

MINUTES OF MEETING

Title: Houston Community Council Meeting May 2016 **Ref.:** HCC 05/2016
Location: Carrick Centre, Main Street, Houston **Date:** 18/05/16
Time: 7.30 p.m. **Sheet:** 1 of 3

Attendees:	Representing:	HCC Position:
John McEvoy (jmc)	Houston Community Council (HCC)	Chair & Secretary
Carol Murray (cm)	Houston Community Council (HCC)	Vice Chair
David Dunlop (dd)	Houston Community Council (HCC)	
Janet Mason (jm)	Houston Community Council (HCC)	
Kathy McFall (km)	Houston Community Council (HCC)	
Gordon Wright (gw)	Houston Community Council (HCC)	
Elizabeth Dalgetty (ed)	Houston Community Council (HCC)	
Mark Arthur (ma)	Houston Community Council (HCC)	
Councillor Alan Noon (an)	Renfrewshire Council (RC)	
Sergeant Frank Williams (fw)	Police Scotland (PS)	
Jake Fulton (jf)	Resident of Houston (RofH)	
Sandy Bulloch (sb)	Resident of Houston (RofH)	
Jenny Cowan (jc)	Resident of Houston (RofH)	

Apologies:	Representing:	
Helen Parker (hp)	Houston Community Council (HCC)	
John Chambers (jc)	Houston Community Council (HCC)	Treasurer
Sharon Chambers (sc)	Houston Community Council (HCC)	
Sandra Brown (sb)	Houston Community Council (HCC)	
Councillor Stuart Clark (sc)	Renfrewshire Council (RC)	

Distribution: HCC members and uploaded to the HCC website and issued to Renfrewshire Council

Minutes taken by: Mark Arthur **Chaired by:** John McEvoy

Notes

- Two additional residents attended the meeting to primarily discuss the Boundaries Commission and footpaths at Locker/Gryfebank

Item		Action	Date Due
1.00	Apologies Apologies were extended by the above noted people.	Note	
2.00	Approval of Previous Minutes The minutes of HCC meeting held on 20 th April were agreed as a true record of that meeting (proposed Janet Mason and seconded by Kathy McFall) and can subsequently be issued to Renfrewshire Council and uploaded to the HCC website.	Note	

Item		Action	Date Due
3.00	Matters Arising from Previous Minutes		
	Refer to the HCC action list attached.	Note	
4.00	Police Report (Sergeant Frank Williams left the meeting after giving the Police Report)		
4.01	Refer to Appendix A for Sergeant Williams report with 10 No. incidents leading to 4 No. criminal offences reported in the month. Sergeant Williams explained the circumstances behind each offence with no further actions required by HCC.	Note	
4.02	Air Gun Amnesty – Sergeant Williams confirmed any air guns should be taking to Paisley Police Station.	Note	
4.03	Additional Crime Offence – Sergeant Williams confirmed the theft/attempted theft incident has now been detected with 2 No. 14 year olds caught for the removal of a charity box from Whispers Chinese Restaurant.	Note	
5.00	Councillors' Report		
	Councillor Noon gave the following verbal report.		
5.01	Linwood recycling centre shall have a reduced service from the end of June.	Note	
5.02	EU Referendum shall be on 23 rd June.	Note	
5.03	Litter pick up group – Cllr Noon thanked Jake, Jenny and Sandy for an excellent job.	Note	
5.04	Fence at main roundabout – Cllr Noon would like it recorded that the fence is an improvement and good job.	Note	
5.05	LAC Grant Funding Meeting – Cllr Noon reminded all present the funding meeting is on 25 th May.	Note	
6.00	Chairman's Report		
	Please refer to Appendix B for the Chairman's report with the following items noted.		
6.01	Drains – John confirmed he has received no satisfactory closure to his phone calls and it was agreed that should the repair works not be carried out within the next week John should write to the Council.	HCC/jmc	May / early June
6.02	Planning Applications – Agreed all future reviews shall be carried out by David Dunlop.	Note	
6.03	Houston Agricultural Show – Agreed the 8 No. stalls should be hired out at £20 each.	Note	

