



## Minutes of Meeting 9<sup>th</sup> April 2009

### 1 Welcome & Apologies

The chair welcomed Mrs Atiya Khan (Toddler Group Volunteer)

#### 1.1 Apologies

Rebecca Kennelly (Chair), Pam Mansfield (Lottery), Cllr Doris Jones, Christine Aymes (FOLP), Gordon Haywood (CSRF), Sarah Whittaker (Minutes), Helen Camper and Michelle Tolfrey.

#### 1.2 Present

Malcolm MacInnes (Chair & Minutes), Chris Hall (Safety Officer & Vulnerable Persons Officer), Cllr Shaw and Cathy Williams.

### 2 Minutes of Last Meeting

No changes were requested.

### 3 Matters Arising & Actions from Previous Meeting

- **Carry forward:** Lease completion be finalised. **Action: Rebecca & Cathy.**
- **Resolved:** Fire exit signs should only be on fire doors, other doors should indicate the route: Complete
- **Carry forward:** Halloween disco appeal for volunteers (Craft & Refreshments) to go in June Blurb. **Atiya** wants to help with this event:  
**Action: Sarah** to confirm date  
**Action: Malcolm** to insert.
- **Carry forward:** Councillors and dropped kerbs. **Action Chris:**
- **Carry forward:** Quotes and availability for the Halloween disco of £225 and £75 for Prof Morris. Confirmation of bookings and event date **Action: Sarah.**
- **Carry forward:** Feedback re BCA web presence. Mark Fitchett not able to attend, Darren Ings now on another project **Action: Malc.**
- **Carry forward:** Shaw Trust (Nigel) cleaning now in progress on a Thursday. Hall floor is looking better. Chris sent Andy a thank you card. One off days to do more intensive cleaning could be provided or to cover staff shortages. 2 month notice period in the contract was agreed.  
**Action Chris.** To advise when cleaning fully staffed.  
**Action Cathy.** To write to lets and advise new cleaning day when staffing known.
- **Carry forward:** Maintenance Day Sunday 26<sup>th</sup> April 9.30am, **not pm.**  
**Action: Malc** to contact Eric
- **Carry forward:** Chairs all fixed, bill is £200.  
**Action: Chris** to supply invoice to Malc  
**Action: Malc** to send cheque to Christine Brewster.

## Minutes of Meeting 9<sup>th</sup> April 2009

- **Carry forward:** Repeat Brookvale Heritage Day speakers/date TBA. **Action: Cathy.**
- **Carry forward:** Sign on front of building renewal quotes. **Action: Cathy.**

### 4 Councillor's Report

74 Worting Road Replacement Windows refused by the Borough and now under Appeal to the Secretary of State.

89 Worting Road. Keith Frost (Conservation B&DBC) investigating Statutory Nuisance action with Tracy Cole (Housing B&DBC) and Georgio Framlico (Development Control B&DBC).

Downsland Parade Improvement Scheme was surveyed in February 09 and discussed in March 09. Malc requested visibility of these plans as there are reported issues with the dropped kerbs access/parking/traffic crossing. **Action: Cllr Shaw**

Tuppence A Bite has relocated from May Street to the end of Flaxfield Road.

#### Community Environmental Enhancement Fund (CEEF)

Is a £50K town wide fund, the overall aim is the involvement of communities in the improvement of their local area, thereby fostering an understanding and appreciation of the environment and creating a sense of pride in that locality.

Is open to anyone to discuss their project ideas with Keith Frost (B&DBC) before making an application – this could save time and help develop suitable proposals. Keith can be contacted on (01256) 845512, or e-mail [keith.frost@basingstoke.gov.uk](mailto:keith.frost@basingstoke.gov.uk).

This CEEF funds local **Small Scale Environmental Renewal Schemes (SSER):**

Small Scale Environmental Renewal Schemes are subject to Portfolio Holder report, potentially providing £5K per scheme to improve the visual appearance of the local environment AND deal with nuisance or anti-social issues affecting residents' quality of life.

