



**BVCA Committee Meeting Minutes**  
**9 October 2014, 8.00pm**  
**Community Centre Meeting Room**

**Committee Members Present:** Rachel Fowler, Ian Gadsdon, Philip Glaiser, Jeni Hann, Mark Jarnell, Rick Jones, Conrad Lea, Craig Lee, and Dave Pimlott.

**Apologies:** Alison Hamer, Stuart Knowles and James Oldham.

**Clerk:** Joanne Carr

Item	Details	Action	
1	<b>Welcome</b>	CL welcomed everyone to the meeting.	
2	<b>Previous Meeting Minutes</b>	<ul style="list-style-type: none"> <li>I. Facebook Access – CL advised that access has now been given to BVCA by Facebook administration. Ownership of the page is currently with JH.</li> <li>II. Stock order for Halloween – RF and AH have purchased stock for Halloween.</li> <li>III. Sales Office Area – Aycliffe Drive – Some work has been actioned but there is still an amount of work to be completed. CL to speak to Barretts.</li> <li>IV. Strategic Direction Meeting – CL reported that he would be meeting with RJ.</li> <li>V. Iron Man T-Shirts –Some T-shirts had been distributed at the residents meeting, it was agreed that the remainder would be used for prizes at the Halloween event.</li> <li>VI. Old Worden Avenue Speed Limit – This had been raised at the Residents Meeting.</li> <li>VII. A49 hedges need trimming – This has been reported.</li> </ul>	CL CL/RJ
3	<b>Election of New Committee Members</b>	<p>CL reported that Gary Woods had resigned from the committee due to work commitments since changing jobs; he has advised that he would still be available as a volunteer. Members thanked GW for his contribution to BVCA during his time on the committee.</p> <p>It was agreed that Ian Gladsdon would be co-opted on to the committee.</p>	



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4	<b>Financial Update</b>	<p>A report had been emailed to CL but it had not been possible to circulate for the meeting. CL was requested to circulate by email to the committee.</p> <p>CL gave an overview of the report including:</p> <ul style="list-style-type: none"> <li>• Community Garden – there had been an overspend of the New Progress grant by £280 which would be paid for from the BVCA.</li> <li>• Website – this has been paid in full and it was questioned whether funds could be claimed back as the website was still not up and running. S106 funding had been used to cover some of the cost and approximately £500 was expected from the website advert.</li> <li>• There were still a couple of outstanding debtors from the Summer Newsletter. All accounts had been paid from the Autumn Newsletter.</li> <li>• Approximately £300 had been spent on the Residents meeting on equipment.</li> </ul> <p>CL reported that there should be approximately £4,000 left in the bank once all the debtors and creditors have been settled.</p>	AH
5	<b>PACT Update</b>	<p>MJ reported that the priorities were continuing to be anti-social behaviour, noise and general bad behaviour on Friday and Saturday evenings around the Business Commercial Centre.</p> <p>Part of Chorley Borough Council's offer to extend the Community Centre would be to provide a Police Presence in the village.</p> <p>CL gave an overview of the Buckshaw Development Group working and PG agreed to try to attend a meeting.</p>	
6	<b>Village Issues</b>	<p>The following items were reported:</p> <ul style="list-style-type: none"> <li>• Smashed curbs on roundabouts, – CL agreed to speak to Mathew Lynch (ML) and Mark Perks (MP).</li> <li>• rocking curbs on pedestrian crossings, – CL agreed to speak to ML and MP.</li> <li>• signs to the Medical Centre and Community Centre – CL agreed to speak to ML and MP.</li> <li>• Flooding on the Tesco/Hungry Horse roundabout – CL agreed to speak to ML and MP.</li> <li>• Signs on the ginnel by Prospect Housing contradict themselves – CL to speak to ML</li> <li>• School Crossing – CL reported that Mathew Tomlinson was undertaking the case work.</li> <li>• No sign to warn drivers of pedestrian crossing – CL</li> </ul>	<p>CL</p> <p>CL</p> <p>CL</p> <p>CL</p> <p>CL</p> <p>CL</p>