Item		Action	Date Due
7.00	Treasurer's Report		
	Please refer to Appendix C for the Treasurers Report with the following items noted.		
7.01	The account balance sits at £2,766.50.	Note	
8.00	Matters to be Discussed at May's HCC Meeting		
8.01	Co-opt of new members to HCC – John confirmed Jake Fulton, Jenny Cowan and Sandy Bulloch would like to join the Community Council. All parties present agreed with the forms being duly completed at the meeting along with signatures from proposers and seconders.	Note	
9.00	Any Other Business		
9.01	Gryffe high Assembly and litter pick up initiative – John shall be happy to speak to the pupils at assembly.	HCC/jmc	ASAP
9.02	Burn clean up at Main Street Stone Bridge – Mark confirmed he has authority from the Houston Inn and Fox and Hounds to arrange a litter clean up around the burn at the bottom of the carparks including tree pruning. Agreed to proceed with this on Sunday 12 th June at 10.00am. Mark to arrange.	HCC/ma	12/06/16
9.03	Schedule for litter clean up – Agreed it would be a good idea to produce a schedule identifying target areas. To be discussed at June's meeting.	All	June's HCC Meeting
9.04	Grant Funding Application Matrix – Agreed Mark and John McEvoy shall draft a matrix to cover other funding opportunities.	HCC/ma & JCC/jmc	ASAP

Next Meeting: HCC May Meeting

Date / Time: Wednesday 15th June 2016

Meeting closed by Chairperson, John McEvoy, at 9.00pm

APPENDIX A

RESTRICTED

HOUSTON/CROSSLIE BEAT 34/35 - 20/04/2016 to 18/05/2016

CRIME/OFFENCE	NUMBER	DETECTED	ADDITIONAL NOTES
Serious Assault	0	0	
Common Assault	1	1	1 x juvenile
Robbery	0	0	
Theft X HB /Attempt Theft x hb	1	0	1 x boiler and lead
HBWI/Attempt HBWI	0	0	
Theft x OLP/Att. Theftxolp	0	0	
Theft of motor vehicle/Attempt	1	0	1 x motorcycle
Theft from m.v./olp to m.v	0	0	
Theft by shoplifting	1	0	1 x alcohol
Theft/Attempted theft	1	0	1 x charity box
C.J.L.s38/BofP	0	0	
Vandalism	1	0	1 x graffiti
RTA offences	1	1	1 x no insurance & other offences
Drink driving	1	1	
MDA offences	1	1	1 x cannabis
Breach of bail	0	0	
Fraud			
wilful fireraising	1	0	1 x fence
Other	0	0	
TOTAL	10	4	

Please Note that the statistics above may not include crimes still to be processed at the time of collation. Also, any crimes listed under "Other" may be listed this way for anonymity

APPENDIX B

Houston Community Council Chairman's Report 18 May 2016

1. Followed up lack of progress with Renfrewshire Council clearing blocked drains and replacing out of action street lights. They will now treat this as a complaint and will get back to me next week.

2. Renfrewshire Council have confirmed that while they are willing to meet and explain the procedures for having the footpaths in Craighends adopted they don't have contact details for the Residents Associations.

Since we don't have them either, perhaps we could post this information on our FB page and website and hopefully the interested parties will pick up on it.

3. Planning lists. What's the view on me forwarding copies of the weekly planning lists. I don't want to burden people unnecessarily but don't want to miss objecting to another development like Barrbush Farm.

4. Would like to thank all those who have participated in the litter picking sessions, particularly Jake, Jenny, Sandy and Joyce. The village is looking so much improved due to their efforts.

Correspondence

1. Cycle path update. Kate Cuthbert has asked if BOW community councillors can come to our June meeting so that we can facilitate making a joint funding application to upgrade lade path between our villages.

Houston Show. interest in stands from Gryffe High PTA, BOW & Houston Fairtrade Villages Group, Fox and Hounds.

2. Fox and Hounds and Houston Inn have both promised to make donations to our bottle stall.

3. 3 x Street Trader's Licence applications, 2 x Ice Cream Van, 1 x Tattoo

APPENDIX C

Houston Community Council

Treasurer's Report

20th April to 18th May 2016

Opening Balance	£3061.00
Period Income	£0.00
Expenditure	
Vivantage- Litter Pickers and Hoops Card Payment S Chambers (Cheque to Reimburse-required.)	£194.10
Amberol Ltd- Planter Matting Etc. Cheque via Jenny	£65.40
Annual Information Commissioner Fee Direct Debit	£35.00
Closing Balance	£2766.50

Notes

Vivantage and Amberol Payments above not yet processed to account plus Website Domain renewal fee from last month (£85.00), not yet processed,(paid by card by J Chambers cheque to reimburse required). All taken account of in above statement.

