



COMMITTEE MINUTES

Item	Agenda item	Lead
1	<p>Welcome</p> <p>Marcus Pickering (Chair), Sally Tilley, Emma Lovelock, Kim Burrows, Ed Norton, George Yazigi, Keela Shackell-Smith, Ben Pitt, BarryChapman, Issy Powell, David Wells, Phyllis Hooper, Philip Gibbs</p> <p>Apologies</p> <p>Colin Chaplin, Alexis Delaforce Fry, Daniella Bawden, Viv Merryweather, Dave and Liz Soloman, Emma Wilshaw, Jacquie Clarke, Julie Wisson, Steven Emberson</p> <p>Previous minutes</p> <p>The previous meeting notes were approved and actions agreed.</p>	Marcus
2	<p>Matters arising</p> <p>YSP grant application – This is currently in progress. A question was raised as to whether LFCA committee members need to have a CRB check. It was agreed that we didn't, because parents have to accompany children at all times, at all events. The documents for the YSP grant application are being signed off.</p>	Marcus
3	<p>Report from officers' meeting (excluding items on the agenda)</p> <p>Eynesbury Village Association – Marcus had a productive meeting with the chair of the Eynesbury Village association. They are keen to work with us in future, share resources. They have a lot of equipment such as PA system, marquees etc. They want us to have a page in their newsletter. ACTION ISSY to look at an article in the future. We might their St Georges event next year. ACTION KEELA: to publicise it in our newsletter.</p> <p>Timebank – we distributed the timebank details with the newsletter and some people have signed up already. ACTION BEN to put an article on the website about the timebank event in the future.</p> <p>Northern Access – Recently there was a meeting of councillors and officers to discuss how to take it forwards, which might include a trial opening of the Northern Access. Councillors will try to get it open as long as possible for the trial. There was a discussion as to whether it should be one way and which was it should it. One issue to acknowledge is that a number of people park at the top of Loves Farm, by the buss barriers. We would have to monitor use.</p>	Marcus/ Keela

Three ways for people to get involved.

- Trustees – management for the centre. 10-12 people. Three is the minimum. They are a management board for the building. There is an element of responsibility. Work was done about 3 years ago on the Board of Trustees. **ACTION BEN:** To speak to Philip about the information on the trustees, or David who has a copy of the business plan. Also, whether we can have staff, what positions we want to fill it. Emma is a licensee so can be the licensee on the premises.
- Fundraising – for furniture etc. E.g. by grant. There was an agreement in principle for 30k for fixtures and fittings. We should talk to the councils about a potential subsidy for running costs. Worth looking at the business plan about possible users and revenue etc and what we could afford to pay etc. The budget for fit out needs to be worked out. The original was 3 years ago for 25k and that was used to reinforce the request from the Town Council. There are some other routes we could ask, e.g. IKEA. They have community teams that go to centres and do an art wall etc. Tesco also have community champions.
- A smaller group to discuss the business plan, updated last year.

The committee agreed that it would be good to go back to Wixhams. **ACTION KIM:** to ask if we could go back to Wixhams.

We are looking to conduct a survey with everyone on Loves Farm. **ACTION BEN**

Previous work was done looking at potential customers. **ACTION DAVID:** to share with the committee.

We are looking to launch during a big festival and block book the building for free events.

ACTION EMMA: to send the rental price from Wixhams to the committee.

A number of volunteers from the committee: Sally, Emma George, Kim, David.

ACTION KEELA: add the survey link to the newsletter for an article.

Street reps / Neighbourhood Watch

- Emma W, Alexis, Emma L and Kim met to discuss what we see the role of the Street Reps doing. It's not just a newsletter delivery anymore.
- There is a draft email all newsletter distributors and to see if they want to be a street rep as well as a Newsletter rep.
- **ACTION KEELA:** Distribute the leaflets to the newsletter distributors to look for volunteer street reps.
- Many streets already have neighbourhood watches. Stone Hill, Lanesbury Crescent, Field Gate Close.
- **ACTION KEELA:** to add email addresses to the Newsletter distribution.
- Met PCSO and the group is meeting again on 16 April for anyone wishing to attend.

Parking

Gallaghers have asked many stakeholders together to talk about what

happens when the footbridge opens. One solution is for the County Council to implement controls. Philip attended the meeting on behalf of the LFCA. In order for something to happen, we have to have a number of complaints, documenting the date, photographing where roads are being block etc and passing it to the police who will make their own report to the County Council.

Gallaghers proposed to have a private company to put up signs. First Capital Connect offered to fund signage and enforcement.