Eligible Projects:

- Creation of new habitats (including erection of bird and bat boxes) <FOLP>
- Reclamation of spoiled areas
- Pond restoration
- Creation of paths, walks, or paving
- New shrub, bulb, or tree planting <FOLP>
- Improvements to historic features
- Provision of railings, fences, walls, or gates

## Minutes of Meeting 9<sup>th</sup> April 2009

As these works could impact many residents in different ways, the Association will solicit Residents' views on their BCA Website and in the BCA Blurb and then feedback a consolidated response to Cllr Shaw **Action: All**

**Submissions deadline Monday 11<sup>th</sup> May to the BCA whose own deadline is Monday 25<sup>th</sup> May 2009 to Cllr Shaw.**

### Access Issues:

Cllr Shaw was asked to investigate the upgrade of the disability ramp at the Deep Lane end of Morrisons site, together with the inadequate path from Morrisons car park to the new bus stop at the mini roundabout adjacent to CWW Town Centre West roundabout.

**Action: Cllr Shaw.**

## 5 Development Sub Committee Report

- **Carry forward:** Malc send the minutes for Sarah to add to the BCA website.  
**Action: Malc & Sarah.**
- **Resolved:** No DSC responses obtained to mandate further DSC consolidated objections to modifications about roofline and numbers of units at CWW.
- **Resolved:** Objection to HMO at 104 Worting Road: DSC canned this as the objector is unidentified and seems to also be an HMO.
- **Carry forward:** Ongoing complaint with the Borough re new build access: After DSC requesting access to a Policy Maker, this thread has now gone quiet, thus we are waiting on the meeting with Nicky Linehan (B&DBC). **Action: Cathy**
- **Carry forward:** Hampshire Action Team (HAT) have it on their agenda to join up Eli Lilley to CWW via end of Winterthur Way with a footpath. Issue is that B&DBC council is letting developers ignore providing additional access for walking, cycling and disabled and intersite linkages. Cllr Shaw asked to voice our displeasure with this. **Action: Cllr Shaw.** Site Visit 1 with Officer completed. Site Visit 2 with Cllr soon. **Action: Malc**
- **Carry forward:** BCOT move still in progress, however currently stalled, due to lack of LSC funding.
- **Carry forward:** CWW S106 money will go to Victory Park and possibly some to the Loddon Improvement Project/Brookvale regeneration scheme being managed by HCC. Gather and resubmit Ideas (Was Sandy Pearcey B&DBC) for Victory Park improvements. **Action: Sarah.** The S106 money from Victory Hill went to Glebe Gardens and the HACK improvement plans for there including additional lighting and seating, path widening and surfacing, planting bridge repairs and an interpretation sign – almost all now implemented.
- **Carry forward:** New Nature Park: 'Loddon Project' – Hannah Wharton (HCC) managing joining up Loddon footpaths from Eastrop to Fire Station and opening up water meadows opposite Milestones. There will be a survey of wildlife in June. Visibility of scheme and a speaker for BCA via Cllr Jo Kelly **Action: Malc.** Can monies to be spent on this scheme get diverted for use on Cycleways? **Action: Cathy**

## Minutes of Meeting 9<sup>th</sup> April 2009

- Previous DSC meeting expressed a desire from the Victory Hill Residents to be able to enjoy the facilities in the refurbished Eli Lilly Hotel across the railway from Winterthur Way. Request to be framed for a response to the Victoria Site planning submission:

### 6 Bookings, Treasurer's & Lottery Reports

- New hirer Kickboxing on Thursday nights.
- Malc let-in let-out BCOT Surveying Class who studied outside of hall and inside for 1hr as hall was not in use on Thursday 19<sup>th</sup> March. This Historic arrangement (confirmed by Pam) was that this was a Free Of Charge let. Malc checked condition of hall before and afterwards and asked for energy saving ideas to be reported on by the students and feedback to the BCA.
- £8700 in bank.
- 2008 expenses to 1<sup>st</sup> April please.
- Received 100% Council Tax Refund from the Borough (including 20% top-up).
- Malc asked about Volunteer Caretaker Expenses and it was clarified that Car based Volunteers can claim 40p per mile and cyclists can claim 30p per mile and bus users the equivalent bus fare without incurring any tax liability.
- **Carry forward:** Sarah still needs Christmas party expenses cheque. **Action : Chris.**

