



# Langford Village Community Association - Minutes

21<sup>st</sup> May 2018

**Attendees:** Rich Ponsford, Matt Phillips, Andrew Smith, John Broad, Jean Coker, Bob Rudge, Carole Hetherington, Richard Kingshott, Michelle Kaiser

Councillors Dan Sames and David Anderson joined for items 3 and 4.

## 1. Approval and Actions Arising from April Minutes

The minutes from April were agreed, and signed by Rich.

Rich thanked the committee for taking part in the litter pick, which was a big success.

## 2. Treasurer's Update

Bank Balances at end of April 2018:

Account	Langford Life	Hall	Hall Improvement	Reserve	Total
April 18	1,530.85	8,318.66	1,855.24	10,002.25	21,707.00

The accounts are ready for inspection. The previous auditor, Peter Stoddart, has been difficult to contact and, following similar difficulties last year, Jean suggested seeking an alternative. John indicated he may know someone who could provide this service, and promised to check. If this is not successful, an appeal can be put on social media.

As agreed at the previous meeting, Jean contacted Nick Barnett about his request for an increase in lawn cutting charges. The cost of the mower service was £123. Last year the lawn was cut 12 times, so an increase of £4 a time will only add approximately £50 to the annual bill and equates to roughly 40% of his outlay. Prior to the May meeting, Jean and Rich agreed to accept Nick's request.

Jayne has requested increase to both Hall Management & Cleaning charges of roughly 7%. As she had not had an increase for 3 years the Committee agreed to the overall proposal although they felt that the amount currently paid for cleaning was adequate & that the increase should be paid for Hall Management as this is increasingly time consuming.

Acceptance of the revised Terms & Conditions was eventually received from the 2 outstanding regular users. Nevertheless, there have still been a couple of complaints about the state of the floor and the stacking of the chairs.

Castle Water: In addition to the usual £50, another direct debit for £3.85 appeared on the bank account in April. This was queried and it was explained that they had calculated the sum to reduce the account to zero by 31<sup>st</sup> March 2019. However, in the meantime the normal £50 direct debit had gone through, thus putting the account in credit. There was an option of cancelling the direct debit until next year, paying no more, but it has been left at £3.85 a month which will reduce next year's demand/calculation.

## 3. Update Regarding the Front Path and Hall Lease

Rich, John and Bob have met Ross Frewin and Stuart Parkhurst of CDC at the hall. Mr Frewin advised that neither John Slack or Stuart Parkhurst had authority to promise a change to the lease. However, they agreed that the design of the exit is unsafe and, as a gesture of goodwill, will pay for and oversee the works to extend the guardrail to make it safer. Ongoing maintenance of the path thereafter will remain with LVCA.

## 4. Highways and Development

The revised Wretchwick Green planning application is being considered by council officers but has not yet been released for public consultation.



The Rodney House Roundabout works have started, with some work taking place at night and causing disturbance to residents. Dan is investigating whether it was being done outside of permitted hours, because he'd previously been advised that night work was not planned.

## **5. Website Improvements**

Rich introduced Michelle, who has expressed an interest in helping the LVCA improve the Langford Life website. Rich suggested that the purpose and format of the website need to be refreshed. Michelle and Andrew agreed to work together on initial proposals.

## **6. Hall Management Arrangements**

The committee considered options for continuing Bob's various roles after he steps down.

- AGM Leaflet and Langford Life Distribution: Bob agreed to seek volunteers from amongst the current list of deliverers. Bob to broach this while organising the next distribution.
- Website: Ongoing updates to be arranged following Michelle and Andrew's website review.
- Hall Maintenance: Coverage required for emergencies, weekly activities (e.g. putting out the recycling bins), planned maintenance visits and planned improvements. Rich and Matt to put together an advertisement calling for volunteers – options for distribution include social media, leaflet drop and shop notice boards. Matt to share the Maintenance Schedule that he's been working on.

## **7. Hall Improvements**

Bob confirmed that the rear path extension to the shed is now complete. Following the sale of tables, children's toys are now being stored in the shed, leaving the garden much tidier.

## **8. General Data Protection Regulation**

The GDPR comes in to force on 25<sup>th</sup> May and will impact hall booking information, AGM contact lists and website distribution lists. Andrew agreed to prepare a policy and website notice about how the regulation is being addressed.

## **9. Fundraising**

Carole reported the following:

- Tesco Bags of Help – £2,000 has been received.
- The Bicester Village application was unsuccessful – Carole is chasing feedback.
- The SPARK fund has rejected the LVCA's application.
- Carole is applying for a £5,000 grant from CDC's Community Infrastructure Capital Grant Programme. This requires 2 trustee signatures and endorsement from Bicester Town Council.
- Carole is investigating an opportunity with the Doris Field Charitable Foundation.
- The event sub-committee reported they are working on an idea for a wine/beer/gin tasting evening.
- Funds raised so far total around £4,000.



## **10. AGM Date and Langford Life Planning**

It was agreed to target the week commencing 15<sup>th</sup> October for the AGM, with the most likely day being Tuesday 16<sup>th</sup>. On this basis, it was agreed to aim to publish Langford Life in mid-September, with articles to be submitted to Rich by the end of July. Article ideas:

- Wretchwick Green update – Richard and Carole
- Gavray Meadows, dbSymmetry and CPRE – John
- Expressway and East-West Rail – Andrew
- Fundraising and thanks for donations – Carole
- Orchard – Pam Roberts
- FLTR Coffee
- Editorial – Picking up on hall improvements and donations

Rich intends to approach Bicester From Above for a cover photo.

Date of next Meeting – Monday 18<sup>th</sup> June 2018 – 8:15pm

Initiative	Lead	Supports	Status
Hall Improvements			
Cycle racks	Rich Ponsford	John Broad	
Refresh safety and fire risk assessment	Matt Phillips		Complete: <ul style="list-style-type: none"> <li>• Safety Risk Assessment Notices</li> <li>• Fire Notice</li> <li>• Emergency Notice</li> </ul> In progress: <ul style="list-style-type: none"> <li>• Safety Policy</li> <li>• Fire Risk Assessment</li> </ul>
Replacement flooring	Carole Hetherington		Fundraising ongoing
LVCA outside communications			
Langford Life magazine	Rich Ponsford		Target to publish mid-September 2018
Enhanced Langford Life website	Andrew Smith Michelle Kaiser		Purpose and format to be refreshed
LVCA Branding	Rich Ponsford	Matt Phillips	Updating hall notices. Template for headed letters
Langford and Surrounding Environment			
Litter picking	Rich Ponsford		Annual event
Cleaning/repairing street name signs	TBC		Encourage community involvement? Check with town council whether they'd have any objection
Promoting Community			
Welcome packs for new residents	TBC		