

Minutes of the meeting of the STOREY'S FIELD COMMUNITY TRUST (SFCT)

Held on Thursday 23rd March 2017 at 10.00 in the Community Room, Gravel Hill Farm

Present: Jeremy Sanders (Chair, UoC), Kevin Blencowe (CCC), Deborah Lowther (UoC) and Eilis Ferran (UoC).

In attendance: Richard Brown (SF Centre Manager), Warren Forsyth (NWC Operations Director), Sally Roden (CCC), Françoise Jarvis (WNWC Head of Corporate Governance) and Heather Topel (WNWC Project Director).

Apologies: Debbie Kaye (CCC), Valerie Holt (CCC), John Hipkin (CCC),

Action

60. Welcome Declarations of Interest

The Chair opened the meeting with a moment's silence for the victims of the previous day's terror attack at Westminster. Apologies were received as noted above. The meeting was confirmed to be quorate. No declarations of interest were made.

61. Minutes

The minutes of the last meeting held on 27th January 2017 were approved and signed by the Chair as an accurate record of the meeting.

62. Matters Arising

The contract with the Trust and the City Council for the services at the Centre was recorded as being signed by both parties. Thanks were offered to those that had worked on bringing this contract to fruition. There were no other matters arising that were not covered on the agenda.

The agenda items were varied to take items 4, operations update and 6, lease for the Centre first.

63. Operations Update

An operations update was provided by WF. Key matters noted included:

- T minus 8 programme (a programme for occupation from practical completion);
- The plan to handle the administration of large numbers of units being handed over simultaneously;
- At the time of first occupation the SF Centre building will not be open but a temporary facility on the site will be open. The temporary facility will include a centre for community uses, a centre for Lodge accommodation services and an estate management location.
- Progress on handovers was provided, with the first lots being 5 and 8;
- The rubbish collection lorry is ready for use;
- The DHN (District Heating Network) is live and supplying the school;
- The opening event, part of Open Cambridge will take place on 9th September. Sainsbury's should be open, with the other retail units to follow;
- At present scaffolding still surrounds the centre, -and brick work continues, noting that the quality of workmanship is excellent.

The Trustees accepted the update report.

64. Draft lease for centre

The draft contract had been circulated to Trustees at this early stage to give an indication of its content which is modelled on heads of terms set out in the s106 agreement along with bespoke terms being used across the site in other leases.

The University is using BLP as its solicitors. There followed a discussion about the best way to procure solicitors to act for the Trust and who should be invited to act in the negotiations for the Trust, it was agreed to instruct Mills and Reeve who acted for the NWC school during their lease negotiations.

65. Branding

Representatives (Alun Shooter, Stuart Anderson, Matt Bagnall) from the District joined the meeting. They have been working with Richard Brown and the project's media officer on the branding, design and logo for the Storey's Field Centre.

The District explained the process that had been undertaken to understand the Centre and its audience in informing their design, which was showcased to the Trustees. The geometry of the building and circle for community and the architecture of some of the windows led to a circle within a square design. The design was agreed to be strong, recognisable and potentially versatile in its application. There was some caution over the mixed typeface and its accessibility to users of the logo.

The District representatives left the meeting.

The Trustees requested a sensible solution to the font be found but the square and circle was agreed to be strong and endorsed by the Trust. The final design must be workable, simple to use, and a one off purchase to give the Centre Manager freedom to use it as needed. The Trust look forward to seeing the final version.

66. Community Centre Manager Report

The Community Centre manager presented his update. Key points raised included:

- Practical completion August of the SF Centre building with it opening in September;
- He was planning to take bookings from April, but as this is tied into the VAT issue, the Centre Manager sought agreement from the Trust to use the pricing structure provided in SFCT18, and there will be full discussion of VAT at the next Trust meeting. The pricing structure included reduced rates for those that won't be able to reclaim VAT, and the rates are close to those discussed over the last few years by the Trust. **The Trust agreed to the use of the pricing structure.**
- Lisa Pollitt, Community Development officer is now working with the Centre Manager;
- There is an event on Saturday 17th June, involving a community tea party (tied into events connected to The Great Get together), and the Centre Manager is involved in this;
- Flags for Eddington – it has been decided that the site will not be quite full enough in 2017 for this event but that it will go ahead in 2018, and include working with the University Primary School and other primary schools too.
- Advertising for posts at the SF Centre is happening now, ready to have the personnel in place for opening.

67 Any other business
None

68 Items for next meeting.

Three items were noted, including the need for the next Chair of the Trust to be appointed and the VAT issue that will require Trust agreement.

The Centre Manager is currently reviewing the suite of Trust policies in light of the City Council contract to manage the Centre, and plans to use the City Council policies for the employment purposes, whereas other policies will be bespoke to the Trust or the University model may be more suitable.

The next meeting will take place on 25 May 2017.

The meeting closed at 11.05.



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Signed by the Chair

25 May 2017

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Date

