

**Newtown Community Association - Committee Meeting
Tuesday 10th September 2013
MINUTES**

Attendees: Ian Harrison, Rory McNeile, Su Aves, Michael Parrott, Carrie Davis, Cllr Richard Westlake, Saxon Spence, James Leigh, George Dumble. Kat Thomas kindly took the meeting minutes. Peter Montgomery and Derek Burnside arrived later on.

<p>Apologies: Gay Smith, Joan Bond</p>	<p>ACTION BY:</p>
<p>Announcement: Ian Harrison will be standing down from the role of Chair at our next meeting on 8.10.13.</p>	
<p>Review of Meeting Minutes 10.08.13 Vision project – sum mentioned in previous minutes is incorrect, the correct amount is £37500. Minutes approved.</p>	
<p>Have your say: Police report / “priority issues” / other immediate issues: No PCSOs in attendance – they have, however, since forwarded a report which will be included within the minutes bundle. Discussion re the distressing dog savaging incident in the park, when a smaller dog was attacked and killed by a larger dog. Following the incident a subsequent emergency meeting was held involving the police and local councillors, with RM representing the NCA. Led by Keith Owen (the council's new portfolio holder for parks and the environment), the council is looking at what possible action can be taken in light of the attack, and will also be looking at child safety from dogs in the park. No decision made yet, whilst the review takes place. Anecdotal evidence of other attacks by dogs and varying views given from those at meeting, from no problems when walking dogs in the park, to feeling unable to walk dogs there. A possible requirement for all dogs to be kept on leads in the park has been put forward, but is, however, unenforceable. Different parks seem to have different by laws. The council's decision will be made sometime between now and Christmas and relayed via Cllr RW. Then suggested that Keith Owen would make a pertinent guest speaker at the AGM. Cllr RW will invite him.</p>	
<p>Police Crime & Commissioner Grant [IH] Potential grant is worth £5000. One idea raised, employ someone to work as a parks enforcement officer? ACTION: Bring to next meeting to progress.</p>	<p>Agenda / CD</p>
<p>Neighbourhood Watch Scheme – update [PCSO Nic / George Dumble] George will not be asked to report until the proposed establishment of the scheme in Sandford Walk has progressed further.</p>	

Treasurer's Report [DB] Finances are in good shape. ACTION: Accounts will be circulated following our next meeting.	DB
The Vision / Granted's proposal re: acting as grant fund finders – Update [IH] A representative from Granted will attend meetings to provide regular updates. The present worst case scenario is NCA could end up minus £14000, with no building. IH and RM to discuss the contract detail with Granted and with DB (NCA Treasurer) with the aim of finalising the contract within the month, in order that it can be signed before IH's departure. When DB and PM arrived later in the meeting, there were sufficient committee members present to be quorate for a vote. A vote was taken to agree delegating responsibility to IH / RM / DB to alter/finalise the contract with Granted, keeping NCA potential liabilities as low as reasonably possible and giving us the opportunity to cease the contract if we feel insufficient progress is being made. SA proposed the vote, MP seconded and it was unanimously approved by committee members and others present. ACTION: IH / RM / DB to arrange for the terms of the contract to be revised as stated above.	IH / RM / DB
AGM [IH] ACTION: Date confirmed as Saturday 19 th October, at 10.30am in the Hut - to be formally announced to the community via various media.	MP
Updating the Constitution [SA] ACTION: Proposed new Constitution to be cc'd to general e-distribution list and pdf posted on website, allowing sufficient notice period before the AGM.	SA / CD / MP / PM
Hut Maintenance Issues: Repairs – Update [IH] Quote for works needing doing: Total cost £750 + VAT. Ramp, bars to stop wheelchairs falling off ramp, dubious kitchen floor, bars to two loos to get up, handle to pull self in through the front door, plus one or two other modest repairs. Vote taken to go ahead with repairs as price seems reasonable; SA proposed and MP seconded. ACTION: IH to get a date to start date from builder. Piano – Discussion to keep or not? – could be a selling point as other huts are discarding theirs. Costs £45 to tune every six months. Seem to be a fair number of users, so decided to retain piano and NCA pay for tuning until new hut is built and review again then. ACTION SA to arrange for repair to pedal. We need a piano stool if anyone has one going spare to donate? DB to arrange for piano retune.	IH SA / DB
DDA Grant - Can we extend remit to include hut repairs? [IH] Not discussed.	