Outwith Council Account gift to Bob Finnie of Bottle of Whiskey and tasting glass £50.30 paid from donations by Community Council Members.

Houston Community Council Meeting

Action List / Log

ID No.	Description	Owner	Date Due	Status
1.0	<p>Police Report</p> <p>John McEvoy asked about SMART Water project. Police says it is being trialled in Langbank. Smart water is basically property marking. Police offered to discuss this with the committee at a separate meeting if they wished. Feeling of committee was to wait and see how it fairs in Langbank.</p> <p>(Update 17/02/16 – WIP and Sgt Mack shall give HCC feedback in due course)</p> <p>(Update 16/03/16 – Insp Glass confirmed the smart water kits have been ordered for Langbank and feedback / progress shall be reported in due course.)</p> <p>(Update 20/04/16 – WIP)</p> <p>(Update 18/05/16 – WIP)</p>	PS	ASAP	
2.0	<p>Replacement lights required on big roundabout near shops, Allan Noon is trying to get them replaced.</p> <p>(Update 17/02/16 – Cllr Noon shall give an update at March's meeting)</p> <p>(Update 16/03/16 – Cllr Noon was not present to give an update)</p> <p>(Update 20/04/16 – Cllr Noon was not present to give an update.)</p> <p>(Update 18/05/16 – WIP)</p>	RC/an	June 2016	
3.0	<p>Update on walk bridge over River Gryffe - Taylor Woodrow own wooden bridge over River Gryffe – Renfrewshire Council are in talks with Taylor Woodrow about maintenance and repair. However it has been repaired by Taylor Woodrow recently. It is a safe walking route to school and was erected 30 years ago. It was noted that the main road is very busy and not a desirable route for children to use to go to School. Hence there is a definite need for the bridge to get kids to school safely. Councillor Noon said children might be bussed.</p> <p>J McEvoy asked how we could help. It was suggested HCC write to Taylor Woodrow. This could be covered by Corporate Social Liability. Stuart Clark says he will send contact details for Taylor Woodrow.</p> <p>(Update 17/02/16 – HCC/jmc confirmed he has sent an email to Taylor Woodrow and they have replied confirming they are currently in ongoing discussions with Renfrewshire Council. Agreed HCC to</p>	HC/jmc	Reviewed at June's HCC Meeting	

Status Key

Action

Outstanding and Behind Programme

Action

in Progress and on Programme

Action

Closed

	<p>monitor progress and chase up if no formal response to maintenance of the bridge is confirmed in the near future) (Update 16/03/16 – No update from Messrs Taylor Woodrow. WIP) (Update 20/04/16 – No update. WIP) (Update 18/05/16 – No update from Taylor Woodrow. WIP)</p>			
4.0	<p>3 remote footpaths, Gryffebank Resident Association, not adopted by Council – drains in some of these. There is also lighting – Council will look after lighting. Paths from Gryffebank through to Locher will not be maintained by the Council. Janet Mason will attend the Woodside residents Association meeting on the 2nd February to give a HCC point of view. (Update 17/02/16 – HCC/jm confirmed the residents are looking out their title deeds and agreed in the interim HCC/jmc shall write to Renfrewshire Council noting our concerns. HCC/cm to confirm the exact names of all affected paths so John can capture in his letter) (Update 16/03/16 – As per the Chairman's report a letter has been sent to Mr Scott Allan RC Roads Department with no response to date. Furthermore Cllr Clark shall write to Mr Allan to try and help resolve this matter.) (Update 20/04/16 – As per the Chairman's report the Council would appear to be willing to take ownership of the paths after repairs are made by the local residents. WIP) (Update 18/05/16 – The chairman of the Locher Residents Association confirmed at the meeting that Renfrewshire Council have replied to him in writing confirming they shall not adopt the footpath. Agreed John McEvoy shall write to the Council requesting a 3 way meeting between all parties.)</p>	HCC/jmc	ASAP and update at June's HCC meeting	
5.0	<p>Traffic Issues Elizabeth Dalgetty suggested changing HCC name to include Crosslee – a discussion took place but committee decided on status quo. (Update 17/02/16 – Agreed a smaller prioritised plan is required before we approach Renfrewshire Council's Roads Department and Police Scotland outlining our concerns. Agreed HCC/jmc, HCC/ed and JCC/hp shall form a sub committee to progress with HCC/ed being the lead for</p>	HCC/jmc. HCC/hp, HCC/dd & HCC/ed	Update at June's HCC Meeting	

