



## **Minutes of Meeting 13<sup>th</sup> August 2009**

### **1 Welcome & Apologies**

#### **1.1 Apologies**

Pam Mansfield (Lottery), Cllr Doris Jones, Cllr John Shaw.

#### **1.2 Present**

Rebecca Kennelly (chair), Kevin Philips (volunteer driver), Cathy Williams (Treasurer), Malcolm MacInnes (Chair), Chris Hall (Safety Officer & Vulnerable Persons Officer), Helen Camper, Gordon Haywood, Joe Weston, Sarah Whittaker (minutes).

### **2 Minutes of Last Meeting**

The minutes of the last meeting held 9<sup>th</sup> July 2009 were agreed to be an accurate record with the following clarification: On Page 3: Proteus might do a performance for the Heritage day and do a 'rehearsal' for the Green Fair. Malcolm described a film called 'The Age of Stupid'. BCA agreed to pay a £45 performance fee. Post meeting note: This could be interpreted as political therefore BAAG will pay for performance rights.

### **3 Matters Arising & Actions from Previous Meeting**

- The Facebook page has been set up. **Action: Sarah** to look at how we use each part of the page.
- There were no takers on Freecycle for the photocopier and computer. **Action: Rebecca** to remove the computer and **Helen** to see if she can remove the photocopier.
- The filing cabinet key number is GH119. Malcolm passed the key number to Sarah. **Action: Sarah** to take key to the Winchester key cutters.
- There is no update from Nicky Linihan from BDBC on the Development Sub Committee complaint.
- Pictures of Brookvale in Bloom garden have been sent to Malcolm by Rebecca. **Action Rebecca** to send pictures of winners to Malcolm.
- **Action: Cathy** will total the costs for Brookvale in Bloom.
- **Action: Sarah** will put the AGM details including the agenda (and contact us for additional items) on the website and Facebook.
- Sarah spoke to Pam about Margee's 70<sup>th</sup> birthday and the Blurb.
- Halloween Disco costs were confirmed as £125 for the disco & £15 for prizes.
- Carried forward **Action: Sarah** to do Halloween disco fliers.
- Chris has asked the Disability Forum for volunteers for the conservation workshop and fun day.
- Green Fair: **Action: Cathy** will email the people she knows that want to sign up.
- The Mayor is busy on the day of the Green Fair. The Portfolio holder for communities is also busy and there has been no reply from others. **Action: Malcolm** will check if the Deputy Mayor is free.
- Malcolm contacted the Sure Start centres to see if they would do a children's activity at the Green Fair but they haven't got any volunteers free.
- **Action: Malcolm** to contact the Councillors regarding attending a Tuesday BCA meeting.
- Plants are dying in the hall. No one cares for them. **Action: Chris** to ask Nigel to try and revive them.

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- The jobs for Gary Jones (odd jobs volunteer) are in progress.
- It was agreed to keep the wheelie bin in the cupboard for now.
- **Sarah** to ask Council to take the bin back. We will keep it for now.
- We are 'in the system' to find employee volunteers to do the top coats of paint (Sarah's sister may be able to do this). Cathy has also asked Viv Harrison (BVS) to register a need for an acoustic engineer to advise on the hall. **Action: Rebecca** will also see if there is anyone from village halls who can advise on acoustic work.
- **Action: Rebecca** to do the AGM paperwork. This will come to September meeting.
- Playgroup need a new leader from September. **Action: Malcolm** to put an ad in the Blurb if **Sarah** sends Malcolm an email with a required sentence.

### 4 Councillor's Report

- News from Ron Hussey is that the Council will pay for 2 dropped kerbs at the front of the hall. Will probably be done in 3 months.
- We need to pay for the one at the back of the building (£200 + VAT). HATS won't fund as it is only an emergency exit. If we have assurances that the cost will not go over £250 then we can go ahead at the same time.
- Cathy contacted Doris regarding permanently outside bins on Worting Road and this has been addressed.
- **Action: Chris** will ask Ron if his fund could possibly be used for a new sign on the front of the building.
- Cathy has asked the County if a grant can be made for a historic sign for May Street/Brook Street area.

### 5 Development Sub Committee Report

- The Strategic Housing Land Availability Assessment (SHLAA) round 2 meeting is on the 10<sup>th</sup> September, BCA sub committee are still saying open spaces should not be built on. Anyone is welcome to go to the meeting.
- Lemon Land proposal will be re-continued on the 19<sup>th</sup> August. Again, anyone can attend.
- Cathy has been reviewing the smaller, general planning applications.
- Regarding the planned gravel depot on the sidings, Cathy has emailed the County to point out there are now flats alongside the site and the site is one of the highest points in Basingstoke so noise and dust will have a big impact. People should contact [ron.hussey@hants.gov.uk](mailto:ron.hussey@hants.gov.uk). **Action: Cathy** to share her emails with Malcolm and Ted.
- Registering our two parks as village greens: Cathy has an application form (9 pages, with 18 pages guidance). Cathy has asked for assistance from a Village Green Association. Community Action Hampshire might be able to help. All agreed that this is a good idea. If Cathy needs help then Rebecca might have some contacts that can be used. **Action: Cathy**.
- Cathy will contact the council about the cobblestones in Queens Road that have been tarmaced over today. **Action: Cathy**.
- Malcolm requested that Cathy respond to planning applications on behalf of BCA as she is currently responding as an individual, we agreed that this was appropriate so long as the mandate of looking after the conservation of Brookvale is maintained.

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- Malcolm may put something in the Blurb stating that you can approach planning officers for advice before submitting an application.

