparency and accountability and to reduce any risks of theft or inappropriate use of TRA funds.	
9.3	SW to contact other Committee members not present to confirm if they are interested in being Treasurer.	

<p>10.0</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>10.4</p>	<p><u>AOB</u></p> <p>Parking – DN sought advice on whether HG would be willing to take back roads (currently adopted by LA) to combat current parking concerns.</p> <p>RG advised that this would cost a considerable amount of revenue likely to be recharged to customers via service charge</p> <p>DN asked if we could build additional parking bays on the areas (of road) which currently haven't been adopted by local authority. RG said this is unlikely with the pending regeneration.</p> <p>KG asked if HG have a private parking company which issues tickets on HG land. Individuals have received tickets at strange times of the day and night. RG to confirm.</p> <p>Letter to Barnet Council – Re: Introduction of Parking charges sent by TRA FE has yet to receive feedback</p>	<p>YR to follow up via EM</p> <p>RG</p>
	<p><u>Dates of Next Meetings</u></p> <p>21st August – To be confirmed depending upon TRA members availability because of the summer holidays.</p> <p>18th September - 6.30 – 8.00 pm</p> <p>CCT – Concourse – Graham Park</p>	