

**DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL ON 3<sup>rd</sup> JULY 2018.**  
**MINUTES OF THE MEETING OF THE**  
**BLAKE'S MEAD DEVELOPMENT COMMITTEE**  
**HELD AT THE FELPHAM COMMUNITY HALL, MEADEN WAY, FELPHAM**  
**MONDAY 25<sup>th</sup> JUNE 2018.**

**PRESENT:** Councillors - G Matthews, Mrs G Moss & M Copeland.

Councillor G Hewlett was substituting for Councillor D Smart.

Lay Member: Eileen Inwood - Blake's Mead Community Association.

Councillor Ms H Flynn was also in attendance in the public gallery.

**BMD 15. APOLOGIES FOR ABSENCE:**

Apologies had been received from Councillors D Smart (away on business) and P English (ill).

**BMD 16. ABSENT WITHOUT APOLOGIES:**

There were no absences without apology.

**BMD 17. ELECTION OF VICE-CHAIRMAN:**

Councillor M Copeland was nominated by Councillor G Matthews, this was seconded by Councillor G Hewlett. There were no other nominations received.

On a unanimous vote Councillor M Copeland was duly elected as the Vice-Chairman of this Committee for municipal year 2018/19.

**BMD 18. DECLARATIONS OF INTEREST:**

All Felpham Parish Councillors present declared personal interests in Agenda Items 9 – 10 and requested that it be recorded in the minutes that they would be taking part in any debate and voting on these items (should it be necessary) as authorised by Felpham Parish Council in its determination of 2<sup>nd</sup> June 2015.

**BMD 19. CORRESPONDENCE/ANNOUNCEMENTS:**

- (i) RBS Booking System – the Community Hall Manager and the Clerk had received training on the proposed new booking system for the Hall. At the end of the training it was evident that this was not an appropriate system for the Council and therefore the order for the system has been cancelled. The Council would however would have to pay for the training received. **The Clerk was requested to look at an upgrade for the current Skedda system being used.**

- (ii) Request from BMCA for extra dog bins – this had been received by the Council after the agenda for this meeting had been set and therefore would go to the next meeting of this Committee, so that Councillors were aware of what was being requested and ultimately would have to pay for, if agreed.
- (iii) Deed of Agreement for Community Hall – as of the date of this meeting the District Council and the Parish Council's solicitors were still awaiting information from the developer's solicitors.
- (iv) Drains at Community Hall – the issue with the drains blocking from the toilets was being dealt with. The Contractors/Developers were currently clearing the drains on a weekly basis, as a temporary solution. They will be looking at a longer-term solution, which may involve the re-aligning of the drain from the toilets.

There was no other correspondence received or announcements to make.

**BMD 20. QUESTION TIME:**

There were 6 members of the public present.

It was agreed by the Committee that any further questions could be raised as and when, during the course of the meeting.

Anne Barker asked why there was a Committee for an individual community in Felpham, and not others. The reasons behind why this committee had been set up were explained by the Chairman and the Clerk. It was also clarified that this committee was time constrained and would eventually disappear once the development was near completion.

**BMD 21. TO RECEIVE THE MINUTES OF THE BLAKE'S MEAD DEVELOPMENT COMMITTEE MEETING HELD ON 21<sup>st</sup> MAY 2018:**

These were agreed as a true and accurate record of the meeting and were presented to Main Council on the 5<sup>th</sup> June 2018 for approval and ratification.

**BMD 22. MATTERS ARISING:**

There were no matters arising.

**BMD 23. AGENDA ITEMS FOR THE NEXT JWAAC MEETING and JWAAC H&T SUB-COMMITTEE (31/10/18 for the former, the latter date tbc):**

There were no new agenda items proposed.

**BMD 24. BDW UPDATE OF BLAKE'S MEAD MATTERS/ISSUES:**

**Report of the Blake's Mead Community Association (BMCA):**

Eileen Inwood of the BMCA had kindly provided their monthly report which is as below:

"Letter sent to FPC requesting additional dog waste bins.

Letter sent to CEO of Bovis Homes (Greg Fitzgerald) re opening communications re Phase 3, also requesting that a representative attend September or future General Meeting to answer residents questions.

