

BVCA Committee Meeting Minutes

6th October 2011, 9pm

Community Centre Meeting Room

Committee Members Present:

Josh Brearley, David Bush (Events Director), Neil Cunliffe, Sophie Cunliffe, Gary Davies, Kaye Davies (Chair), Gary Devine, Rachel Fowler, Jeni Hann, James Hodgkin, Mark Jarnell, Aidan Kent, Stuart Knowles, Craig Lee (Operations Director), Jamie McGregor, Karen Makin, Aidy Riggott, Rebecca Stapleton-Harris (Financial Director), Peter Sykes.

Apologies:

James Oldham

Item	Details	Action
1	<p>Welcome and Committee introductions</p> <p>KD welcomed all 20 Committee members to the meeting. She explained that the purpose of the meeting was to bring all Committee members up to speed with BVCA activities; particularly the 6 new Committee members.</p> <p>KD briefly outlined how the BVCA splits activities between Operations & Events. Also outlined the 'Special Project' roles that individual Committee members take on which currently includes community garden, cycle paths, dog bins, street lighting etc.</p> <p>The ice-breaker activity to introduce everyone revealed some eclectic dinner guests from Suffragette, Emily Pancurst to Steve Jobs and Johnny Depp!</p>	
2	<p>Financial Director Update</p> <p>RS explained that the BVCA current balance is over £4000.</p> <p>A number of policies are being re-written including the expenses policy and significantly, the process by which Senior-Exec members request funds for projects/events etc. The aim in re-writing these policies is to budget effectively, forecasting what money the BVCA is spending ahead of time to ensure all planned activities can be achieved.</p> <p>The BVCA has applied for funding from Chorley BC to cover running costs. The outcome of this should be received week commencing 17th October 2011.</p>	
3	<p>Events Director Update</p> <p>DB briefly outlined forthcoming events, Halloween, HaHa Comedy night with BVCA and Christmas. DB will be contacting full Committee to ascertain their availability for these events.</p> <p>DB also explained that the events calendar for 2012 will soon be presented for discussion at the next Events meeting and then brought to Full Committee for final agreement.</p>	DB
4	<p>Operations Director Update</p> <p>CL emphasised the BVCA's achievements in the last 10 weeks. The list was significant and included; established BVCA Forum, restructured the BVCA, applied for funding, moved forward with community equipment/amenities, held 2 resident consultations with developer, held a residents meeting with approx 180 residents in attendance, held highly successful BVCA events, held 2 consultations at Oakbridge, press drive, raised £700 in fundraising etc</p> <ul style="list-style-type: none"> • Community Outreach Update (Mark Jarnell) Mark emphasised the work he has undertaken including answering all BVCA enquiries from residents (at BVCA stands and via www.buckshaw.org), also 	

		<p>including Oakbridge and New Progress Housing, liaising with Buckshaw community groups & businesses to work together effectively, pioneering the noticeboard/leafleting fundraising activity etc</p> <ul style="list-style-type: none"> • PR Update (Jamie Macgregor) Jamie explained that he is compiling a database of PR contacts to get the word out about BVCA activities ranging from community radio to PR with developers promoting Buckshaw as a great place to live. Recent PR has included a significant presence in the Chorley/Leyland Guardian newspaper, BBC Radio Lancs, North West Tonight etc • IT Update (Stuart Knowles) Stu explained that his role involves managing the IT systems behind the BVCA web, forum, email addresses etc. The forum team which is due to be created soon will fall within Ops and Stuart will Chair this group going forward. The forum team will be responsible for moderation rules, forum guidelines, site development etc. 	
5	Community Centre & Village Management Update	<p>KD explained that BVCA meet with RMG (and Envirocare as sub-contractors of RMG), bi-monthly to discuss the management of the village and its amenities.</p> <p>The way these meetings run is being reviewed to make sure they are effective and their content made transparent to residents.</p> <p>She further emphasised that any BVCA Committee member is welcome to attend these meetings should they wish to be involved.</p>	
6	Community Garden Update	<p>BVCA Special Project leads Jeni Hann & Jamie Macgregor updated Committee with progress. The Green Man is the first site to be tackled and will involve BVCA (and possibly the wider community) to prepare the site and then plant climbing plants to grow up the Green Man.</p> <p>Jeni & Jamie intend to approach the Buckshaw Youth Association and offer them an opportunity to get involved as they had previously expressed an interest in positioning a garden at the Green Man site.</p> <p>The other two community garden sites are in the planning stages and funding will need to be sourced to proceed.</p>	
7	Cycle Path Update	<p>James Oldham is BVCA Special Project lead for this issue.</p> <p>In his absence, KD explained that there is a 3-400m gap in the Buckshaw cycle path preventing the link between Buckshaw and Cuerden Valley Park and subsequently a complete link to the National Cycling Paths.</p> <p>James has been working with Ribble Valley Junior Cycle group and Lancashire County Council to complete the paths. Work started on the missing link early October, with a completion date at the end of October ready for families to use. An official launch will be held by LCC, Spring 2012.</p>	
8	Forthcoming Dates	<ul style="list-style-type: none"> • 17th October onwards BVCA Leaflet drop ahead of the Halloween event. Rachel Fowler to contact Committee with details of new zones, pick up and deadlines. • 21st October BVCA Social - KD to send out details • 30th October - Halloween Event • 19th November – HaHa & BVCA Kids Comedy Event • 4th December – BVCA Christmas Event 	RF KD
9	AOB	No other business was raised	
10	Next full Committee meeting	The meeting closed at 10.05pm and the date for the next full Committee meeting is Thursday 1st December, 8pm in the Buckshaw Community Centre meeting room.	

