

Briars Centre Committee meeting – Zoom 1730 23/4/21 - Minutes

Chaired by: Katia Malcaus Cooper

Apologies: Rosalie James, Tom Pembrey, Sophie Ekins

Attended by: Katia Malcaus Cooper(T,O), Richard Woolley(T), James Harris(M), Karen Browne(O), Fiona Woolley(O), Caroline Milward(S), Sharon Galliford, Ros Cumberland, Teresa Stockham(U), Neelu Ratnam(U), John Gosling, Rebecca Jennings-Evans, Nicky Potterton.

Where T=Trustee, O=Officer, S=staff, U=User Representative
M=Member

Report on Wi-fi

RW thanked KMC and Sharon for the work on securing funds for the instillation of Wi-fi at the centre. He has ascertained that there is an existing telephone cable to the centre and the next steps he will take are to contact BT and/or Virgin in relation to obtaining a connection to support Wi-fi installation.

Report on Security

RW reported his findings on the requirements needed to fit CCTV at the centre. The installation needs to be shown to be justifiable, he cited the recent criminal damage to the garage doors and Nursery property within the fenced garden, his view is that these occurrences would satisfy this requirement. He found that the ICO was the national governing body covering the recording and storing of CCTV. The ICO (Information Commissioners Office) charges an annual registration fee and provides guidance for organisations that store any data on individuals in line with the Data Protection Act of 2018. Although the instillation of CCTV will be

practically inexpensive and technically simple once Wi-fi is installed, the ICO will require the Committee to produce a policy document which outlines duration of, content of and access to all stored data. RW will continue to work on an outline for this policy for the Committee to discuss at a later date. RW also suggested that the CCTV record the outside of the building only, and only be activated at times when the centre is not in use, this would protect the identities of the users, especially as the high proportion of them are minors.

RW reported that he had been in contact with Camberley Glass, who fitted the back door. It is possible to change the door mechanism to one that locks on closing but that this would be at significant cost. RW is awaiting a quote before further action is taken. He will chase Camberley Glass and contact CPR regarding the cost.

KMC suggests that regular Users, such as the Nursery, have a contact within the Neighbourhood Police Team and that all Users report any anti-social behaviour or evidence of illegal activities using 101 or the online police portal. She will get a contact for the Nursery to use.

Tree progress

KMC reported that she chased the quotation requested for making safe any dangerous trees. The company that were going to carry out the survey have ceased trading. Several alternatives were discussed. KMC will start the process of obtaining a tree survey again with a new company.

Field incursion Security

KMC confirmed that there are still many complaints being made in regard to the parked cars caused by the closed car park. Also, she confirmed that the council still rate the field as “at high risk” of incursion. Looking at the council proposals for remedying this, all agree that the funds c £12,000 to carry out council works, is not feasible financially. KMC has procured a further “council” padlock to go on the second car park barrier, but as yet has no key for it. As soon as she can sort a key

for the padlock, it is agreed that the log from in front of the barriers can be removed. The log to the right of the barriers is to remain. The car park will then be re-opened, the barriers to be secured after each use. SG asked about the recycling bins, as they are full and could present a littering/dumping risk. KMC confirmed that the recycling bins will be able to be emptied once the log is removed as the companies will have access. A set of physical barriers, in whatever format, between the car park and the field is still a high priority for the Committee when funds become available. The use of any cut down trees is still a possibility.

Cleaning

RW announced the resignation of the current Centre cleaner to take effect at the end of July 2021. He suggested that nearer to that time he would locally advertise for a replacement individual, as this would be preferable to contracting a company given the problems experienced last time. He thanked Caroline on behalf of the Committee for all her years of reliable, affordable service in cleaning the centre, especially in light of the extra requirements due to Covid. Also for her extremely generous work of currently carrying out the extra-Covid related requirements at zero cost to the centre. Without her generosity the Centre would have to increase its rent or charge an additional Covid charge for each use of the centre. He will liaise with CM in the interim to produce a full job description to put to future candidates.

Front Planter

RW had good feedback from the local Lightwater Gardeners Facebook Page with ideas and offers of donations. He suggests that he build a wooden framework to support some troughs then appeal again to the local community for specific ideas and donations. He proposes leaving a front area clear for the Nursery to plant seasonally. TS supported this idea.

Governing Document

FW proposes a review of the Governing Document, the existing one, the “Constitution Of The Briars Centre Community Association” was adopted in 1994 and requires updating to make it relevant. It has no provision for virtual meetings, email communication, electronically stored minutes. In line with Part 21, KMC will write to FW to propose the alteration.

Youth Club – pilot proposal

KMC introduced Nicky Upton who updated the Committee with the developing plans for a youth club to be held at the Centre.

NU had canvassed some local young people and identified a need for a venue for them to gather in Lightwater. Following the Committee’s approval at the previous meeting she has further investigated a trial of a Youth Club. The Parish Council has already granted £1700 for equipment such as a table-tennis table, bean bags, fussball, a tuck shop etc. She reported an overwhelming response to her request for support for the project with over 40 people offering to volunteer. She proposed that there are two separate sessions aimed at two age groups. CM filled her in with Friday and Saturday evening availability. Due to availability it was agreed that the pilot for the older group should be on Fridays at 2045 for 13-15 year olds and at the earlier time of 1900 on Saturdays for 10-12 year olds. SG suggested that NU contact the leaders of the local youth clubs in Camberley Old Dean, Bagshot, and Windlesham for advice. The committee agreed to allow the pilot to go ahead from 1/7/21 and trial over the summer holidays for interest and viability. CM to block out these evenings, Friday and Saturdays from 1/7/21 until further notice to avoid booking clashes.

AOB

Youth Shelter – KMC proposed the future consideration for a youth shelter. This could be another way of accommodating younger local residents, this will be discussed at a later day.

Suspected Drug Dealing in outside area – KB received a report and witnessed some suspicious behaviour this week in the park which could

have been drug dealing. KMC advised any suspicious behaviour witnessed to be reported using either the online tool at :

<https://www.police.uk/pu/contact-the-police/report-a-crime-incident/>

Or phone the local non-emergency number of 101. If crimes or suspected are reported in the area, the police will be able to act.

Next Meeting: 16/07/21 at 1730, (hopefully in person), at a venue to be confirmed.

Allocation of resulting tasks:

CM – Work with RW to produce a job description for both the cleaning and the Booking Secretary roles. Block out every Friday and Saturday evening from 1/7/21 until further notice for the provision of the youth clubs.

KMC – Provide a contact in the Neighbourhood Police Team to the Nursery. Source an alternative tree company to survey the trees and identify any dangerous trees requiring immediate attention and get a quote for essential works. Source a key for the second car park barrier and subsequently organise for the log to be removed and the car park opened. Write to FW to propose an alteration to the constitution.

RW – further investigate the telephone connection to the centre to allow Wi-fi. Work on a draft ICO-compliant CCTV policy document for the Committee to discuss in the future. Price up a simple CCTV system to cover the outside of the building only. Chase Camberley Glass in regard to the back door mechanism quote and liaise with CPR in regard to covering this cost. Work with CM to produce a job description for both the cleaning and the Booking Secretary roles. At a suitable time, advertise for a replacement cleaner. Build a wooden framework for the implementation of a planter to the right of the front door, invite the community to donate and/or maintain some of the plants.

FW – Work on changes to the constitution for discussion by the Committee.