### 7 Vulnerable Person's/Safety Officer Report

- Chris undertaking a **new self propelled wheelchair trial** at the Shaw Trust (Elizabeth Road Allotments site).
- Cllr Jo Kelly investigating **Traffic Light timing** complaints. **Action: Chris & Cllr Kelly.**
- **Sarum Hill driveway/pavement alignments** can unintentionally steer a mobility vehicle out into the roadway into oncoming traffic. **Action: Chris & Cllr Kelly.**
- The anti social behaviour (ASB) reporting telephone line is still relevant (101) and people should use this number rather than get involved. This helps identify 'hotspots' that the police could target. People should call the 0845 0454545 number if the situation was a little more serious (suspicious activity of an adult around children and extreme cases 999). Jane Norman at the Borough advised Malc that for a biting dog, be inform the Dog Warden (844844) and the PCSO.
- Hall Safety Report completed 30<sup>th</sup> March and mailed out to BCA committee. Our thanks to Chris.
- **Carry forward:** Gas certificate completed. The water heater was classified as "at risk" due to holes drilled in the casing. We have since been advised that these holes were treated with filler to maintain the "Gas Tight" seal. The casing has a "double glazing" style cover edge seal that will need to be periodically renewed to maintain this "Gas Tight" seal. **Action: All to note**
- Hall Safety Check advised that stage edge was dangerous. **Action: Cathy**
- Hall Safety Check advised that above Water Heater ceiling appeared to sagging and will be monitored **Action: Chris**

## Minutes of Meeting 9<sup>th</sup> April 2009

- Hall Acoustics are being investigated by Chris with the Disability Forum (Caroline Foster) with a view to involving users and obtaining feedback as part of a consultation process which would then move onto obtaining specialist quotes.  
**Action: Chris**
- BCA Mgt Cttee were advised in writing that we were at risk from legal action over hall acoustics. Cathy has advised Jane Halls that the hall can no longer be used by the Disability Forum until the acoustics have been resolved. **Action: Chris**
- Malc asked if Portable Hearing Loop device could be grant aided up to £2K from Cllr Jo Kelly to help anyone to hear better with the poor hall acoustics. Chris advised that this device only applies to a minority of users and may not be effective in this environment.
- Malc asked about energy saving measures with ever increasing bills and was advised that currently from a report via Ted that the hall performs in line with expectations and thus the emphasis is on the acoustics as the most urgent issue.
- No more than 500ml of washing up liquid is to be kept in the kitchen away from young children's reach. A trial of Disinfectant Wipes was determined to be ineffectual against the use of manual cloth and disinfectant. Nigel to be advised to drop the use of these wipes. **Action: Chris**
- **Maintenance Day Sunday 26<sup>th</sup> April 9.30am.** List of jobs includes stage edge, lightbulbs, filing cabinet (inside and stuff stored on top), skirting and window washing, curtain repairs & cobweb removal. We also need a white high gloss paint topcoat on all the doors and the exterior railings. **Action: Rebecca (Employee Volunteering In the Community).**

