

MINUTES

MEETING NAME: The Parks Community Association

MEETING DATE AND TIME: 7th January 2014, 7.30pm

PRESENT: Christina Akinwande (CA)
Emma Walker (EW)
Amy Chapman (AC)
Councillor Shelagh Pile (Cllr SP)
Councillor Chris Turrell (Cllr CT)
Lesley Doyle (LD)
Paul Regan (PR)
Martin Reilly (MR)

APOLOGIES: Councillor Trevor Kensall (Cllr TK)
Adam Howard (AdH)
Adam Howard (AmH)

1.	Welcome and introductions Apologies were noted.	Action
2.	<p>Minutes of the last meeting & Matters Arising The minutes of the last meeting were correct. Updates on the actions:</p> <ul style="list-style-type: none"> ▪ <u>Car Parking</u>: MR had raised re: electrical plug in points in the car park for electric vehicles. LD and MR to discuss ▪ <u>Publicity Signage</u>: MR fed back that it may be useful to have any signage on the side of the site, not on the front (as this is not a thoroughfare). LD to feedback to Claude Fenton. ▪ <u>Drainage</u>: PR explained that there are still drainage problems; could be due to the extreme weather recently. LD referred all to the site meeting minutes (EW to distribute after meeting). PR explained that the temporary measures have worked (in that there is no flowing water), however, the area where the MUGA will be is always under some small level of water. LD to feedback to Claude Fenton. ▪ <u>Contractor issues</u>: MR fed back that contractors are on site from 7am, however PR commented that the issues from the last meeting (vans on, radios loud etc) has stopped since LD fed back to Claude Fenton. Site meeting minutes clarify this. ▪ <u>Website</u>: MR confirmed that this was ready to go. All to give thoughts on a logo. EW to mock something up and distribute. Suggestions provided/to be provided if appropriate. All agreed that the survey may be a good start of something to advertise on the website- MR to include. 	<p>LD/MR</p> <p>LD</p> <p>LD EW</p> <p>EW MR ALL</p>
3.	<p>Update on Community Centre/Sports Pavilion</p> <ul style="list-style-type: none"> ▪ LD reported that building was all going well. January should see some steel work (and walls) beginning to being built, which is positive. ▪ Claude Fenton are going to give LD 3 sample boards for suggestions on paintwork/decor etc. LD to confirm that these will have been created with 'accessibility' in mind and if they are appropriate/ready in time, will bring along to the Ranelagh CA meeting on the 6th Feb for attendees to vote. ▪ PR confirmed that there had been a newsletter with bullet point info distributed to local houses to the community centre site. This was useful but was not distributed to all- LD to suggest this may be useful for the future. 	<p>LD</p> <p>LD</p>

4.	<p>Community Neighbourhood Survey</p> <ul style="list-style-type: none"> ▪ LD gave EW/AC the survey flyers and the hard copies of the survey for distribution. All commented there were not enough; LD to chase and ALL to arrange pickup ASAP. ▪ The secretary email is now set up and appears on the flyer as the place to ask for hard copies etc. MR to send EW/AC details on how to access this and they will manage moving forwards. ▪ All agreed that we should meet ASAP (when additional flyers have been printed) to arrange delivery before the 24/01/2014 to allow time for people to digest and complete the survey. EW to ask for support with the delivery when sending out minutes. All will knock if appropriate. 	<p>LD</p> <p>MR EW/AC</p> <p>ALL EW</p>
5.	<p>Residents Meeting 6th Feb 2014</p> <ul style="list-style-type: none"> ▪ The hire starts at 7pm to allow association members to meet and setup prior to people arriving. ▪ LD to bring along refreshments, mood boards (if available/appropriate), master plans etc, for attendees to look at. ▪ AC/EW to create a sheet to have at the front of the meeting to gather email addresses for people should they want to be on the mailing list, space for if they want to be involved with the association and space to capture if they have any questions they would like answered. Attached as <u>Appendix A</u> to these minutes. ▪ AC/EW to create a diagram of the structure of the association (including required members and suggestions for what other members may be, where we could use skills etc etc). LD to send details for this. ▪ As a result of the above, all members of the mailing list will be emailed after the meeting with thanks for attendance and a link to the survey. ▪ STRUCTURE <ul style="list-style-type: none"> ▪ Assess attendance ▪ LD to give a summary of the community association, about the survey, describe other setups in Bracknell, give info re: it being run by volunteers. ▪ All agreed the bulk should be them asking questions (as a group) and some time looking at the plans and approaching members as appropriate. ▪ PR confirmed that someone will represent the Residents Association so they can give a summary of the difference between the associations and what they do. 	<p>LD</p> <p>EW</p> <p>AC/EW LD</p> <p>ALL</p>
6.	<p>AOB</p> <ul style="list-style-type: none"> ▪ <u>CCTV</u>: LD explained that Claude Fenton had asked for thoughts on the installation of CCTV as they need to think about cabling now. All expressed that yes we would want it (car park, entrances and exits and one covering the office space internally). LD to feed this back to Claude Fenton ASAP. LD also made us aware that there may be implications re: data protection, but we can approach this later. LD to chase running/maintenance costs with BFC and feedback. ▪ <u>Data points and security</u>: LD provided maps of data points. MR kindly agreed to take away and feedback to LD ASAP. <ul style="list-style-type: none"> ▪ MR also suggested that we might want to think about secure entry into the building to prevent any future issues with keys. MR to provide some information for LD to take to next site meeting with Claude Fenton to discuss (before 20/01/2014). Suggestions re: digit pad on the office and possibly card entry to the building as a whole. ▪ <u>MOD site access</u>: PR explained that he had made progress with the MOD staff to the rear of the site re: using their facilities. Explained that if it was free, we would be able to use it (at cost). PR to investigate cost and feedback as to availability for the next CA meeting on the 11/02/2014. 	<p>LD</p> <p>MR</p> <p>MR/LD</p> <p>PR</p>
7.	<p>Date of next meeting Tuesday 11th February 2014 – Coopers Hill Youth Centre. LD to book. (NB: we will use this meeting to also arrange the AGM)</p>	<p>LD</p>

