

**Newtown Community Association**  
**General Committee Meeting 13 September 2011**

**NOTES OF MEETING**

Present: Su Aves, Derek Burnside, George Dumble (Acting Chair), Elena Milego, Michael Parrott (Publicity), C.M. Readshaw, Steve Palmer, Gay Smith (Secretary), Cllr Roger Spackman (ECC), Marina Williamson, Cllr Richard Westlake (DCC).

Apologies: Ian Harrison (Chair), Jackie Holdstock (Bookings), Joan Bond (Trustee), Cllr Richard Branston, Muriel Forrest, Gabi Dumble.

Item	Action
1. <b>Minutes of meetings 21.6.11 and 19.7.11</b> were approved and signed.	
2. <b>Have Your Say – Police Report</b> The local representative did not attend the meeting and it was agreed that in future Secretary should invite him to attend by email rather than relying on the general circulation email.	GS
<p><b>3. Future Events, Projects and Cafes</b></p> <p><b>a) Food Safety Certificates</b> ECC has advised George that café leaders should have Standard 2 Food Safety Certificates and ‘instruct’ the volunteer helpers and write the entry in the H&amp;S file kept in the kitchen. Those who would probably be Café Leaders are those existing (George, Sally and Ian) plus 2 or 3 additional volunteers that NCA can afford to train. Derek also volunteered to assist and already has a food safety certificate and will find out whether it is current and transferable to another location. The role of the leader is to Supervise the event, organise the cash float and cakes and brief other café helpers; and to make the entry in the H&amp;S File. We already have gloves to wear whilst working with food. It is cheaper to take the qualification on-line and George will find out how we do this. It was agreed that NCA will pay for the cost of this qualification.</p> <p><b>b) Tea and Coffee Parties for the Elderly/Vulnerable</b> George asked those present for a suggestion as to a name for this event, but as there were none, he will continue to endeavour to re-name it. We have £300 from ECC and more offered by DCC for this project. George has contacts who could offer transport to and from the event and is also hopeful that DCC may be able to assist. The sub-committee for this project is currently George, Jacky Cox and Derek but others would be welcome to join. It was now necessary to identify people to invite. George hoped that Ian would ask the University about student volunteers to help both identifying invitees and help on the day with the event.</p>	<p>GD</p> <p>GD</p> <p>MP, GD, GS, EM, MW, RW</p>

**c) Cafe 25 September** The Woodcraft Venturers and the Devon Carousel Project had expressed an interest in contributing to this event. Gay had emailed them and as yet had no response. Su said she would contact Paul of the Venturers by phone. (*Post meeting note: Paul is still interested in the event*). Gay will try to contact Kath of the Carousel Project by phone also.

**d) Cafe 25 September** – George pointed out that this is an event additional to the current plan for NCA Café's and no café volunteers exist for this event and nor is there publicity arranged. He agreed that Gay and Su endeavour to 'revive' this event by no later than Friday 16<sup>th</sup> September, latest – if it is to go ahead.

**e) Extra Cafe 23 October – “Vision” Brief and Public**

**Consultation** Since a recent meeting with the Architect's appointed person it has been agreed that we will hold an additional cafe to enable a public consultation. Various issues were raised including a request for a “ballpark” cost for the new building and the following:-

- George will find out the current price per square metre used to estimate building costs and propose to Ian/ Rob that this be used to advise possible future funders (especially ECC and DCC).
- It was suggested that it would be a good idea to peg out the area of the new hut for the cafe meeting to show people the size and location
- We need two separate indoor areas that can be joined together as one
- We need an outside covered space i.e. overhanging verandah or extendable roller 'roof'
- We need an outside decked space and barbecue area

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**f) Halloween Event, Sunday 30 October** Michael and George will continue as lead for this very popular annual event. Kevin Cotter will be the storyteller and they will have the usual pumpkin lantern competition and procession. Safety issues were discussed: we will supply candles for the lanterns and ask people not to bring them already lit, children will be asked to bring their own torches, Gay will find out from Rory at the University if we can borrow the big tent for additional cover. The cafe team will be Elena, George, Marina. Cllr's Westlake and Spackman will judge the lanterns. The matter of numbers attending and the issues of hot drinks, running/ excited children etc were discussed and George agreed that he and Michael would consider these issues and will bring another (final) report to the General Committee in October, before the Halloween event.