<p>Cleaner's employment terms and pay [DB]</p> <p>Has become apparent that our employment is casual, via a monthly standing order. Cleaner is insured under NCA's Public Liability. Suggestion is that NCA should receive invoices at least and need clarity to ensure there are no tax implications. ACTION: SA will contact CVS for advice.</p>	SA
<p>Health & Safety Adviser to NCA / Volunteer from NCA to liaise?</p> <p>The person Cllr RW had in mind to advise NCA on H&S matters is not available.</p> <p>ACTION: George will contact someone he knows who may be able to fulfil role of H&S Adviser to NCA. We still need a volunteer on the committee for role of H&S officer.</p>	George
<p>£5000 Park Improvement Contribution [IH]</p> <p>We have a contribution section 106 funding owed due to the Printworks student block construction. £2500 awarded early (spent on provision of a second table tennis table). Another £2500 left for use – ideas? Various suggestions – paving repairs, more improvements to sensory garden or, most popular, installing solar panel lighting in the vicinity of the NCA noticeboard, as it is pitch black there at night affecting evening users of the hut. ACTION: Take forward to next meeting to continue discussion and decide. MP to mention in Newsletter / ask for suggestions.</p>	<p>All to consider</p> <p>MP</p>
<p>Events and Cafes - Review:</p> <p>Aug (11th) - History Café [MP] Went well, good sum raised by café and from donations given in appreciation of MP's free guided walk.</p> <p>Sept 8th (12pm-4pm) Newtown Community Food Festival [SA] £300 sponsorship received with thanks from ECC. First time NCA have held this event. Extremely successful, with footfall of over 200. Received lots of positive feedback re lovely food, asking for same event next year and even one person asking if it could be held monthly! Also helpful suggestions re organisation for next year. A child tripped and was injured, mum did first aid, an accident report form will be submitted to council. St John's Ambulance did not attend event as expected numbers didn't meet criteria. ACTION: SA advise DB sum raised. Accident form re trip to be sent to Paul Duggard at council.</p> <p>Considerations for next year's event: Possibly hire a generator, plastic covers over cables, review H&S measures.</p>	SA

<p>Future Cafes / Events:</p> <p>Halloween event -26 Oct [MP]; In hand, entertainment booked.</p> <p>Craft Fayre – Sun 17 Nov - Elena to take bookings / SA organising overall.</p> <p>Winter Warmer - Sun 15 Dec [PM] – In hand. Performances by NCA Choir, other musicians, provision of refreshments including mulled wine. Unconnected to the Winter Warmer (which is essentially secular in nature), but on the same afternoon, there may be carol singing by groups from 4 local churches in the park. They would not be using the hut. We could perhaps collaborate, if we can ensure the timings don't clash. The carol singers could be invited along to the Winter Warmer after their event. A suggestion was made that food be offered. However, we do not usually offer food at this event. If food is wanted, then contributions would be needed from outside the NCA committee, since this event is a "thank you" to all in and associated with the NCA who have helped us during the year. ACTION: Derek to contact churches to explain/liaise.</p> <p>Ongoing events: Social Cafes and Qigong [SA] - Nothing significant to report.</p>	<p>MP Elena / SA</p> <p>DB</p>
<p>Qigong – should it receive £300 to equal the sum given to make up the choir shortfall? [DB] Not discussed – to go onto next agenda – should general funds be used to make up shortfalls on loss making activities with an agreed limit?</p>	<p>CD / agenda</p>
<p>Sensory Garden update - <i>Sign unveiling ceremony – 11th Sept</i> [MP] Unveiling by Lady Mayor, followed by a café in the hut. Thanks to the council for repainting the gate area and extra attention given to the garden preceding this event.</p>	
<p>Choir – Update [PM] New term, good attendance with 2 new people.</p>	
<p>Digital Newsletter – Update [MP] Continues to be popular. Keen for people to connect with NCA. NCA is on Facebook and Twitter. ACTION: Consolidate where 2 sites exist, eg NCA Events and NCA Choir.</p>	<p>MP / PM</p>
<p>AOB SUGGESTION made to have poster pockets made for the 2 pillars at park entrance to advertise and make events more visible to those passing by. Will require council parks department's permission. ACTION: PM, DB and MP to organise production of banners. SA to seek permission from the council.</p> <p>The late arrival of PM and DB, highlighted again the clash between the NCA meeting and choir, since many committee members also belong to the choir. As the hut is fully booked, this is a continuing problem. ACTION: When planning next year's diary, see if any changes can be made to better resolve this conflict.</p>	<p>PM/ DB/MP SA</p> <p>JH / All</p>
<p>Next Meeting: 8th October 2013 at 8pm</p>	

POLICE REPORT:

Newtown & St Leonards Neighbourhood Policing Team.

As we reach September, students will now begin to start their new academic year at Exeter University. We have previously had concerns from residents over noise and anti-social behaviour caused possibly by students so I would like to remind all residents of useful contact numbers. Also to inform you that the neighbourhood team work closely with the university liaison officer, Rory Cunningham and the wardens who work with him. They have kindly arranged to attend the next Newtown Community Association Meeting in order to introduce themselves to the residents.

The email address for the student wardens is streetwise@exeter.ac.uk

For any student noise related issues in student accommodation Estates Patrol can be contacted on 01392 263999.

Noise from premises can also be reported to Exeter City Councils Community Patrol on 01392 265147 or out of hours (until midnight) 0845 3511 060.

Cleansing (who deal with any waste/rubbish issues) can be contacted on 01392 665010.

The Police non-emergency number is 101 and always dial 999 in an emergency.

Over the last few weeks we have had a number of breaks to vehicles in the Newtown Area, please be vigilant with security, do not leave valuables on display and keep your car locked and secure at all times. If you see any one acting suspiciously call the police.

If you would like advice regarding securing your home, garden and vehicles please contact your local neighbourhood team via 101 or the DEVON and Cornwall Police website

PCSO 30559 Kate REES, 30334 Nic UNSWORTH and PC 1322 Julie CHAPMAN