

Sherfield Park Community Association (SPCA)

Monthly Association Meeting (Sherfield Village Hall)

Minutes 10 March 2011 at 1930 hrs

<p><u>PRESENT</u></p> <p>David Leivesley - Chairman (DL) James Reid – Vice Chairman (JR) David Varney – Treasurer (DV) Bruce Batting (BB) Louise Grainger (LG) Mike Noakes-Tarrant (MN-T) Audrey Gordon (AG) Kevin Barton (KB) Michael Jones (MJ)</p> <p>Aileen Blakeley– Secretary (AB)</p> <p><u>IN ATTENDANCE</u></p>	<p><u>APOLOGIES</u></p> <p>Howard Perkins (HP) Claire Blakeley (CB) Alan King (AK)</p>
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Item	Record	Action
(a)	(b)	(c)
1.	<p><u>Welcome</u></p> <p>The Chairman welcomed everyone and noting that the committee was quorate, opened the meeting at 1930. Apologies were accepted as above.</p>	
2.	<p><u>Introductions</u></p> <p>None</p>	
3.	<p><u>Declarations of Interest</u></p> <p>No declarations of interest.</p>	
4.	<p><u>Question time</u></p> <p>No questions by residents were tabled.</p>	
5.	<p><u>Minutes of Last Meeting</u></p> <p>Minutes of the 10 February meeting were accepted, proposed by LG and seconded by AB. Minutes signed by the Chairman and a copy will be displayed on the SPCA Notice board.</p>	DL
6.	<p><u>Matters Arising</u></p> <p>James Arbuthnot had formally replied to the letter received from Croudace. His letter confirmed the view that Croudace had no obligation to construct the retail units and has now decided to review the feasibility of building the retail units and that any decision would depend on the future financial /economic viability of the units and the identifying of a suitable retailer. The committee agreed that there is little point in pursuing the matter of the retail units as the final decision lies with Croudace, and alternative options should now be considered.</p>	
7.	<p><u>Community Centre Update</u></p> <p>DL spoken to June Balcombe regarding the completion date of the Centre. At this time there is no indication when the official handover will take place.</p> <p>Croudace has indicated that external landscaping and site groundwork's had been delayed due to the severe weather conditions during the winter. It was noted that construction of the access and connecting roads to the community Centre were progressing.</p>	DL
8.	<p><u>Finance</u></p> <p>Bank balance stands at £3807.20. There are two cheques outstanding for payment for Sherfield Village Fete and Centre Manager advertisement. There will be reimbursement from BDBC for the Centre Manager advert.</p>	DV

	Forms received from the bank for completion for the Community Association debit card.	DV/DL
9.	<u>Crime Report</u> Burgate Crescent, Crofton Square and Houghton Square are now part of the Neighbourhood Watch Scheme.	
10.	<u>Community Topics</u> a. Centre Opening Event Date Meeting with Croudace has taken place regarding the centre opening event, further discussions need to take place. AG to contact Angela Fordham of Croudace asap. Presence by Community Association to promote Centre at Sherfield Village Fete is confirmed. BB is to confirm with Jane Brydges the cost of attendance. Sovereign/Kingfisher have held their meeting but as yet DL has had no feedback regarding any possible funding. b. Vacancy Update Dates now set for interviews. c. Community Shop The delay/non construction of the retail units had prompted the suggestion that a community shop be located inside the community Centre.. It was agreed that AG should attend a seminar organised by The Plunkett Foundation on the principles for opening a community shop to gather more information. It was agreed that a further discussion on the prospects for creating a community shop should be discussed at the next meeting	AG Comm. BB DL DL/LG/ SB /AG Comm.
11.	<u>Sub Committee Reports</u> a. Communications & Community Centre Activities It has been suggested that due to the delays in completion of the Centre the opening ceremony should take place the second week in September. DL is to contact JB regarding the original planned opening date in June. If no positive date forthcoming further discussions will take place to agree opening date. It is suggested that a community event should be held on Sunday 4 June 2011 to coincide with "The Big Lunch". This would not require the use of the Centre but could be held on the open field. Draft letter for raffle prizes for opening event is to be circulated asap. It is suggested that the advertising budget for the event would be around £500. David Wilson has confirmed funding whilst still waiting to hear from Croudace for possible funding. Due to the proposed delay in the handover of the CC to the Association it was agreed to discuss arrangements for the AGM at the next meeting. Results from the Sovereign/Kingfisher received. KB to collate the results. b. Sports and Recreation KB drafted a letter for hire of pitches in BB's absence with tariffs. This is to be sent out to ROI's asap. KB has also e-mailed Mr Bernstein about his enquiry.	KB/DL KB KB KB Comm.

	<p>c. Community Centre Facilities and Operations The selection of Chairs is to be reconsidered. As the chairs have a short delivery date it was agreed they would be selected at a later date.</p> <p>An essentials list has now been drawn up and presented to Committee for approval.</p> <p>AG has received a quote for supplying blinds for the Centre, which seemed reasonable. Agreement to be considered by Committee for procurement by BDBC. AG forwarding copies to Committee members.</p>	AG
	<p>d. HR Shortlist of eight interviewees. Interviews set for 15/16 March at Popley Fields Community Centre.</p> <p>DL had met with potential new committee members and volunteers. It was agreed that they should be recruited in time for the next committee meeting.</p>	LG/DL/ SB DL
	<p>e. Community Centre Marketing and Sales Letters ready to be sent to ROI's with list of tariffs within the next week.</p> <p>It was identified that we will need a system in place asap to keep track of booking enquiries. AG looked into the 'Book Meeting Room.com'. This is a user friendly system that has live updates so that all bookings are registered quickly so double bookings would not happen. There is a monthly fee from 12 Euros a month. There is an initial 30 day free trial. It was agreed that this be set up. It can also be alongside Sage 1. The Avalon system was also looked at but it was said that it was not so user friendly.</p> <p>An enquiry was received from a resident with regard to a room booking in April for a children's party. DL is to contact to explain Centre will not be ready.</p>	JR LG/JR/ AG DL
12.	<p><u>Any Other Business</u> A Committee member brought up the subject of the planning application by David Wilson. No date has been set for this further application.</p>	MJ
13.	<p><u>Date and Time of Next Meeting</u> DL closed the meeting 2130 hrs. The next Committee Meeting is to be held on Thursday 30 March 2011 at 1930 hrs at Sherfield Village Hall.</p>	All

Accepted into record

Proposed: (NAME).....

Seconded: (NAME).....

Signature of Chairman.....

Dated.....

Signed Original to Sec for filing

Photocopy of signed original to Chairman for Notice Board