

# **STOREY'S FIELD COMMUNITY TRUST**

**Tuesday 2 June 2pm**

Gravel Hill Farm

Madingley Rise, Madingley Road, Cambridge, CB3 0FU

Present:

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

In attendance:

Liz Bisset (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** An amendment was requested to make clear that Sian Reid's comment about the subsidy to the Centre was to articulate that she felt it was premature to have this as a financial objective. Subject to this change the minutes were approved as accurate.

## **4. VAT status**

**4.1** The Trust received a paper outlining the VAT status of the Trust. It was agreed that the Trust would not seek VAT registration.

## **5. Construction update**

**5.1** Heather Topel gave an update on the North West Cambridge Development. The Trust noted that the construction of the Centre would

commence in September 2015 with a 56 week construction period. It was reported that the Primary School was on programme to open in September 2015 and the Huntingdon Road junction would be operational from the school opening.

**5.2** It was confirmed that that earliest residential occupation on the site would be in a year. It was agreed that a chart illustrating Lot progress would be circulated at a future meeting. **Action: Heather Topel**

## **6. Estate Management**

**6.1** Heather Topel reported that the North West Cambridge Development team were in the process of recruiting of an Operations Director. This role will manage the Estate Management Company and the NWCD Housing Company. It was noted that final interviews will be held towards the end of June.

**6.2** The role will focus on facilities management and community building across the development. This will include liaison with the accommodation service, the marketing team and securing facilities management contracts for the site. There is also a University Travel Plan Manager and someone with responsibility for sustainability who will also contribute to community support on the North West Cambridge site.

**6.3** It was agreed that once the role had been appointed then the new Operational Director would be invited to the Storey's Field Trust meetings.

**6.4** It was noted that the West Cambridge site will operate on a different model. The distinction between the sites is that occupiers on the North West Cambridge site will pay a service charge, however, it was acknowledged that looking ahead 10 years it is likely that the sites will become increasingly integrated.

**6.5** It was agreed that a paper outlining the subsidiaries structure for the North West Cambridge Development would be presented at the next meeting. **ACTION: Trust Secretary**

## **7. Management Options**

**7.1** The Trustees received a paper which outlined a range of management options for the Centre. The paper had been produced in collaboration with the North West Cambridge Development Team and City Council Officers

**7.2** The Trust discussed the merits and disadvantages of each option. Trustees were concerned that staff resilience and availability of skills would

be a problem if managing the operation directly through the Joint Venture. There was concern about outsourcing the complete management operation to a third party. It was agreed that it would be difficult to write with confidence a detailed specification so early in the process which would accurately capture all the requirements. It was agreed that it is a priority for the Centre to be responsive to the community and it is still unknown what these needs will be and how they will develop over time.

**7.3** The NWC Estate Management option was considered and it was agreed that once the company is in operation this could be an attractive option for the provision of facilities management services to the Centre. This option would be explored at a later stage to determine what kind of relationship the Estate Management Company will have with the Storey's Field Trust and Centre Manager.

**7.4** It was agreed that the option for both stakeholders to jointly provide the operational management structure appeared to offer the greatest benefits. In summary the community support and employment structure could be provided by the City Council and the facilities management could be provided by the University. The Trustees noted that any secondment made to the Trust would incur VAT and higher on-costs but it was agreed that the added value of greater resilience and staff expertise might outweigh this cost.

**7.5** It was agreed that Sally Roden and Vicky Mays would produce a job analysis mapped against operational functions and specify the suite of back office activities which would be required to support the Centre. This would be reviewed at the next meeting for Trustees to agree the responsibility for provision of services. Stakeholders would then need to determine whether these services could be provided by their respective organisations. **Action: Sally Roden and Vicky Mays**

## **8. Chairmanship from 1 July 2015**

**8.1** It was agreed that Kevin Blencowe would take over the chairmanship of Trust from the end of June 2015. The Trustees thanked Jeremy Sanders for his service as the first Chair.

## **9. AOB**

**9.1** No other business was declared.

## **10. Date of the next meeting**

**10.1** The next meeting is scheduled for 22 July 2015.