

Draft Minutes of the Liaison Meeting  
Wednesday 1<sup>st</sup> March  
Held at 37 Wensleydale Road

**PRESENT**

Elizabeth Hossain [Wensleydale Road resident, DNA Committee Member]	Andrew Munday [Hampton School], HP3 Liaison]
Nigel Kingsley [Wensleydale Garden resident, DNA Committee Member]	Suzette Nicholson [Hampton Councillor]
Jaz Bennie [Wensleydale Garden resident]	Tim Smith [Head, Hampton Prep and Pre-Prep]
Kay Oliver [Gloucester Road resident, DNA Committee Member]	Verity Moria, Deputy Bursar [Hampton School]

**MINUTES OF THE LAST MEETING**

1. The minutes of the last meeting held on 3<sup>rd</sup> October 2106 were agreed.

ACTION: It was agreed that drafts of any future minutes would be amended using track changes.

**MATTERS ARISING**

2. There were several matters arising from the minutes of the 3<sup>rd</sup> October meeting.

Item 1c

**Caretaker presence during parking times**

Tim Smith reported in response to a direct question that the caretaker was present some mornings, but not all and usually at the Gloucester Road entrance.

Item 1h

**Traffic Enforcement Officers**

Suzette Nicholson confirmed that she had passed this request onto the Traffic Enforcement Officers - no response has been received as yet. There was some discussion about whether it might be possible to have a joint response from Hampton School/residents to ask for yellow lines to be painted at the corner of Wensleydale Road and Wensleydale Gardens.

Item 2a

**Exploring limited time bus/coach parking options**

This was still with Lindi Louw at Richmond Council.

#### Item 2b

##### **Road inspections**

Council have inspected the road and nothing is outstanding.

#### Item 2d

##### **Screening across the gate in Wensleydale Gardens**

This is now in place and thanks to Hampton School for responding to this specific issue so quickly.

#### Item 2ii

##### **Screening Scott's Drive**

The screening issue raised by a resident on Scott's Drive had been resolved. Some concerns about pollution and noise reaching adjacent neighbours minibuses had been raised - there had been a risk assessment and there were no safety concerns and Tim Smith reported that drivers of school minibuses were instructed not to longer idling their engines.

#### **TRAVEL PLANNING**

##### a) Travel plan for TFL scheme

3. Andrew Munday gave a short update of where the school was with the TFL scheme. A hands up survey of pupils and staff had been conducted as had the various surveys, The TFL Travel Plan is due to be uploaded on the TFL site by 26<sup>th</sup> May 2017. The school is content to disclose the outcome from the survey [timing to be agreed].

ACTION: Hampton School to send the outcomes from the hands up survey to the DNA.

**Commented [AM1]:** I am not sure I said that. I thought I said that you would be getting a copy of the travel plan which will include the hands-up survey and therefore not just the hands-up survey.

##### b) Traffic Survey for planning purposes

4. Andrew Munday reported that a contractor David Padon and that the data gatherer ~~was~~ was approved by Richmond Council to undertake the traffic survey. This was in November 2016. The results had not been presented yet.

#### **ISSUES RAISED BY RESIDENTS**

5. In response to questions about issues raised by neighbours Elizabeth Hossain pointed out that some residents wanted their comments to remain anonymous. This genuine concern could be on general grounds, or because they had connections with the school or children attending it. They did not want to identify themselves, in case there were any repercussions from the school. This was rejected by Tim Smith, who

assured the committee that there would be no such repercussions and that this was “pure bunkum”.

6. The Committee talked about the specific concerns around safety, inconsiderate behaviour and advance notice of events. A short paper had been sent to the school before the meeting, outlining the key concerns. Not all surrounding neighbours had received this note. Elizabeth Hossain volunteered to help in circulating newsletters. A further suggestion was for the school to put up notices at either end of Gloucester Road, advertising forthcoming events such as the Christmas Fair.

#### **RELATIONSHIPS**

7. Jaz Bennie made a point about the importance of developing a trusting relationship that was respected from both sides and where sensible challenge was accepted and dealt with in good faith. This point was accepted by all.
8. The following actions were agreed:

ACTION: Residents were encouraged by the school to take pictures of vehicles that were inappropriately/illegally parked. Residents were encouraged to take photos of registration plates and email these to the school with the date/time that any violations had taken place.

ACTION: Residents were also actively encouraged by the school to talk to any drivers that were illegally/inappropriately parked and to let them know that they would be in contact with the school.

ACTION: Suzette Nicholson to contact the local police and seek their input/engagement with illegal parking.

ACTION: Tim Smith to continue to regularly remind parents of their responsibilities to park considerately and safely. Tim Smith also suggested that he would be happy to deploy the children, to assert their influence on their parents and to encourage them to stop idling engines, whilst waiting in their cars.

ACTION: It was agreed that advance notice of events, fairs like the Christmas Fair and Summer Fete would be shared with the residents/DNA.

ACTION: Lighting, fencing issues were discussed and it was agreed that the school would investigate the timing of lights [as they should be switched off at night and of course in the holidays].

ACTION: Use of Carlisle Park, it was agreed that the school would investigate and look into sweeping excess mud/debris from the path, directly outside the school gate.

ACTION: If residents had concerns that commercial vehicles (e.g. taxis) were parking illegally or inconsiderately, and whose occupants were thought to relate to school activities, they should initially contact the company concerned.

9. Tim Smith also reported that most staff park in school premises, although not all.
  
10. It was agreed that the next meeting would be at Hampton School, dates would be agreed 2 weeks after each meeting. Ms Moria suggested that it would be helpful to fix the dates for the whole year.

ACTION: Verity to action this and come back with dates. Verity would also confirm when emails had been received [some teething problems with the school servers] with "received with thanks" so everyone was clear when emails had been received by the school.