### 6 Blurb Development

- The next deadline is 15/09/09.
- Malcolm needs more 'bygones' copy. He will write something about the panelling this time. Gordon emailed Malcolm regarding the herb garden. **Action: Gordon** to check if he can resend it.
- Malcolm needs words on the Conservation Day. **Action: Cathy** to do an event report.
- **Action: Cathy** to send Malcolm the full list of winners from Brookvale in Bloom. Rebecca will send photos of winners to Malcolm.
- The Green Fair will be on the front page. Cathy requested a correction of the Naomi House spelling on the poster. **Action: Malcolm.**

### 7 Events

#### Green Fair

- Malcolm may need volunteers for the kitchen. Eric will be helping in the kitchen. Malcolm asked if Helen will supervise the painting, Cathy will help in the kitchen and Chris will do H&S. Joe will do fire marshalling. Malcolm will send a volunteer list around by email. **Action Malcolm.**
- 12 stalls are signed up. Malcolm will send a list of stalls by email. **Action Malcolm.**
- Helen suggested that we use raffle tickets with a raffle prize to keep track of numbers. We agreed this was a good idea.
- **Action: Rebecca** to pass Julie's details to Malcolm so that they can discuss making home made cakes for the Green Fair. The event risk assessment needs to have something about home made cakes being at your own risk and a sign for the kitchen.
- **Action: Cathy** to double check there is no event booked for after the Green Fair in the hall.
- **Action: Cathy** to contact the Observer and Gazette about the Green Fair.
- **Action: Malcolm** will ask Cheryl at BVS for A-boards and Florescent jackets. BVS already have a deposit cheque that can be used.
- **Action: Malcolm** to ask Karen Prosser-Evans about a gazebo if there is not one forthcoming from Drum Runners. BVS do have one that can be hired for a fee.

#### Family Fun Day

- BCA are supplying loos, electricity and an Old Brookvale display. Cathy will supply refreshments and see if anyone wants to volunteer for BCA.

#### AGM

- **Action: Malcolm** to send Rebecca old AGM poster for updating. **Rebecca** will pass the posters to Sarah by the 24/08/09 and **Sarah** will display by 1<sup>st</sup> September.
- **Action: Malcolm** to put the AGM on the front page of the Blurb. The AGM is on the 22<sup>nd</sup> September at 7.30pm.

Halloween Disco will be discussed at the next meeting.

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### 8 Vulnerable Person's/Safety Officer Report/Cleaning

Shaw Trust is temporarily closed due to holiday and illness. This means that there is no cleaner for the hall until the 24<sup>th</sup> August. Joe offered to help in the meantime. Chris will talk with Joe about what's needed. Rebecca would like to talk with Shaw Trust about this. **Action: Chris** will pass Rebecca's mobile number to the manager at Shaw Trust.

Kevin has bought along a copy of his CRB check, a statement from his car insurance company that volunteer driving is ok and a code of conduct as a voluntary driver. Now waiting to go on the Midas course. Once this is through Kevin can drive mini buses. Rebecca has seen the CRB dated 11<sup>th</sup> July 2009 and there are no issues of concern. The CRB paperwork was returned to Kevin. A file needs to be set up in the filing cabinet. Kevin will be available if anyone in the Brookvale needs transport to hospital, BCA events etc. This can go in the Blurb. People shouldn't go to Kevin directly, they can call Chris on his landline or email [info@brookvale.org.uk](mailto:info@brookvale.org.uk). They should give a week's notice.

### 9 Treasurer's Report

Emailed before: Balance at 30/7/2009

£7567.47

Please can all check that they have received their outstanding expense claims!

Micro wave? Lost Toy?

### 10 Hall Report (emailed report)

1. The Conservation Workshop went well, thank you Helen for catering. Sales covered the cost with a bit left for Family Fun Day. HBPT will bill us and BDBC will reimburse with the grant.
2. lease renewal, not back from legal checking
3. Gary is the volunteer working to resolve to resolve our "odd jobs". Some done
4. Gary 2 has done the full electrical inspection – cost £197.51 – including a £40 community discount he kindly gave us
5. There are 12 electrical items outstanding that Gary 1 can help with. We will then decide what we will ask Gary 2 to do – actual wiring issues. I have the PAT test log from SFP – at last! Their inspection is due – I am just chasing a couple more things first
6. **15<sup>th</sup> August – Family Fun Day** – FLVP is running the family picnic that BCA once ran! I will set up an Old Brookvale display in the committee Room, now including some pictures from 60s, 70s, 80s. This is another opportunity to attract volunteers – and make some money from tea/ coffee & biscuits! Again, any help between 12 and 4 would be appreciated. **Action – all**
7. The Brook House panelling was delivered. As you may know there is a lot more than expected! We are investigating how much is useful and where we can use it.
8. There will be an Octopus Run and Fun session every Friday from 1.30 to 2.30 starting on September 11th
9. The stage – Gary 1 is to look at re-surfacing and folding the edges over, doing away with the aluminium edges.

Discussed at the meeting:

- The electrical report work will be about £500 in total. Cathy will see what can be done by volunteer Gary and we may fund the rest of the work. We all give Cathy a mandate to go ahead as she feels fit.
- Malcolm wants the soap dispensers put up. **Action: Malcolm** to email Cathy so it can go on the list.

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- Volunteer Gary has Friday afternoons free to do work but soon there will be Fun and Run in the hall.  
**Action: Cathy** to discuss with Gary.

### **11 Any Other Business**

We agreed that we will decide what the options are with the panels before discussing liabilities. Cathy will wait until the restoration joiner is back from holiday (3 weeks). The museum at Bursledon would take some of it.

Elections next year are on Thursday 6<sup>th</sup> May.

### **12 Date of Next Meeting**

Management Committee meeting: Thursday 13<sup>th</sup> August 7.30pm Brookvale Village Hall.