

Burton Community Association Committee Meeting 4th April 2016 (7.30pm) at The Old House @ Home PH

Present

Al Caie (Chair) (AC), Grant Cambridge (Vice Chair) (GC), Trystan Hitchens (TH), Olivia Watts (OW), Pete Coyle (PC), Chris Bennett (Secretary) (CB)

1. Apologies for absence: Judith Bird, Missy Sell, Victoria Hitchens
2. Notes of previous meeting on 7th March 2016 – Approved
3. Actions

Action			
30.11.15/1	PC	Report on road surface problems, particularly on The Street and maintain liaison with NPC	On-going
01.02.16/4	TH	Research suppliers for purchase of bollards for grassed area near entrance of Toll Down Way	On-going
07.03.16/2	MS & JB	Make plans for 4 th July event and Bake Off event	On-going
07.03.16/6	AC	Revisit traffic calming measures for village and discuss options with CATG	On-going
07.03.16/8	CB	Complete lottery return for renewal of 100 Club licence	On-going
07.03.16/9	AC	Speak with Church Committee and enquire if anyone would like to join BCA Committee	On-going

Updates

Action 30.11.15/1 – PC reported that he was going to obtain photographs of road surface problems tomorrow (5th April) and hoped to complete report soon.

Action 01.02.16/3 – AC reported an article had been published in the April edition of The Honeycomb magazine

Action 01.02.16/4 – TH reported that he had received 2 quotes for the work. The company 'Jacks' have quoted (supply only) 10x Green Oak bollards at a cost of £1,000 or 10x Recycled plastic bollards a cost of £500. The alternative quote from Wiltshire Wood Recycling (supply & fit) for 10x recycled wooden bollards (ex telegraph poles) at a cost of £500 and a deposit of £20. Wiltshire Wood also confirm they are now also authorised by Wilts council to undertake work on land adjacent to the highway. GC asked we obtain a photograph of the type of bollard before committing to

the purchase. TH will obtain more details and report back to next meeting.

Action 07.03.16/1 – AC reported the risk assessment had been reviewed and updated for the Tidy Up day on the 2nd April

Action 07.03.16/3 – TH reported the solar lighting had been installed along the footpath between Toll Down Way and The Street and working very effectively. Reimbursement of costs has also been received.

Action 07.03.16/4 – AC reported that he had received an email from Martin Rose, Highways Dept., Wilts Council to confirm the new contractors 'Ringway' have this in hand and the Picket gates will be ordered after 1st April 16. AC also confirmed he will be attending the next Chippenham Area Transport Group meeting on 11th April when this item is included on the agenda.

Action 07.03.16/5 – CB confirmed the village 'tidy up' details had been placed on the village/community website

Action 07.03.16/6 – AC reported we had now had approval to carry out Community Speed Watch activity along Hillside, which has been welcomed by all. Further discussion will continue with CATG for other measures.

Action 07.03.16/7 – AC reported a reply letter was sent to Wills & Co regarding the proposed housing development on Nettleton Road. The content of the letter informed the recipient the BCA had entered into a lease for proposed play area land and landlord was also committed to this project and had no intention of selling the land for any other purpose. The BCA had no further comment on the letter.

Action 07.03.16/8 – CB reported the annual return was nearing completion and only required the counter-signature of Paul Lortal to complete it. The licence is not due for renewal until mid May

4. Treasurer's report – AC distributed a financial report prepared by Pip Gilbert, which included confirmation, the application for registration with Charity Commission had been submitted. Also Pip Gilbert had met with James Towers to discuss handover of the role of BCA Treasurer for the forthcoming year. AC on behalf of the committee wished to thank Pip for the work done in preparation of the financial report.
5. Health & Safety – Tidy-up day risk assessment was updated and there were no reported incidents during the activity on the 2nd April
6. Events - PC reported he was attending a meeting with Church events committee on Wednesday 6th April to discuss and agree a diary for proposed events and ensure we avoid any clash with Church/village events. PC was asked to email

members following meeting to update on agreed dates. Also inform Church reps the BCA will provide refreshments for the AGM and discuss costs for use of church.

Action 04.04.16/1 – PC to update members by email following meeting with Church Events Committee

7. Report on Activities

a) Burton in Bloom – TH reported the ‘Tidy Up’ day on 2nd April was done and a reasonable turnout of residents resulted in some immediate visual benefits. Work was done to clean the area around The Triangle area, Church Hill, Nettleton Road, Toll Down Way area. TH on behalf of the Committee wished to express thanks to all residents that took part in the clean up event. Other topics such as ‘picket gates’ and ‘bollards’ had already been reported on above. GC asked if any progress had been made on the telephone box issue? CB reported he had checked the Chippenham Area Board page of Wilts Council and although the issue was raised in August 2015, there had been no updated progress recorded. CB had sent an email to Victoria Welch approx. two weeks ago requesting an update. Reply still awaited

b) Community Speed Watch – AC reported as above, Hillside is now an approved site for CSW. Also in consultation with Wilts Council scheme for Speed Indication Device (SID) use. This is a scheme whereby we can request the use of a speed flashing sign for short periods, normally 2 weeks to warn drivers exceeding speed limits. However this scheme can only be requested through Parish Councils, as a cost is incurred for erection and siting. AC also reported we now have an authorised driver for the Police CSW vehicle which can be used in conjunction with CSW events.

