

Notes of meeting with Residents of Borland, Addison, Down and Hawkins Road
 (this name has only been used for the purposes of needing an interim name)
Monday 25th November
Playground and Garrett House, Teddington

Colin thanked everybody for attending and gave an outline of the help and support he and colleagues from South West London Environment Network (SWLEN) can provide to the residents in establishing a group. This can be as much or as little as the residents feel they need. Having a group will provide the residents with a vehicle to express their views and undertake projects, like working with RHP and Groundwork London to develop a solution for the condemned football cage. If a group came about that had wide membership from the local roads this would be a very powerful voice when talking to RHP, the Council, Councillors or potential funders.

Various ideas of potential options for the park were discussed and Colin suggested that these be written down so they aren't forgotten with a view of them being discussed once a group has formed.

Due to falling light levels the group moved to Garrett House and email addresses were taken from six people unable to attend the next part of the meeting.

In Garrett House we were joined by Olivia Richardson, a resident of Garrett House who is interested in the local area. It was discussed at the last meeting that RHP have stated they do not have sufficient finances to cover the total cost of any works, so have asked if the residents could form a group and help RHP with funding and have asked SWLEN to support this. Groundwork London have already drawn up some initial proposals based on responses to a previous consultation undertaken by RHP. It was decided that the consultation responses (minus any personal details) would be requested to allow the group to understand what has already been asked for by the community.

Various different approaches to setting up the group were discussed and it was decided by a majority present to hold an open and democratic process to elect a committee (process detail below). It was felt using face-to-face communication would be the most powerful way of communicating with local residents but this could be aided by printed materials that can be given out (RHP have already offered to print any materials), a noticeboard in the park (or putting laminated notices up in the park and area) and a website (this can be provided by SWLEN for free once the group has decided on a name). The group agreed the following tasks and rough timeline:

26 th (Tuesday) November	SWLEN will write up the notes of the meeting and attach some role descriptions for the Chairman/Chair, Vice Chair, Secretary and Treasurer. These can be discussed and tailored according to peoples suggestions. They will give a rough idea of the minimum amount of time needed to undertake each role.
Late November	Sarah Page will ask RHP for the consultation responses (minus any person details). Jay Mistry on community@rhp.org.uk
30 th (Saturday) November	The group will meet again on Saturday at Sarah Page's house (20 Addison Road) at 10:30 to discuss a possible name (it was suggested that the name identifies where the group operates so people could easily identify with it) and ideas for a social event before Christmas. The group should also think

	about other possible roles in addition to Chair, Vice Chair, Treasurer and Secretary, such as representatives of each street and the sheltered housing scheme that they might want within the group.
Early December	The group agrees the role descriptions (with any amendments) and develops and agreed further roles based upon local need, for example a committee member to represent each street, representation from the sheltered accommodation (Garrett House) etc. This is to be done and agreed in advance of the social event. A timeline is agreed for the dates people need to nominate themselves for election by and the date of an election meeting. Enough time should be allowed between the different stages that they can be done thoroughly and allow people to participant. The group agree the format of how people wishing to stand should respond. It is suggested we develop a nomination form asking for their name, address, email and telephone, what role they are standing for and a brief description/biography (300 words max) as to why they would make a good [role] and what skills and experience they would bring to the role. Ideally this should be done by holding a meeting (to be arranged and SWLEN can develop the nomination form once the group has decided on the format).
Mid-December	The group holds a social event (location and detail yet to be agreed) where the group provides printed copies of the roles they are looking to recruit through an open election process as well as nominations forms (both of these will also be available to download electronically). A name for the group will hopefully be decided by this point.
Mid December to mid-January	The group talks to local people about the roles they are looking to recruit for and hand out the
Mid-January	Close of nominations for people wanted to stand for election.
Mid-January	SWLEN compiles all the information about people who want to stand and provides this in one document and printed copies will be available. This will allow people to see everybody who is standing for election. The group will provide copies of these and they can be downloaded online.
Late January	An election meeting is held where people can vote for the people standing for election on a system of one person (adult) one vote. If people are unable to attend the meeting votes can be cast via email also on the basis of one vote per email address.
Late January	A committee is elected and will need to agree a constitution. A template will be provided by SWLEN and SWLEN will work with the Committee to adapt this as the Committee sees fit.
Early February	The group applies for a bank account (SWLEN will also guide the group through this process).

The meeting concluded and residents will meet on Saturday at Sarah Page's house on Saturday at 10:30 (20 Addison) and it was suggested everyone bring their own mug of tea or coffee.