

Manor Park and Hempstead Fields Residents' Association

Notes of the **Committee Meeting** at 27 Roman Way
25th June 2013

1 Introductions and apologies

Present:

Paul Sparks (Chair)

Rosemary Neal (Chair, Mayfield and Five Ashes Community Cars)

Peter Griggs (Secretary)

Sally Majors (Treasurer)

Dorothy Sparks

Wendy Tagg

The Chairman welcomed Rosemary to the meeting and explained that she was attending the meeting to tell the Committee about the Mayfield and Five Ashes Community Car Scheme.

The Chairman advised that Richard had apologised for being unable to attend.

2 The Mayfield and Five Ashes Community Car Scheme

Rosemary said that the Mayfield scheme had been set up in 1999 and it had since received the Queens Award for Voluntary service. It was founded using ex Red Cross drivers following an open meeting to establish interest. They have no committee just a Chairman, Treasurer and an Administrator plus the volunteer drivers. They had 7 or 8 drivers initially but now have 30. In 2012 they undertook 700 trips (Mayfield and Five Ashes has a population of around 3,500). They use local newsletters to promote the scheme.

The essentials of the scheme are as follows:

- this is not an 'instant' taxi style service, not a substitute for an ambulance
- only for medical appointments e.g. Doctor, Dentist, Physiotherapy, Hospital
- pick up from a defined geographical area but take passengers as far as London hospitals
- no age restrictions on passengers
- funding from GP surgeries, Age Concern, Section 106?
- Public Liability Insurance is required as a charge is made
- open hours for appointments 9.00 to 10.30 and 5 to 6.30, Monday to Thursday
- they charge 30p per mile plus £1 standing admin charge per trip
- cash paid to driver who keeps a log and settles with administrator periodically
- no CRB required as drivers do not drive the same people all the time
- recruitment of drivers includes, interview, test drive, local knowledge re character
- Four door cars preferred
- require proof that drivers car insurance company is aware of use
- MoT and Tax checked
- drivers not expected to carry major luggage items, prior notification if wheelchair user
- front door pick-ups or insist carer attends if poor mobility
- no written contract or T's and C's for drivers – just an 'understanding' of what is expected

The Chairman thanked Rosemary very much for attending and sharing her experience with the Committee.

The Committee then considered the way forward and it was agreed that:

- Paul and Peter would meet with Carole Midgley at the Meads Medical Centre to explore funding support, administration etc. **ACTION Paul and Peter**
- the scheme should serve all 3 GP surgeries – Meads, Bird in Eye (hospital) and Buxted.
- we should ask surgeries if the service could be covered by the surgery's existing Public Liability Insurance
- we would need to ascertain how many volunteer drivers might be available to support the scheme
- Administrator is a key post
- Committee members would consider the pros and cons of adopting a local scheme

3 Notes of the last meeting and matters arising

The notes were agreed as a true and accurate record of the last meeting.

4 Matters arising from Minutes

- Village Green - Dorothy reported that we had received a positive holding reply to our letter from the Buxted PC Clerk
- Parking at Schools – Paul reported that he had now heard from ESCC Highways and that after their assessment our proposal had scored 54 which falls short of the benchmark score of 70 which is the score required if a scheme is to warrant further consideration
- Dog Control Order – Emma suggested that we publicise Wealden's consultation exercise on social media sites before proceeding with preparing a responsible dog owners pack **ACTION Wendy and Peter**

5 Treasurers Report

Sally circulated the accounts to date which show a balance of £289.20

Sally is in the process of opening an account with Lloyds TSB following the problems with Nationwide. Sally advised that she thinks that some Banks have quoted the wrong reference number as x11 standing orders have not been activated. She suggested that we include a request in the next general email that we send out asking members to check their statements and advise us if payment has not been debited. **ACTION Peter**

6 Big Lunch debrief

The Committee agreed that the event had been highly successful and thanked Emma and Richard for their hard work and inspiration. It was noted that the Rugby club had been very helpful.

Matters to consider next year:

- hire a PA system,
- even wider publicity (a timely newsletter maybe),
- avoid clashing with the Lions and Festival events,
- buy in a Hog Roast (subject to cost).
- tie in with school again if possible

7 Thoughts about Future Events

Paul reported a conversation with Lyn Funnel and her proposal for a major music festival event in August. She had very kindly offered to use her contacts to get a leading 80's pop group to perform for just their expenses but even so the event would require the Association

to find funding of several thousand pounds although this might be recoverable through ticket sales.

After careful consideration the Committee concluded that the financial risk, the Committee's limited capacity to organise such an event, the likely licence requirements and conditions and the shortage of time available to organise the event meant that it would not be possible to proceed with the idea. Paul will contact Lyn to thank her for her interest and explain why we are unable to take up her suggestion. **ACTION Paul**

Other ideas were considered including:

- an afternoon cream tea at the Luxford Centre
- a stand at the Uckfield Festival
- a quiz night (Jerry Miller as quiz master)
- a coffee morning
- a public meeting – Question time with the Mayor, Police and Highways on the panel)
- AGM

After some discussion it was agreed that:

1. A **coffee morning** (10am -12noon) to be organised, to be held on a weekday towards the end of August at Manor Primary School. This will be used primarily to explore interest in the voluntary car scheme and recruit drivers. **ACTION Peter to book the school hall**
2. A '**Question Time**' event to be organised, to be held on a Tuesday evening (7-9pm) in September (not w/c 21st September). **ACTION Peter to book the school hall and invite panel members**
3. An **AGM** to be held in November (12th or 19th) on a weekday evening (7-8pm) at the school hall **ACTION Peter to book the school hall**
4. A winter **Quiz Night** to be organised at the Rugby Club **ACTION Peter to speak to Rugby Club about using their venue and available dates**

8 Next Newsletter

It was agreed that we should issue an Autumn Newsletter during September and this would include items on;

- Committee vacancies (x2)
- a request for historical data on the public use of the Dene
- the voluntary car scheme
- AGM announcement
- and to include advertising (£10 per column inch including Facebook posts and Twitter tweets) special introductory price, thereafter £20 per column inch if social media included.

ACTIONS:

Peter to draft articles with assistance from Committee members; to organise printing and to sell advertising space

ALL to provide Peter with contacts for prospective advertisers

9 Parking

Wendy advised that she had successfully raised the question of parking around schools at the Police Panel and that this problem had been accepted as a Police priority.

10 Membership card and logo

Peter showed the meeting the three competition entries that it was intended to use to form a composite design. Details of the design including colours and the elements to be included were agreed. **ACTION Peter to ask a friend to do the artwork required**

Once the logo is finalised the membership card will then be printed and circulated **ACTION Paul and Peter**

11 Any other business

Village Green – charges to be introduced soon, need to progress application and submit asap even if incomplete **ACTION Dorothy, Sally, Wendy**

Car Scheme – funding may be available via the Pargiter Fund

Social Media activity – Wendy and Peter advised on recent activity

Committee vacancies – an email to be sent to Members to recruit two members **ACTION Peter**

10 Date and venue of next meeting

Tuesday 16th July 2013, at 7pm in Roman Way.