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	<p>the time being) (Update 16/03/16 – As per the Chairman's report a meeting has been held and it was agreed David Dunlop shall join the sub-committee with a detailed review to be carried out at April's HCC meeting.) (Update 20/04/16 – Agreed to discuss after the May election) (Update 18/05/16 – To be discussed at June's HCC Meeting).</p>			
6.0	<p>Waste Disposal Mark Arthur suggested requesting statistics on flytipping just now and then 6 months later. (Update 17/02/16 – Agreed HCC/jmc to issue a FOI request covering the last 12 months) (Update 16/03/16 – As per the Chairperson's report a FOI request to RC has confirmed 372 No. incidents of fly-tipping occurred in Renfrewshire over the 12 month period ending 31st January 2016. Agreed to do a further FOI request on 6 monthly or annual basis.) (Update 20/04/16 – WIP) (Update 18/05/16 – WIP)</p>	HCC/jmc	August 2016 or February 2017	
7.0	<p>Yew Tree Janet Mason – Janet will set up a sub-committee to investigate current state of Yew Tree and how best to proceed to protect this Houston attraction. (Update 17/02/16 – HCC/jm confirmed she awaits a response from the Forestry Commission regarding their plans to maintain this tree and the surrounding areas / grounds.) (Update 16/03/16 – Forestry Commission have been in touch and shall confirm a date to meet at the tree in the near future.) (Update 20/04/16 – Janet confirmed the Forestry Commission have visited the site and are also showing interest in an old walnut tree. Janet also mentioned a funding opportunity may be possible via the Big Lottery Fund.) (Update 18/05/16 – Janet confirmed a second grant funding application has been submitted for the Yew Tree via the Big Lottery Fund)</p>	HCC/jm	Update at June's HCC Meeting	
8.0	<p>Farmers Market Caroline Wengel will investigate possibility of HCC hosting a farmers market, possibly in Carrick Centre Car Park.</p>	All	Discuss at June's HCC Meeting	

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	<p>(Update 17/02/16 – Agreed HCC/cw to give an update regarding process at next month’s HCC Meeting.) (Update 16/03/16 – No update available. WIP.) (Update 20/04/16 – No update available. WIP) (Update 18/05/16 – Agreed to target spring/summer 2017 and progress discussions with the farmers market in the interim)</p>			
9.0	<p>Cycle Path Carol Murray suggested investigating possible creation of cycle paths linking to main cycle path. At present this is aspirational due to funding cuts but asked could we create cycle paths in sections (as funds permit). (Update 17/02/16 – HCC/jmc confirmed he has drafted a response to Renfrewshire Council’s “Outdoor for You” questionnaire and after review all present agreed happy for John to submit his thoughts on behalf of HCC with a key focus on linking isolated communities. This should include HCC/ma’s comments about basic improvements and maintenance of existing pathways connecting the various parts / areas of Houston. (Update 16/03/16 – As per the Chairman’s report a response has been sent on behalf of HCC and a request for Dr Kate Cuthbert to attend the HCC May or June meeting to discuss further.) (Update 20/04/16 – As per the Chairman’s report Dr Kate Cuthbert shall attend the June HCC meeting) (Update 18/05/16 – Agreed a member of Bridge of Weir Community Council shall attend the June HCC Meeting to discuss the benefits to both Houston and BofW)</p>	HCC/jmc	June’s HCC Meeting	
10.0	<p>New Roundabout at Residential Development on Outskirts of Brookfield – Agreed HCC/jmc should write back to Brookfield community Council stating we shall monitor traffic flow with keen interest and support them if this becomes an issue for the wider community around Bridge of Weir, Houston, Kilmacolm, Linwood, Kilbarchan, Brookfield and Quarriers Village. (Update 16/03/16 – As per the Chairman’s report item 5 under communications, stating we shall monitor</p>	HCC/jmc	ASAP	

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	developments. Agreed to leave on action log.) (Update 20/04/16 – WIP) (Update 18/05/16 – Agreed John McEvoy shall contact Brookfield Community Council to see if they need any support)			
11.0	Design of Christmas Lights – HCC/ma confirmed the company he works for shall do the design and tender documents free of charge and shall liaise with Renfrewshire Council to agree consultation, approvals and procurement issues. Agreed the design shall require HCC approval and potentially a wider community engagement via a consultation at the Carrick Centre. (Update 16/03/16 – Mark confirmed RC do not need a competitive tender process therefore might be best to get Blachere illuminations to do a design and install contract. Agreed Mark to get quote based on this.) (Update 20/04/16 – WIP with quote due early May.) (Update 18/05/16 – Quote awaited from Messrs Blachere Illumination and Janet Mason handed Mark Arthur a brochure from another potential supplier.)	HCC/ma	To be reviewed at June's HCC Meeting	
12.0	Marking Entrance to Houston Village – Agreed to discuss in greater detail at March's HCC meeting with the general view being coverage for all entrances to Houston from Linwood, Inchinnan, Langbank and Bridge of Weir. (Update 16/03/16 – No update available from Carol but suggested this should be combined with the floral displays etc. Agreed to discuss at April's HCC Meeting) (Update 20/04/16 – WIP and to be discussed at May's HCC Meeting.) (Update 18/05/16 – Opportunity Lost. Agreed to close.)	Closed	Closed	
13.0	Yearly Calendar – HCC/ma proposed a yearly calendar is adopted to ensure we capture important matters at the correct time / period during the year. All agreed in principle and planner to be developed and discussed at the next meeting. (Update 16/03/16 – No progress made in the month.) (Update 20/04/16 – No progress made in the month.)	HCC/jmc & HCC/ma	June ASAP/Urgent	

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	(Update 18/05/16 – No progress made in the month. Items for decision / calendar to be closed out ASAP)			
14.0	The Gazette – it was raised and agreed as a group that HCC should have a monthly bulletin / newsletter. Agreed to discuss at March's HCC meeting. (Update 16/03/16 – No progress made in the month.) (Update 20/04/16 – No progress made in month.) (Update 18/05/16 – Agreed not required due to HCC website. Closed)	Closed	Closed	
15.0	Point 1 Crosslee Road Boy Racers and Fly Tipping – Concerns were raised about both with fly tipping being covered elsewhere in the meeting. Inspector Glass shall liaise with RC Roads Department to request signage clearly confirming the speed limit and Police Scotland asked all residents on the road to contact them immediately when this occurs again and where possible to take note of registration numbers. (Update 20/04/16 – Constable McCrudden confirmed that Crosslee Road is getting extra attention. No update on speed limit signage.) (Update 18/05/16 – WIP)	PS	ASAP	
16.0	Park Upgrade Fund – Cllr Clark confirmed there may be funding available to upgrade Ardgriffe Park and HCC should liaise with Houston Playpark Improvement Group and the local Houston football team. Agreed to review in greater detail at April's HCC meeting. (Update 20/04/16 – Cllr Clark gave a detailed update with a decision awaited from the local Ardgriffe Park Community Group and Houston United Football Club on how they wish to proceed. Agreed to leave on the action log pending outcome of the above.) (Update 18/05/16 – Closed with separate LAC Grant application submitted.)	Closed	Closed	
17.0	Houston Agricultural Show HCC Stand – Agreed to take a stand as normal with a raffle. Prizes and set up to be agreed at April's HCC Meeting. (Update 20/04/16 – Show date confirmed as 4 th June. Agreed a rota shall be produced and sub-committee created in preparation for the show.) (Update 18/05/16 – Kathy tabled a rota including action plan for the day.	Closed	Closed	

