



MEETING MINUTES

The Parks Community Association Meeting

9th January 2017

7.30pm

The Parks Community Centre

PRESENT: Martin Reilly (MR) TPCA CHAIR
 Amy Chapman (AC) TPCA SECRETARY
 Emma Walker (EW) TPCA TREASURER
 Paul Regan (PR) TPCA Committee Member
 Anna Regan (AR) Committee Member
 Lesley Doyle (LD) Community Development Officer, BFC
 Becky Bird (BB) TPCA COMMS
 Amy Howard (AH) TPCA Committee Member
 Tony Roberts (TR) Committee Member
 Bethan Mitchell (BM) Committee Member

APOLOGIES: Elaine White (EWh) TPCA VICE CHAIR
 Darren White (DWh) TPCA Committee Member
 Graeme Smilie (GS) Committee Member
 Ash Merry (AM) Bracknell Forest Councillor
 Isabel Mattick (IM) Bracknell Forest Councillor

1.	Welcome and introductions Apologies were noted.	Action
2.	Minutes of the last meeting & Matters Arising: <ul style="list-style-type: none"> • Actions updated below • Matters arising will come up in the minutes 	
3.	Update on Community Centre: <ol style="list-style-type: none"> 1. Centre (general) <ul style="list-style-type: none"> • Fire alarm inspection completed. • AC/EW no contact yet from Forest Care- will chase. 2. Sports facilities/Pavilion <ul style="list-style-type: none"> • BFC are having a survey completed on the grounds and will await a report on the plans for the land. Parks & countryside have advised that considerable time will be needed to get the pitches ready for use. Ongoing. 3. MUGA / tennis courts: <ul style="list-style-type: none"> • MUGA running with bookings. 4. Defects Period/snagging list for community centre: <ul style="list-style-type: none"> • Still no operation manuals. LD explained that the maintenance firm will have access to manuals. LD to provide plumbing/wiring diagrams etc so they are on hand if needed-carried • MR confirmed snagging has been concluded but some items are ongoing (radiator in the corridor still remains on, faulty door frames, self closers don't slow at the end of closing, no administrative login for the building maintenance system).Also to include the fire escape lighting to the side of the building- carried 	<p>AC/EW</p> <p>LD</p> <p>LD</p>

4.	<p>Update from Committee Members:</p> <ul style="list-style-type: none"> AH (and all) detailed the success of the Christmas event- lots of visitors and good feedback. Getting an outside socket would be useful to power the Christmas tree (and other items) in future- to get a quote. Items for purchase last time (door closers, white boards, cleaning shelving etc) have all been fitted; all thanked MR for efforts. 	MR
5.	<p>AOB:</p> <ol style="list-style-type: none"> Aircon- DWWh has had 3 quotes for installation (circa. £6k-£8k). LD confirmed that while on the hiring agreement, we would not be able to fit aircon. DWWh/MR to send all details of quotes/relevant information etc to LD so that information can be shared with key stakeholders. Section 299a agreement that specifies the sports pitches and facilities; clauses re: emissions and carbon footprint etc; LD to raise this also. Lease- Work still continuing to setup a lease. LD to investigate getting a lease just for the functioning parts of the centre (no sports facilities etc). 'Spring clean'- all agreed that the centre will need to be repainted (main hall, meeting room and corridor). During Easter half term break to ensure the least disruption. ALL to send photos of the centre etc as appropriate as we could get them printed etc. Agreed to advertise re: photo competition on Facebook- circa May 2017. TR to provide wording. Maintenance- MR raised re: getting a recommendation from Forest Park re: a 'handy man' to do a few odd jobs around the centre. MR to investigate. Pre school outside storage- concrete base has been laid and EW investigating with pre school re: the fitting of storage. Easter event- ideas before the next meeting- provisional date of 16/04/17. PR has agreed to lead. Bins/dogs mess- PR raised concerns re: dog mess in the black bins (despite dog bin being nearby). LD advised emailing parks and countryside re: this concern. Gate sign- MR to investigate sign for the car park gate explaining re: locking up every night etc. Reflective. COSHH- folder created and MR working on compiling list. Ongoing. Booking requests <ol style="list-style-type: none"> Food preparation classes- AC has investigated with BFC re: the possibility of this (licensing, insurance etc). All committee agreed that the logistics would be limited and the centre would not be fit for purpose. AC to feedback and discuss other options. Samaritans- MR had interest from this group for 18-02-17 (10.30pm finish). No update. New booking for empty slots- <ol style="list-style-type: none"> Agreed to offer 4-8pm Mon slot to the interest in order. Will communicate uptake to committee. If no success- to investigate other classes (possibly pilates due to community interest). Fitsteps 'young people class' to be offered after pre school as appropriate. 	<p>DWh/ MR/ LD</p> <p>LD</p> <p>ALL</p> <p>TR</p> <p>MR</p> <p>EW</p> <p>PR/ALL</p> <p>MR</p> <p>MR</p> <p>AC</p> <p>EW</p>
6.	<p>Next Meeting: Agreed for Thursday 16th February 2017 – 7.30pm at the Community Centre meeting room.</p>	