



Craven Vale Community Association

Minutes of Committee Meeting

June 14th 2017, 7.00pm at The Vale Community Centre, 17a Hadlow Close

Present: Committee Members: Alan Cooke, Betty Field, Christine Harrop, Rosemary Johnson, Grant Scott, Nick Wood; Others: Keely McDonald (BHCC Resident Involvement Officer), Amy Allison (Trust for Developing Communities)

1. Apologies

Apologies were received from Clive Taplin and Geoff Wilcock

2. Minutes of the Open Meeting of May 10th.

These were accepted as accurate.

3. Matters arising:

- a) Car parking consultation – no date as yet concerning implementation.
- b) Purchase of dishwasher. Amy and Nick to investigate a possible purchase, to be paid for from the Vale Account. If it exceeds £400, additional grants will be sought.
- c) Two EDB Quickbids had been submitted (for an extra block sign, and a low fence in front of Craven Place) but no decisions have yet been made.
- d) Alan hopes soon to re-start investigating the possibilities of using the Southwater Close store.
- e) The gate to the outside area of the Community Centre has now been removed. It is stored in the Little Vale and can be re-assembled as and when needed.
- f) One of the communal bins in Craven Road has now been replaced, but one badly damaged bin still remains.

4. Correspondence – none received since the previous meeting.

5. Finance

The Vale Community Centre account remains healthy.

A grant of £2,000 is due from the Healthy Neighbourhood Fund for 2017/18, of which £1,600 is to be distributed to groups and organisations, £200 for an annual celebration event, and £200 for CVCA administration costs. Some £400 still needs to be allocated for 2016/17, but few groups have been applying. It was agreed to subsidise the monthly quiz nights by £100, as they are very helpful in tempting people to attend and breaking down loneliness.

6. Vale Community Centre Safety Check

Keely circulated the results of a recent safety check at the Centre. Thirteen risks were identified, of which three were 'low', eight were 'moderate', one was 'significant' and one 'high'.

Nine actions for the committee were identified:

- a) In the café, Gwen needs to obtain a Food Hygiene Certificate, and others need to ensure they have been retrained if their certificates are more than three years old
- b) PAT (Portable Appliance Testing) of all electrical equipment and plugs needs to be done now, and then every three years by a qualified technician
- c) A padlock needs to be put on the cupboard in the toilet where chemicals and cleaning equipment are stored
- d) The fire door should not be locked but instead have a safety bar mechanism to allow immediate exit. Keely would follow up with Mears.
- e) Additional plug socket covers are required to replace some which have disappeared.
- f) FareShare pallets are stacked too high – foodbank team to restrict them to no more than 1 metre high.
- g) The lengthy extension lead is a trip hazard, to be replaced by an extension reel
- h) The first aid kit is to be visible and easily available
- i) The spray cans in the hall cupboards should be transferred to the cupboard in the toilet and kept locked.

7. Resident Involvement Review of Community Rooms

Keely complimented the Committee on the responsible way in which the Vale Community Centre was run, but advised us that – from now on – the Vale could only be used and let out to groups with a strong link to the local community. Commercial use of the centre would involve the Council in significant extra costs. In return for free electricity, water etc, the Committee agreed that – in future – any use of the Centre for Council activities (such as consultations and panel meetings) would be free.

8. Summer Event

This has been fixed for Saturday July 22nd, and will be advertised in the forthcoming QPCV Newsletter. Ideas for a 'wild-life' event were discussed, and Rosemary agreed to look at the possibility of bringing her Shetland pony across from Rottingdean for children to pet. Amy would co-ordinate ideas and actions.

9. Any Other Business

- a) A resident had been seen cutting down a wooden bollard in order to park his car on the grass, and this should be passed to the Councillors for action.
- b) Nick had complained to the employee spraying weedkiller around the base of all the fruit trees on the estate, and asked him to pass on the message to his team leader
- c) Cards for reporting anti-social behaviour are being used but not often enough. The PCSOs will leave further cards at the Vale and everyone is encouraged to report ASB either directly, or indirectly through the Committee. The more ASB is reported, the more likely it is that PCSO action will be taken.

Next Meetings: Wednesday July 12th – **Annual General Meeting**, 6:30 for 7pm
 Wednesday September 13th – Committee Meeting, 7pm

The meeting closed at 8:20pm.