

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

Held on Friday 27<sup>th</sup> January 2017 at 14.30 in the Community Room, Gravel Hill Farm

**Present:** Jeremy Sanders (Chair, UoC), Kevin Blencowe (CCC), Valerie Holt (CCC), John Hipkin (CCC), Deborah Lowther (UoC) and Eilis Ferran (UoC).

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

**Apologies:** none

The Trustees undertook a tour of the site prior to the meeting commencing.

**Action**

### **51 Welcome Declarations of Interest**

The Chair welcomed the members and the new attendees. Introductions were made. The meeting was confirmed to be quorate. No declarations of interest were made.

### **52 Minutes**

The minutes of the last meeting held on 28 November 2016 were approved and signed by the Chair as an accurate record of the meeting.

### **53 Matters Arising**

There were no matters arising not covered on the agenda.

### **54 Operations Update**

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

- SFC building works are due to be complete by the end of July 2017, with handover in August or early September for opening. The programme is monitored weekly and reported to the WNWCD Board monthly, and the July handover date has been stable for some months now;
- The permanent power supply and heat from the heating district network are ready for immediate supply;
- The waste management process is ready to go live in April;
- The welcome pack/ home user guide is being prepared, initially paper based and then through the online portal;
- The Portal branded vehicles are in use;
- The Facilities Management company, Mears, team is being strengthened;
- A series of temporary community developments are being planned for the first residents;
- A rolling programme of temporary signage is planned for the temporary community facilities.

The Trust members heard that there is increasing confidence in the programme dates as time passes. The known risks that could create difficulties are being scrutinised and controlled.

The Members accepted the update report.

### **55. Community Centre Manager Report**

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

- The Business Plan had been circulated to Trustees;
- There have been changes to the kitchen layout to enable drinks to be served during intervals more quickly, plus revised storage and presentation of drinks will lead to staff time savings;
- The job descriptions for staff have been drafted and the recruitment process is on target. The Members noted that the timing of staff recruitment is critical to ensure staff are in place and trained in time, but not idle, pre-opening. There may be opportunities to share staff with the Clay Farm Centre, to create a pool of staff who can be deployed flexibly at times of high demand;
- Booking systems are being investigated;
- The Centre Manager has met with Mears at an induction event;
- A database of potential bookings is being collated and by April it should be possible to start taking firm bookings for September onwards;
- Branding is being tied in with whole site branding and the Centre Manager is working with a local based design team, who will also deal with the website;
- There are plans to showcase the venue with art displays and events, supported by an Arts lottery funding bid that has been submitted;
- The Centre Manager is working with local groups and the community development officer;
- It is envisaged that there will be a children's flag parade that would take place in September if funding is secured;
- The Centre Manager is aligning diaries with other local centres, such as St Augustine's.

**56. The Business Plan.**

Report SFCT014 was received by the Members. It is a thorough business plan, with an executive summary, as the plan itself goes into substantial detail and so acts as a business manual.

Included in the business plans are:

- Details of known participation in community activities by existing communities;
- An organization chart;
- Community development strategy;
- The plan to avoid, or fill, vacancies in the bookings, should they arise.

The Members received the plan and appreciated its detail. Discussion focused on appealing to the existing community in the City, Girton, wider Cambridge and the anticipated, although delayed, Darwin Green community. Managing the mapping of cycle and pedestrian routes is within the remit of the University's travel plan manager, who is working with the Centre Manager.

It is understood that the Council is looking holistically at signage on the Huntingdon and Madingley Roads. The Trust endorsed the need for wayfinding from the surrounding neighbourhoods, to alert people to the existence and location of all the Eddington facilities.

The Trust considered the decision-making process that would lead to approval of a budget that would not initially break-even, and would therefore require the NWCD to provide a subsidy.

The Trust requested that :

- The Business Plan be kept up to date and reviewed regularly;
- The 5 year projection be circulated to the members;
- The original business case (seen by the Trust previously) be circulated to new members.

RB and FJ

57. **Opening Schedule**

It is likely that on the 9<sup>th</sup> September the NWC site will be participating in the Open Cambridge event, opening across the site as many buildings as possible. This will be a ticketed but free event with architectural and possibly cycling as well as walking tours around site and its buildings. Further into September, Melanie Manchot, the current phase 1 resident artist, will host an event in the Centre. A full range of soft opening events will take place over the month, including taster sessions for the dance classes etc.

58. **The Contract between the Company and the Council**

The Trust received an update on the contract negotiations. The outstanding issues reported at the previous Trust meeting had been resolved and the main change to the latest version of the contract that had been circulated to all members ( SFCT015) concerned the insurances required for the operation of the Centre.

The Members will inform the Head of Corporate Governance if they have any further issues to raise concerning the contract by 7 February, and if not, it will be deemed to be acceptable to be signed.

Trustees

59. **Any other Business**

The Project Director informed the Trustees that the draft lease for the SFC will be coming to the next meeting.

HT

The next meeting will take place on 23 March 2017.

The meeting closed at 15.40.



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Signed by the Chair

23 March 2017

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Date