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		<p>agreed to speak to MP.</p> <ul style="list-style-type: none"> <li>Reduction of speed limits on Old Worden Avenue and spur roads off Buckshaw Avenue and Weight limit signs– CL agreed to speak to ML.</li> <li>Yellow lines on second side of Unity Place – CL agreed to speak to ML and MP.</li> </ul>	<p>CL</p> <p>CL</p> <p>CL</p>
7	<b>Residents Meeting Review</b>	<p>Residents Meeting Feedback</p> <p>Positive</p> <ul style="list-style-type: none"> <li>Well attended – it was noticed that the demographic of the residents tended to be the more senior end of the population</li> <li>Well Chaired</li> <li>Medical attention for the gentleman taken ill</li> <li>The organisation before the meeting</li> <li>Well publicised and live streaming very good</li> <li>Comments on Facebook were positive</li> </ul> <p>Could do better</p> <ul style="list-style-type: none"> <li>Heavier Duty A Boards would be better for outside</li> <li>Needed Cups – not a good idea to borrow cups from Coffee Cow and then use them to sell Tea and Coffee</li> <li>More input from residents – could residents leave questions that there wasn't time to ask which could be raised and answered after the meeting</li> <li>More highlighting of BVCA's role</li> <li>The tables between the top table and the audience made the meeting feel like an "us and them"</li> </ul>	
8	<b>Halloween Plan</b>	<p>CLea reported the following;</p> <ul style="list-style-type: none"> <li>Critter Creatures have been booked</li> <li>Food stalls/light up toys and sweet stall booked</li> <li>Chorley's Angels booked</li> <li>DJ booked</li> <li>T.E.N. applied for</li> <li>Lost Child Procedure – all committee members to read the lost child procedure and ensure that risk assessments are complied with. JH to email to members.</li> </ul> <p>Still do arrange</p> <ul style="list-style-type: none"> <li>Stock check to be undertaken and alcohol to be purchased</li> <li>Breakdown of costs and income to show what areas make money</li> <li>MJ to approach Dan Croft for photographs – it was</li> </ul>	<p>JH</p> <p>CL/CLea</p> <p>AH</p> <p>MJ</p>



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		<p>suggested that £1 minimum donation should be requested to take photos with animals.</p> <ul style="list-style-type: none"> <li>• Face painting – Create a face – RH to arrange.</li> <li>• RF to arrange Hat Toss</li> <li>• Raffle prizes</li> <li>• Games to include – scary bowling, carved pumpkins, fancy dress, tombola</li> <li>• Walkie talkies need to be charged before the event</li> </ul>	<p>RH RF CL</p> <p>JH/CL</p>
9	<b>Christmas Event</b>	<p>MJ advised that the Santa Suit was booked out on 13 December.</p> <p>BVCA must advertise Buckshaw Vamp in return for them allowing the Christmas Event to take place in December.</p> <p>Groovy Hooves needs booking. Santa will ride around the village from 4pm to 5pm stopping off at the play areas. Light switch on will be at 5.30pm. Events will finish at 7.00pm. JH agreed to ask James from the Church to say a few words. Santa – CL to contact Mark Thompson CLea to start booking stalls</p>	<p>JH CL CLea</p>
10	<b>December Newsletter</b>	<p>Articles to be included;</p> <ul style="list-style-type: none"> <li>• Chorley Council – Dog Fouling</li> <li>• Review of residents meeting</li> <li>• Review of Halloween</li> <li>• Website article</li> <li>• Sign up to digital newsletter</li> <li>• LCC Councillors</li> <li>• PPG Update</li> <li>• General update on the Commercial Quarter</li> <li>• Committee Profile – CLea</li> </ul>	
11	<b>Web Update</b>	<p>PG advised that T&amp;G had delivered the website half ready. BVCA paid in full in good faith on the agreement that it would be ready on time. There is still one or two hours work to be done but the access has not been handed over to the BVCA. SK and CL met with T&amp;G last week and stated that there were 9 items still to be completed. It is not possible to re-install the old website.</p> <p>PG gave an overview of the issues around having the website on the BVCA server.</p> <p>Members questioned whether the company was technically inept and were advised that the company had been very slow and were difficult to work with. The situation was reaching a point</p>	<p>PG</p>



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		<p>where deadlines were not being met, the contract stated the end date of the project but the website was not delivered. Member discussed options including getting another company involved, taking T&amp;G to the small claims court, involving solicitors.</p> <p>Following a vote – 7 for and 1 abstention - It was agreed that:</p> <ul style="list-style-type: none"> <li>• CLea and PG forward all paperwork to CL.</li> <li>• PG contact another Buckshaw company to establish whether they are willing to assist with the website and provide a price</li> <li>• CL to send the original design specification to PG</li> <li>• RJ/CL to contact Naphsons to arrange a letter by the 17 October from a Contract Solicitor giving T&amp;G complete all items within the minimum time.</li> </ul>	<p>CLea/PG</p> <p>PG CL</p> <p>RJ/CL</p>
12	<b>Social Media Policy</b>	It was agreed to carry this item over until the website has been completed.	
13	<b>Chorley Lions</b>	Members noted the letter from Chorley Lions regarding their Swimathon 2015. It was agreed that the BVCA need to concentrate on their own fundraising but could offer support by offering free advertising and including in BVCA social media.	
14	<b>NSG Tree Planting</b>	Members noted the information circulated regarding the NSG Free Tree Planting and agreed that JH should investigate further.	JH
10	<b>AOB</b>	Concerns were raised that PPG were not reporting back to residents. It was noted that people had signed up to support questions around the procurement and lack of consultation.	
11	<b>Date for Next Meeting</b>	<p>13 November 2014 at 8.00pm, The meeting room at Buckshaw Village Community centre.</p> <p>11 December 2014 at 8.00pm.</p>	
12	<b>Closing Remarks</b>	There being no further business, the Chair thanked everyone for their attendance and continued support and duly closed the meeting at 10.09pm.	