## 8 Events & Blurb Reports

- **Carry forward:** Friends of Loddon Vale Park (FOLP) met on 16<sup>th</sup> March at the Bounty. These activities appear open ended. Cathy circulated these minutes. Liane Green will manage the Church Square Aromatic Garden planting. Shaw Trust to undertake Bindweed removal and formal replanting. Glebe Gardens volunteer planting day Saturday 18<sup>th</sup> April 13:30pm. **Next Meeting: The Bounty Inn – Monday 6<sup>th</sup> April at 19:30.**
- **Carry forward: The Lost Toy 21<sup>st</sup> June 2pm:** Malc to understand the interactive layout and any possible publicity photos. **Action: Malc.** Contract signed. A3 posters now available for Noticeboards. **Action: Malc** Schools and FOLP to be enrolled into Tray Garden activity entries which must be made ready in time for the **Brookvale In Bloom** event. **Action: Cathy**
- **Carry forward: Brookvale in Bloom 4<sup>th</sup> July:** Launch and photos available for Blurb writeup. **Action: Malc.** Signup a neighbour. **Action: All.** New poster concentrating on last entry date and judging date now available for distribution. **Action: Cathy/Malc.** Brookvale in Bloom webpage entry. **Resolved.** Last date for event entries 10<sup>th</sup> June. Judging 15<sup>th</sup> June. Prizes 4<sup>th</sup> July. Event timetable (green printout) to be mailed out for inclusion on website/Blurb. **Action: Cathy.** A play group volunteer required to help with a children's playroom. **Action: Sarah.**

## Minutes of Meeting 9<sup>th</sup> April 2009

**Charity Fair** (in June) would be a good opportunity to get people to sign up for Brookvale in Bloom. **Action: Cathy**

- **Carry forward: Green Fair 12<sup>th</sup> Sept:** Let in 10am for set up. Event 12 – 4pm. Stallholder email invites to be followed up by phone **Action: Malc**. “A board” for the Green Fair **Action: Rebecca**. Post Meeting Note: It was omitted we currently have an offer of a “celebrity” to attend our Green Fair! In requesting a visit from the “Big Green Bus”, Brigid Strawbridge of the BBCs “It Aint Easy Going Green” has offered instead to give a talk in return for £500 to be donated to her charities. Do we want to pay the whole amount, or reduce it to the average BVS speaker cost of £300 and how do we want to split up the payment between several groups? We need email responses asap before she gets booked up. **Action: All** (Ref BAAG Media Library).
- **Carry forward: AGM – 22<sup>nd</sup> September.** CSRF were enquiring if AGM date was May 09 **Action: Cathy**
- Blurb content deadline date is Mon 13<sup>th</sup> April.
- Blurb contact details for Police are out of date. Updates when known for the Blurb. **Action: Cllr Shaw (was Cathy & Rebecca).**
- Blurb Front Page to advertise The Lost Toy and Brookvale in Bloom. Call for Volunteers for Halloween Disco.
- Public Utility Emergency contact details carried in Blurb #41
- Blurb Vulnerable Persons Column Request for residents feedback on traffic light timing **Action: Malc**

### 9 Any Other Business

- **Carry forward:** Second filing cabinet key to Cathy. **Action: Malc**
- Sanitary waste being found in the toilets. Reminder and increase in costs issue. **Action: Cathy**
- Chris having an awayday to attend a conference in Eastleigh. Cathy to be local hall emergency cover person. **Action: Chris/Cathy**
- PAT and Electrics Testing due again with Southern Fire Protection. PA to be included this time. Also Gas Testing with Atlas Heating later this year means an engineer with ACOPS and CORGI certification also needs GAS SAFE certification. **Action: Chris**
- Stage edges failed Hall Safety Check. Some 2m of edging strip is on order for glueing to the edge. **Action: Cathy**
- Chair store light needs a replacement fitting electrician organised. **Action: Cathy**
- Foyer bulb out. **Action: Next volunteer available**
- PC Ian Wannacott to be thanked for organising the removal of the recent graffiti. **Action: Chris**
- Malc advised that not Alan Hird (spreadsheets) has did not attend the 3Cs to meet the volunteers. Also that he can approach Micael Brownlie who has offered to be a volunteer driver. If using one owns car to transport attendees to the 3Cs we should clarify which certifications are necessary. **Action: Rebecca**

### 10 Date of Next Meeting

Management Committee meeting: Thursday 7<sup>th</sup> May 7.30pm Brookvale Village Hall.