

Friday 19th January at 10am

1.	<p>Persons present</p> <table><tr><td>Bridie Cahill (BC)</td><td>StreetCare</td></tr><tr><td>Mark O'Brien (MOB)</td><td>StreetCare</td></tr><tr><td>John Rymer (JR)</td><td>StreetCare</td></tr><tr><td>Graham Harbird (GH)</td><td>Transportation</td></tr></table>	Bridie Cahill (BC)	StreetCare	Mark O'Brien (MOB)	StreetCare	John Rymer (JR)	StreetCare	Graham Harbird (GH)	Transportation	
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3.	<p>Up-Date from GH</p> <p><i>Current System</i> GH explained that there were 2 separate systems in place. Transportation (through GH) was installing new style SNPs throughout Brent and StreetCare (through Admin Support) were replacing damaged and missing SNPs. These two systems had separate budgets.</p> <p>GH emphasised that to avoid duplication there should be close liaison between the two of us. It is senseless for StreetCare to replace a damaged sign that has already been ordered by Transportation as part of the new scheme.</p> <p><i>Transportation installation Database</i> GH explained that 'Tina' in Transportation maintained the spread sheet for the new SNPs ordered and installed by GH. He suggested StreetCare liaise with Tina to gain access to the database. JR to contact Tina.</p> <p><i>Contractors</i> The contractors are P & G Signs. The directors are Paul and Graham and can be contacted on 0158 462913. It was suggested that they be invited for a brief meeting with StreetCare so we can ascertain how the instructions to them should be presented. MOB agreed to arrange this meeting</p> <p><i>Positioning</i> Wherever possible the SNPs should be placed on legs adjacent to the back lines. Only in exceptional cases should they be installed in grass verges.</p> <p><i>High Lighted Problem</i> GH highlighted a problem where replacing missing or damaged SNPs at 'No Through Roads' SC officers regularly forgot to enter the T on the SNP and instruct for the removal of the T on the pole to remove street clutter.</p> <p><i>Installation Completed for new SNPs</i> All main roads have now been completed and some others are done. GH is giving the contractor batches to do in close proximity to each other to save travelling time. The main spread sheet is maintained by Tina in Transportation. GH has no problems if Tina can give JR access to this spread sheet to avoid duplication.</p>	<p>JR</p> <p>MOB</p>								

	<p><i>SNPs on order</i> SNPs are on order for the following areas: -</p> <ul style="list-style-type: none"> • Queensbury • Goldsmith estate • Kilburn (South of Kilburn Lane) • Sudbury Court Estate • Pebworth Estate <p><i>SNPs completed</i> The following areas are completed: -</p> <ul style="list-style-type: none"> • Carlton Vale and Cambridge Gardens • Wembley Central ward • Lancelot Road • Lea Gardens • Tokyngton (south of Harrow Road) • Monks Park • Glengall Road • Sudbury (West ward area) • Alperton ward • Barnhill ward 	
4.	<p>After discussion the following tasks were set for SC team leaders to be considered after the officer move round on 27th/28th January: -</p> <ul style="list-style-type: none"> (i) Arrange a meeting with JES so that the state of the SNP repairs budget can be made known so we can take it over, preferably from 1st April. (ii) Arrange a meeting with Tina to access the spread sheet mentioned above that contains completed and ordered works to avoid duplication. (iii) Make arrangements for the spread sheet to be available for SC Ward Officers (iv) Get schedule from GH where his work will be in 2007/2008. (v) Arrange meeting with contractor to discuss how they require the orders to be presented and how often they require them to be sent. (vi) Have a final meeting with GH to ensure everything is in place. (vii) Set up brief training package for Ward Officers to be presented at Team briefings in March 2007 or in February if other tasks are completed. 	<p>JR</p> <p>JR</p> <p>JR</p> <p>BC</p> <p>MOB</p> <p>BC</p> <p>ALL</p>
5.	Meeting closed at 11.15am	
6.	Next meeting to be arranged with contractor when suitable date is known.	