**g) Sensory Garden Project** Michael Parrot is lead on this project to celebrate the Sensory Garden which is the first public garden for the blind in the UK and possibly in the world! ECC Parks Department support this project. Michael has been working with various blind associations, particularly Devon in Sight, who have recommended improvements we might make to our garden, such as bird boxes, wind chimes, etc. They have a quarterly publication in which they will promote the project. The Exeter Macular Disease group are also interested. The original sign, explaining the garden, was lost years ago and we would like to be able to produce a new one, telling the story of the garden as well as one in Braille. We have been approved as one of the South-West projects to enter a lottery for £6,000 of NatWest funding. There will be an on-line vote between 26 September and 23

<p>October which we must encourage as many people as possible to support. As suggested, Michael will arrange a Facebook link to assist this.</p>	
<p>4. <b>Wild Aid Pond</b> A pond has been put in a grassy area in Newtown by Wild Aid some months ago. Various safety and maintenance concerns were discussed including whether NCA should offer Wild Aid further assistance with the proposed installation of a water feeder and associated issues. The General Committee was not in favour of this and felt that the NCA should not be involved as , apart from anything else, such works would require DCC approval of the Contractor and NCA were not Registered Contractors for such works. George (who had been in touch with Wild Aid about this matter) agreed to contact them via their Project Leader Dawn Wakefield and inform her of this decision. <i>(Post meeting note from Dawn Wakefield: The plans for a water feeder have been discussed with the Headteacher and DCC have approved funding for this. It is hoped to find a local contractor to instal this.)</i></p>	
<p>5. <b>Disability Access for Hut</b> Cllr Westlake set aside £1,500 two years ago for this and requested that we use the funding as soon as possible. George has spoken to ECC about what we can achieve with the hut as it is. He understands that the current rental agreement excludes ECC paying for anything which might be done to make the hut more accessible. It was proposed that the best option at the moment is to improve the accessibility of the toilets with handrails and improve or replace the ramp. However to enlarge the doorways and the corridor to allow access to wheelchairs would not be practicable.</p>	
<p>6. <b>Kingfisher House Student Accommodation</b> This matter was discussed as the NCA had received notification that the Development Planning Application had been approved by ECC. Cllr. Spackman advised what was comprised in the proposed Planning Application to ECC - that he had expressed considerable concern at the ECC Planning Committee Meeting about what he thought of as lack of consultation with the residents of Newtown and stated that there was a possibility of S.106 money for the NCA "Vision" Project - from this and future Planning Approvals by ECC. Cllr. Spackman was thanked for his actions on behalf of the Newtown community and his advice concerning s.106 funding was noted.</p> <p>Cllr. Spackman apologised and left the meeting at this point.</p>	

<p>7. <b>Treasurer</b> We are grateful to Derek Burnside who has agreed to take over the role of Treasurer from Peter Montgomery. Derek has been trying to get in touch with Peter by phone without success and George will let him have Peter's email address.</p>	
<p>8. AOB</p> <p>a) <b>£5,000 from Townsend</b> Ideas were discussed for recommendation to the ECC and general agreement was reached for this s.106 funding to be recommended for spending as follows: a second ping pong table, more seating in the park, a barbecue area, a full basketball court, and it was suggested that ECC Parks be asked about repairs to pathways (without the suggestion that these s.106 funds be spent on such matters which were considered to be 'routine ECC R&amp;M Expenditure'.</p> <p>b) <b>Hut Sign</b> It was agreed that we should put up a sign on the Hut saying "No Ball Games Against the Hut" as despite ECC signs, people are still using the hut as a rebound surface which means that windows are still being broken, a cost to ECC and inconvenience to the Association. It was also considered that ECC be asked to consider their existing signage concerning ball games and be asked to consider "repeating" the "no ball games" sign at the entrance gate to the front of the Hut.</p> <p>c) <b>Su Aves Resignation from General Committee</b> Su gave notice that due to pressure of work and the possibility she may be re-elected as Chair of Governors at the School she may not be able to continue as part of the General Committee after the next AGM, but would continue to be an interested member of the Association.</p> <p>d) <b>Viking/Consortium Suppliers</b> George said that as Consortium had been so difficult about us setting up an account and Viking was already in place, we should continue with Viking in the meantime and that he would speak to the Consortium about their 'onerous policy' regarding new accounts. This was agreed.</p>	
<p>9. <b>Date of Next Meeting</b> Tuesday 11 October at 8 pm.</p>	