

ADEL CRAG COMMUNITY ASSOCIATION

Minutes Held on Tuesday 1 November 2011

Attendance:

Francis Garbutt (FG), June Bricklebank (JB), Edward Buckley (EB), Wendy Doyle (WD), Phillip Metcalfe (PM), Maureen Lye (ML) and Andrea Turner (AT).

Officers: Christopher Tollick.

1.0 Welcome and Chairman's Opening Remarks

1.1 The Chair welcomed everyone and introduced the agenda items.

2.0 Apologies

2.1 Apologies received from Paul Hurrell.

3.0 Minutes of last Meeting

3.1 These minutes were accepted and approved as a true record.

4.0 Matters Arising – Action Points and Updates of Previous Minutes

4.1 FG raised the matter of the secretary post which was not filled at the AGM. He mentioned that AT recently showed an interest in the role and met with her to discuss the role. The outcome was after careful consideration AT declined due to reasons beyond her control but may consider this role at a later date. FG was sorry that AT had decided not to take on the role but felt that she had to do what is best for her at this moment in time. The Committee confirmed that they were happy for FG to cover the Secretary's role until such times a member wishes to take on the role. The Chair accepted.

4.2 FG reported it is with regret I have to announce that Abigail Buckle, Adel Crag Youth Representative has resigned due to her school work commitments. A letter of thanks would be sent out to Abigail in due course.

4.3 **Minute 4.1 Environmental Issues:** FG pointed out that we need to be patient, we know the areas that had been missed which Cllr Barry Anderson is fully aware of. FG then went onto say that he had received an update from Cllr Barry Anderson... "Officers have met on site with a number of residents to discuss the various problems. Due to new schedules it will be 2-3 months before the effectiveness of changes will be verifiable."

4.4 **Minute 9.1 Woodland Event:** FG was pleased to report that all went well on the day. The children and even the adults enjoyed which was educational. FG thanked PM for his help with the equipment and to all those who attended for their support.

4.5 **Minute 9.2 Fancy Dress:** FG was pleased to report that this was a success although it was felt that it would have been better if more children had attended. It was felt that we may want to consider putting on a similar event sometime during Spring.

5.0 .Outgoing and Incoming Correspondence

- 5.1 Letter received from Marie Dupont that the area panel has approved the community vintage notice board. FG read out the contents of the letter.
- 5.2 Letter received from Cllr Barry Anderson dated 28 September via Phillip Metcalfe in respect of the School Crossing. FG read out the contents of the letter.
- 5.3 Received an email from Cllr Anderson dated 28 October regarding Adel Primary School – Crossing Warden. FG read out the contents of the letter.
- 5.4 Received letter with enclosed cheque for Recognition and Funding from WNWhLs in September.
- 5.5 FG handed out an update received from Neighbourhood Police W/c 10th and 17th October.

6.0 WNWHL Issues

- 6.1 FG asked CT for the monthly management analysis data report. CT explained that they are no longer providing this information as it was felt it did not produce any significance to our group.
- 6.2 CT briefly gave us an update on the matter of the Cold Calling Zones, how they work and how to get started. It was said that tenants and customers of WNWHL on Wayland Approach, Wayland Croft and Adel Woods no more than that would be funded. CT confirmed he has sent the number of properties they have prepared to fund to Trading Standards. FG suggested that a meeting should be arranged to discuss this in more detail to their customers and owner occupiers on both estates in due course. **Action: WNWHLS.**
- 6.3 FG gave an update on the Adel Crag Estate Inspection Log and was concerned that some jobs are still outstanding from months back. It was agreed that FG & CT would pick up these issues during our next walkabout.
- 6.4 The walkabout is scheduled for Monday 7th November at 10.00am. For those interested we will be meeting in Adel Wood Road.
- 6.5 FG reported that he had been given to understand that the new contractor to replace Glendale is Continental Landscapes due to start April 2012. The good news is that they will cutback the shrubberies at least twice a year.
- 6.6 FG wish to thank Paul Harrell's team, Estate Caretakers for making a good job of cutting back the shrubberies that was requested during the month of August/ September.
- 6.7 It was reported that the salt & grit inside the grit boxes requires breaking up. It was said the one at the back of the woodland facing Adel Wood Grove is okay. This has been entered onto the Adel Crag Estate Inspection Log. AB suggested placing coded padlocks on the boxes to avoid people from taking it for personal use. Due to Health & Safety regulations grit boxes have to be left opened for the public domain.
- 6.8 FG and EB raised concern about a very large crack in the road which was first reported last year but since has got worse. FG would like it to be noted that the crack in the road can be seen adjacent to 1 Adel Wood Close leading to Adel

Wood Drive and Adel Wood Road. AB made it clear that this could be a potential hazard to car users and should be reported under the regulations of Health & Safety. This has been entered onto the Adel Crag Estate Inspection Log. **Action: FG & CT.**

- 6.9 FG mentioned that as part of WNWHLs new core skills training incentive £100 will be paid to any Associations whose members have attended three core skills training sessions.
- 6.10 CT wish to congratulate FG for receiving the Mentoring Award then FG explained how Adel Crag achieved the Gold Standard Awards which was presented at the Corn Mill Hotel which was an excellent night. FG then suggested after the meeting if nobody has any objections we should have our photo taken together holding the award to place in our next newsletter and our website.

7.0 Equality & Diversity Policy – Members are asked to approve the policy

- 7.1 FG pointed out you all will have received copies of the Equality & Diversity Policy which I hope you have had chance to read through as we need to approve. The Committee **approved** the policy.
- 7.2 FG mentioned that if anyone would like a copy of Equality Act 2010 may do so on request. PM, WD and EB made a request for copies.

8.0 Lincoln Christmas Market

- 8.1 It was confirmed that the coach has been booked for 3rd December. The seats on the coach are filling up nicely. ML asked when we are taking deposits for the trip FG confirmed we are to commence next Monday.

9.0 AOB

- 9.1 FG briefly read out the issues of Hate Crime training for Customers received from WNWHLs. Anyone interested in this please let FG know. PM declared an interest on training and FG agreed to pass on to WNWHLs.
- 9.2 Copies of the Buzz Magazine and Keep Warm Keep Well booklets were made available to take away.
- 9.3 FG declared that Leeds Anti-Social Behaviour Team are seeking volunteers to consult on their policy & procedure documents. There will be further opportunities to discuss their public image, (leaflets, websites, etc) discuss 'what success looks like' and ensure that Leeds puts the customer first when dealing with anti-social behaviour problems. If you are interested, please contact Rebecca Herbert on 0113 3952559

Meeting closed at 08.15pm

10.0 Date and Time of Next Meeting

- 10.1 Tuesday 29th November 2011

Chair's Signature:

Print Name: Date: