

STOREY'S FIELD COMMUNITY TRUST

Wednesday 22 July 2pm

Gravel Hill Farm

Madingley Rise, Madingley Road, Cambridge, CB3 0FU

Present:

Kevin Blencowe (Chair, CCC), Jeremy Sanders (UoC), Heather Topel (UoC), Sian Reid (CCC), ,
Jonathan Nicholls (UoC), John Hipkin (CCC)

In attendance:

Debbie Kaye (CCC), Sally Roden (CCC), Vicky Mays (UoC)

1. Welcome

1.1 Members were welcomed to the meeting

2. Declarations of Interest

2.1 There were no declarations of interest.

3. Minutes of the last meeting

3.1 The minutes were approved as accurate.

4. Matters arising

4.1 All matters arising were covered in the agenda

5. Community roles and responsibilities

5.1 There was a question about the three community groups outlined in the report. The purpose of each group was explained.

5.2 It was confirmed that the North West Community Group was the first to be set up and topics are generally set by members which cover subjects such as community development, the primary school and archaeology. It was noted that once residents have moved into the site the membership of this group is likely to change.

5.3 It was noted that the groups all have very busy agendas and ensures a wide variety of representatives have a voice.

5.4 It was pointed out that faith workers should also be included in the range of community roles.

5.5 The Trust agreed that consideration should be given to how residents of North West Cambridge will have input into these groups and it may be that some restructuring of the existing groups will be required. The challenge of any amalgamation would be to also include other representative such as those from Darwin Green and Girton Parish Council, which is also a stakeholder. The Trust agreed that it is likely that these groups will evolve.

5.6 It was agreed that the paper had been helpful in setting out the roles on the North West Cambridge Development engaged in community development and potential partners for the Centre Manager. The Trust agreed that it was also helpful in recognising that there would be collaborative opportunities across these roles.

6. Storey's Centre Centre Functions

6.1 The paper set out functions which would be required to set up and manage the operation of the Community Centre. Pre opening and post opening responsibilities for these functions were proposed.

6.2 It was agreed that a handover/pre opening preparation function should be added to the list. It was also agreed that the Community Development Officers could be responsible for the volunteering and liaison functions.

6.3 The proposed functions were approved by the Trust acknowledging that this may change and responsibilities may change according to the skills and expertise of the Centre Manager.

7. Financial requirements

7.1 The City Council's proposal for HR management and payroll services was presented to the Trust. It was noted that the management service could be taken for a period of three years in the first instance and that TUPE would also have to be explored.

7.2 The Trust discussed the costs presented in detail. It was noted that insurance to cover parental leave and long term illness could be obtained. It was also agreed that the Centre Manager would manage the centre staff to

cover holidays rather than pay for additional cover.

7.3 A question was asked regarding the £3000 additional cost outline in the proposal. Debbie Kaye agreed to explore and provide further details to the Trust. **ACTION:DEBBIE KAYE**

7.4 It was agreed that a decision on the provision for IT and administration would be put on hold until there was a better understanding of site requirements and services available through the subsidiary companies.

7.5 A question was raised regarding the appointments process and whether the Trust would have the opportunity to be involved with the selection process. It was agreed that the Trust needed to be clear about the process and Debbie Kaye would respond with further information. **ACTION:DEBBIE KAYE**

7.6 In principle the Trust were supportive of the HR management proposal subject to clarity on the points raised above.

7.7 The Trust received an outline of pre opening costs. It was noted that the Storey's Field Trust currently had no budget to spend and that costs would be incurred in the pre opening phase.

7.8 The Trust supported the approach of employing the Centre Manager 6 months before the Centre was due to open, however, the question was raised about how these costs align with the original business plan.

7.9 It was agreed that by the next meeting a clear programme would be available for the opening of the Centre and a revised pre opening costs schedule will be circulated which would be produced in line with the business case. **ACTION: VICKY MAYS**

8. Illustration of NWC subsidiary companies

8.1 The Trust received an illustration of NWC subsidiary companies for information.

9. Overview of Phase 1 programme

9.1 There was an invitation to all members of the Trust to a ground breaking event for the Community Centre. The would take place on the same date of the next meeting 29 September 2015.

9.2 It was reported that the school would be opening on the 7 September with the building handover taking place on 24 August. It was reported that

the majority of parents have stated that they will be travelling by bicycle.

9.3 Next Autumn will see the first student accommodation opening, the key worker housing and the Community Centre

10. AOB

10.1 No other business was discussed.

11. Date of the next meeting

11.1 The next meeting is scheduled for 29 September 2015,