Barry mentioned that there are temporary orders to put in parking restrictions, prior to road adoption. The problem is that there isn't anyone to enforce it. It would cost is about £2k. Gallaghers suggested that the community association could apply to the Town Council for a grant. We applied to Town council, who said we should go to Gallaghers.

Three volunteers asked if they could help parking issue, we need to have a process for people to raise complains. **ACTION BEN:** To add to the website. We will collate the evidence and pass to the police rather than each speaking to the police. The evidence should include photo's, details of vehicle, 2 photographs, one of vehicle then street scene, time, date and weather conditions. Witness details.

ACTION MARCUS: Barry is interested to know about what parking restrictions are available.

SMART

More dates for future SMART days. The local Cubs looking to get involved. **ACTION EMMA:** To contact.

- 22 Feb
- 29 March
- 26 April
- 31 May
- 5 July

Goals – to work with the school. **ACTION PHYLLIS:** To contact Ed who is our school contact. Also for anyone wanting to tidy up their gardens etc. **ACTION KEELA:** Add to newsletter again.

Finance

- No significant changes,
- **ACTION DAVID:** to reimburse Marcus for domain and Philip for AGM.

Events

- There was a decision at officers meeting to not hold monthly quizzes and go for special events quizzes. Mainly because of room bookings. One a quarter in future. Next one is in Easter.
- Outside events in the future. Easter egg hunt with an easter egg in the window. Idea for a scarecrow festival. Need hay. Does anyone know a farmer?
- WW1 anniversary, maybe planting poppies. We could maybe do a walk or nature event and cover aunties wood in poppies etc? Barry mentioned that there is person in local paper who is providing bulk bags of poppies for the anniversary. **ACTION**

	EMMA: They need to be Flanders poppies. ACTION BARRY: to find the contact details. David/ Lynne offered to run a walk.	
6	<p>Vandalism / MUGA update</p> <p>The vandalism on the walls of the shelter next to the MUGA was discussed. We received advice that we should leave the walls on the shelter, to keep the vandalism contained, so it's not done elsewhere. In future, the shelter will be visible from the community centre.</p> <p>There is money from Gallaghers, £2k which we could use for something constructive. However, lighting is too expensive. As such, we discussed bike racks in the play areas. The County Council were giving away bike racks for a couple of years, from a central grant they receive. They might have some racks that are free. ACTION BARRY.</p> <p>The YSP suggested that we could train young people on street art and provide a wall for them to use following the course. ACTION ALL: to think about these options and speak to Ben.</p> <p>One options is to design a Loves Farm sign and the money go to making the sign for people entering Loves Farm.</p> <p>George investigated the option of CCTV. He mentioned that we could invest into a regular CCTV. 4 cameras with weather protection, £140. Would need a hardisk for recording the footage. It would depend on how long you want to keep the recording. Investment would be £500 to have a storage device but only for 4 cameras. Traditional weatherproof IP camera, you plug it in using wifi. Connect to BT infrastructure for minimal fee. IP cam is £62. Connected to power, solar and wind or regular power. Budget for £90 without installation and long term maintenance. Could be triggered when movement. Controlled remotely. Maybe also dummy cameras too. About £14-£22 weather you want it weather proof. If we want to cover all areas, we would need 2 per area. Installed in clusters. 5 play areas, need 10 of them. Budget of £920. Without additional storage. Easily installed, just need to ask permission if it's close to a dwelling etc. £920 is hardware but no maintenance. Probably for every 2 years you would need to maintain them. Marcus, would like to thank George for looking into it.</p> <p>However, there is a child protection issue with CCTV and monitoring the footage. We would need planning permission to install CCTV too so it was agreed that we wouldn't pursue CCTV on the playing areas.</p>	Ben
7	<p>Newsletter</p> <ul style="list-style-type: none"> PR/ Advertising needs looking at. ACTION KEELA to send to EMMA. Maybe something like £100. Distribution. KEELA check with Phyllis if she would be happy to do the distribution of the newsletters to the distributors. 	Keela
8	<p>Goals for the remainder of the year</p> <p>Marcus gave the meeting the draft goals, for comment.</p>	Marcus

9	<p>AoB</p> <p>Town council has issued the neighbourhood plan. There is an opportunity to comment. ACTION KEELA to send to Ben and David.</p> <p>ACTION KEELA: Street Reps to be added to the newsletter.</p> <p>A new shop will be opening soon, run by the people that run the Ambience café on riverside and it will be a pizzeria.</p>	Marcus
---	--	--------

Proposed meeting dates (subject to room availability):

12 March 2014 – Officers
16 April 2014
14 May 2014 – Officers
11 June 2014

16 July 2014 – Officers
13 August 2014
10 Sept 2014 – Officers
15 October 2014

12 Nov 2014 – Officers
10 Dec 2014