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	Closed.)			
18.0	Asset Register – Mark suggested creating an Asset register to keep track of existing and new assets. Agreed to discuss at April’s HCC meeting. (Update 20/04/16 – No progress made.) (Update 18/05/16 – WIP)	All	June’s HCC Meeting	
19.0	Mansfield Roundabout – Cllr Clark confirmed a new fence shall be erected April / May and he has requested it is put on hold until the specification of fence was agreed with the Community Council. After lengthy debate it was agreed by the HCC to let the works progress even though it was a sub- standard fence and not a “like for like” replacement. Cllr Clark to let the Council know that the HCC would like the works to proceed. (Update 18/05/16 – Closed)	Closed	Closed	
20.0	Brambles Encroaching onto Pathways around Houston Primary School and Gryffe High School – The HCC Litter Clean Up Group asked if it would be possible to get the Council’s support in cutting back the brambles around the school to allow them easy access to pick up litter. Agreed Cllr Clark shall speak to the Council to establish all the options available for assistance / support. (Update 18/05/16 – Closed)	Closed	Closed	
21.0	Lack of Bins – Agreed Cllr Clark shall speak to the Council to see if additional bins could be strategically sited to prevent litter build up happening / occurring after clean ups. (Update 18/05/16 – No update at meeting. WIP)	RC/sc	ASAP	
22.0	Barrbush Farm and Sandholes Residential Developments near Brookfield / Linwood – Both developments were discussed and agreed we should keep on action log to track progress with both and David Dunlop to draft a response to Barrbush Planning Application. (Update 18/05/16 – Closed. Missed opportunity to comment on proposals. Deadline expired.)	Closed	Closed	
23.0	As per Item 1, under Correspondence – Agreed John shall supply the Council with the Residents Association’s contact details and leave both parties to agree way forward. (Update 18/05/16 – Closed)	Closed	Closed	
24.0	PTA Standard at Agricultural Show – Agreed to give a £40 donation from the HCC to this stand. John Chambers to	Closed	Closed	

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	arrange payment. (Update 18/05/16 – Closed)			
25.0	Co-op / Community Policing – It was agreed community policing should be more visible down at the Co-op at lunch time to stop anti-social behaviour. (Update 18/05/16 – Closed)	Closed	Closed	
26.0	Litter Fixed Penalty Charge Signage – Agreed additional signage should be more visible around the Co-op. Agreed to look into where this signage would be purchased / acquired at May's HCC meeting. (Update 18/05/16 – WIP)	All	June's HCC Meeting	
27.0	Fence at River Inn in Poor Condition – Agreed Cllr Clark to speak off line after meeting with Jenny to establish exact problem. (Update 18/05/16 – Jenny confirmed Taylor Woodrow fence. Agreed to discuss at June's HCC meeting)	All	June's HCC Meeting	
28.0	Litter Clean Up Group – Agreed to purchase new litter pickers for the clean up group. John Chambers to progress payment. (Update 18/05/16 – Closed)	Closed	Closed	
29.0	Existing Planters – Agreed Jenny can progress with getting quotes for plants and soil and thereafter John Chambers shall arrange payment. (Update 18/05/16 – Jenny confirmed quote available and shall review with John Chambers and John McEvoy for payment. All agreed in principle to proceed with a circa £650 spend)	HCC/jc & JCC/jmc	ASAP	
30.0	Location of Planters – Agreed Jenny and Jake to agree location of planters directly with Streetscene. (Update 18/05/16 – Closed with planters to be put out in place by 1st June)	Closed	Closed	
31.0	Drains – John confirmed he has received no satisfactory closure to his phone calls and it was agreed that should the repair works not be carried out within the next week John should write to the Council.	HCC/jmc	May / early June 2016	
32.0	Gryffe high Assembly and litter pick up initiative – John shall be happy to speak to the pupils at assembly.	HCC/jmc	ASAP	
33.0	Burn clean up at Main Street Stone Bridge – Mark confirmed he has authority from the Housing Inn and Fox and Hounds to arrange a litter clean up around the burn at the bottom of the carparks including tree pruning. Agreed		12/06/16	

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	to proceed with this on Sunday 12 th June at 10.00am. Mark to arrange.	HCC/ma		
34.0	Schedule for litter clean up – Agreed it would be a good idea to produce a schedule identifying target areas. To be discussed at June’s meeting.	All	June’s HCC Meeting	
35.0	Grant Funding Application Matrix – Agreed Mark and John McEvoy shall draft a matrix to cover other funding opportunities.	HCC/ma & JCC/jmc	ASAP	

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