Written to Technical Services (Grace Palmer) re lack of grass cutting Maintenance.

Confusion as to whether Phases 1 and 2 have been adopted. BDW say they have and are in a 12 month maintenance plan, during a meeting with Hilary Flynn and Michael Fryatt. Hilary reported that Highways deny that roads have been adopted. Awaiting clarification from Grace Palmer. Hilary also making further enquiries with Highways.

BMCA aware that residents of Weller and Bridger Closes have formed an association to resist development of the space in Wellers Close. BMCA to approach them and offer support in any way possible.

Chris Gatehouse intending to resign as Chairman of BMCA, meeting to be held on 10 July to accept nominations and vote in new committee members.

Eileen Inwood  
25 June 2018".

Discussion took place on the provision of a First Aid Kit and accident book for bookings of the Hall. **It was agreed that this be the subject of further discussion by the Finance Committee.**

**(b) Community Hall Manager's Report:**

**"22nd May 2018 – 19th June 2018**

**Manager's Report**

Bookings so far have been good again with the following:

WellFit class Monday morning, Rugby Tots from 1.30pm, Kris Moyse baby Fit from 5.30pm and Just Jive and Sign Language on Monday night.

Baby Sensory moved to main hall and a Tuesday, Pilates in the conference room and Slimming World Tuesday for 6hrs in the evening with approx. 120 customers.

Happy Dogs Wednesday Mornings has started (they thoroughly clean and disinfect the floor after) and Sama Karate Wednesday evening, Dementia Support taking 2 rooms once a month.

Tiny Talk (Baby sign language) on Thursday mornings with Scouts (Beavers) (Felpham 2nd Scout Group) and Sign Language Thursday Evening.

Friday Mornings is Baby Ballet later in the Morning, Pilates in the Conference room.

Saturday mornings Rugby Tots (weekly) and Bric a Brac Auction taking several hours once monthly.

Holistic Fair 4-5 Sundays per year (£180 per booking) (24/6/18).

Rooms are booked and used regularly. More daytime bookings for rooms being sought, Dementia Support taking 2 rooms once monthly.

BMCA association are holding their bi monthly meetings with us.

We've had several children's parties booked and I've made many appointments to see people in the immediate future. I have met with Worthing Homes whom now hold monthly drop in mornings at the centre and are planning events here.

I will be meeting other Community Organisations soon. Continued discussions with WSCC, Arun and Sussex Police regarding potential Youth Clubs and SCL Ltd regarding ongoing daytime classes for 16-18 year olds. Worthing Homes will be using outside space during school holidays for Football Clubs with Brighton and Hove Albion in the Community.

Breakfast and Afterschool club with Rise and Shine delayed from their estimated June start due to Ofsted not having yet visited. It may be that they now commence in September for the new school year. They are considering a Summer club if Ofsted visit and approve in time. This will help the August slow down due to school holidays.

Income for June @ £3711.29, similar to May's @ £3773.76 (reporting period was 3 days longer for May so a slight increase could be seen in June to £3955.07 if a direct comparison is made) up on £2852.50 for April, ahead of £3200 projected for May onwards, increasing ongoing to a revised estimate from approx. £4200 to £4500 in September due to Ofsted's delayed visit, constantly searching for new hirers to boost this month on month with a few things in the pipeline.

Daily Breakfast and After School Club now confirmed, taking a projected annual income to now over £54,000 pa.

I've been updating social media regularly and have added the Skedda Booking system details to it with pricing to accompany the availability.

Snagging list prepared for Arun and Barrett's. Reilly's Construction have been out to investigate works to be done They have visited and completed flooring remedial works. Drains, Ceilings and wall cracks are ongoing but in hand, with a view to works occurring in the quiet August period (no pre-school in).

Doug Millen - Hall Manager".

**BMD 25. COMMUNITY FACILITY – UPDATE:**

There was nothing new to add to what had already been reported previously in the meeting.

**BMD 26. MATTERS OF URGENT PUBLIC IMPORTANCE:**

There were no matters of urgent public importance.

**BMD 27. DATE OF NEXT MEETING:**

The date of the next meeting – **Monday 23<sup>rd</sup> July 2018 at 6.15 p.m.**

The meeting closed at 6.50 p.m.

Approved.....Date .....