Action 04.04.16/2 – In absence of Judith Bird - AC to produce a proposed schedule of future CSW events and in conjunction with CB make application for use of CSW vehicle

c) Play Area – AC reported that he, GC and Glynis Morris had met Jane Scott at the proposed play area site for discussion purposes. The main issue to be addressed is that of access to the site. This was also the main issue from a site meeting AC had with Wilts Council planning officer. Ideally pedestrian access through the land owned by Green Square housing is the preferred route. Glynis Morris from the play area sub-group has this in hand and Jane Scott indicated she would raise the issue with the Housing Association concerned. AC went on to report the play area sub-group have asked the BCA to consider the next step for laying turf on the site prior to obtaining planning consent. This would then mean we could make interim use of the site for other child and village activities whilst awaiting installation of play equipment. The approx. cost of turf would be about £1,000. A quote for work was yet to be requested. The sub-group also requested 2x further days of site clearance prior to turf laying.

Action 04.04.16/3 – AC to arrange meeting with sub-group, Tom

Nattrese and Brad Anderson at site for advice on turfing the area and to obtain quote for material, and bring to next meeting for cost approval.

- d) 100 Club – CB reported as above, application of licence renewal was underway. The current lottery membership for residents is due for renewal in June. Committee discussed a need to circulate this via doorstep flyer to ensure we have maximum coverage and uptake. CB then asked for approval of £20 to pay for licence fee renewal with Wilts Council, proposed by AC and seconded by PC, all present voted in favour.

Action 04.04.16/4 – CB to circulate details of lottery membership renewal to all village residents, which is due in June.

- 8 Annual General Meeting – AC reported this was now scheduled for 7.30pm Monday 25th April 2016 and will be held at St Mary's Church (with kind permission of Church committee) At this time the current Committee will stand down and a process of re-election will take place. The election of Committee is open to any residents of Burton (over 18yrs) and if they wish to seek election then a process of voting will take place. AC asked those present if they were considering re-election, all present indicated a willingness to stand again, although any new members should be encouraged to stand for officer posts, if they wished. It was proposed that following the election of new Committee at the AGM; a Committee meeting to elect posts of Chair, Vice Chair, Treasurer, and Secretary to ensure continuity of BCA business should then immediately follow this. If a resident of the village is unable to attend the AGM then a process of advanced notification and proxy voting may also have to take place. The current trustees for play area lease and Charity Commission process will remain as previously named. General discussion then took place to decide on details to be circulated for AGM. AC reported that he had already circulated a draft Annual report to members for comment.

Action 04.04.16/5 – AC to update draft Annual report with financial aspects and to circulate to Committee members for agreement prior to AGM

- 9 Any other business –

- a) Village Noticeboards – AC reported Nettleton Parish Council was in the process of acquiring village noticeboards for the entire parish. It was proposed that one noticeboard replaces the existing board attached to the wall of Chestnut Forge. The specification of the noticeboard had been discussed within NPC and they had approved the purchase of Oak wood and unglazed boards. However NPC had yet to get agreement from the owner of Chestnut Forge to do this. A general discussion then took place within the Committee around quality, suitability and siting. It was generally thought an un-glazed noticeboard at the current site, on a busy main road was probably not fit for purpose. A glazed board was much more suited to deal with excesses of road traffic dirt and grime. TH also mentioned the possibility of having the village name above the board, which would enhance the overall effect. This would also go some way to satisfying the

request of a Burton resident to have an ornate village sign. GC also proposed the cost of a noticeboard should be met by NPC and not BCA funded. AC also reported the initial NPC proposal for noticeboards didn't include one for Burton, and it was due to Councillor Jenny Minney and AC to ensure Burton wasn't omitted from the process. A number of issues have yet to be resolved regarding this.

Action 04.04.16/6 – AC to arrange a meeting with Councillors Minney & Wright, together with TH to discuss further

- b) BCA Committee records – CB asked the committee to consider the need to ensure all records of committee business are electronically 'backed up' CB suggested an external hard-drive is used to keep records centrally and this would ensure documents and material is ready for any handover of duties, i.e. secretarial. PC suggested the use of 'drop box' could be feasible for this process and made available to all members. At this stage not enough is known about this function and capacity. AC asked in the meantime if all material held by individuals is forwarded to CB for collation and set up a filing convention for easy access of material on a back up HDD. This can be reviewed when we know how much material is held.

Action 04.04.16/7 – All members to forward copies of BCA material to CB

Meeting closed – 9.30pm

Next meeting 7.30pm on Monday 23rd May 2016