

Nevill Residents' Association Committee meeting, Wednesday 23rd August 2023

Present: Suzy Nelson (chaired), Sarah Neel, Tim Gorringe, Jane Jackson, Mike Fisk, Carole Kirby, Kia Makepeace, Adam Manning-Jones, Richard Tomkinson (LDC), Lesley Healey (minutes)

Suzy opened the meeting, and chaired by agreement with Sarah. Lesley had previously offered to take the minutes at this meeting.

Actions

1. Appointment of a Secretary

Since the Committee's last meeting, Tina Quinn has resigned as secretary and from the committee as a whole. She will be much missed. The NRA Committee is in need of a new secretary. Lesley said she would take and write up minutes whenever she was able to attend a meeting but had already given her apologies for the next Open meeting on 18th September. Richard suggested that, if Ruth Tahsin is able to attend, she could take the minutes. [Update: Ruth is unable to attend but her colleague, Nikki Wickham will come instead, will bring a projector and take minutes.]

It was agreed that other duties falling to the secretary could be shared out amongst members of the Committee, eg, Suzy undertook to put the agenda together. This will be easier now there's a WhatsApp group for the Committee that enables more updates.

2. Minutes of the meeting held 3rd July were agreed as a correct record.

2a Matters arising not on the agenda

i) *Constitution:* the agreed Constitution was signed by the NRA Committee Co-chairs, Treasurer and Secretary. We all agreed that we would use the WhatsApp group to highlight issues and matters arising that could be dealt with between meetings. We further agreed that we would respond, where necessary, within one week of messages being posted. Kia has deactivated Adam and Sarah completed Conflict of Interest forms.

All

ii) *Headed notepaper:* We need to have headed notepaper for writing to grant givers etc., to include our logo and correspondence address. Tim's address is used for the NRA's insurance policy and bank account but unsuitable for a more general correspondence address. This will be brought forward to a future meeting.

B/F

iii) *Grit bins:* Mike found 4 bins around the estate (believed there may be one more in Downs Close). Hawkenbury's is full, others are empty. Sarah will chase ESCC about possibility of Highways filling them and the cost.

Sarah
B/F

iv) *Gritting Nevill bus route:* Jane has looked into this. We need to write to ESCC ask for the bus route to be salted at least as a secondary route.

B/F

v) Trees along Highdown Road

Carole has enquired about grants from LDC for two trees on Highdown Road verge opposite the shops, though there is probably no money for this. Audrey Jarvis (Friends of Lewes Urban Arboretum) has responded to enquiries, saying that as Nevill has already had 20 new trees across the estate, other areas will come first. **No further action.**

vi) Tim reported that we can serve alcohol at Open meetings, but it can't be sold as there's no licence. Donations could be requested.

vii) *Road safety at the Nevill Crescent entrance:* Adam has spoken to Cllr. Wendy Maples. She reports back that someone would have to be killed at that junction before ESCC will spend

money on adjusting it. Agreed to bring forward to a future meeting to discuss whether there are ways to improve driver awareness and caution at that junction. B/F

viii) *Flooding along Nevill Road and Crescent*: Suzy reported that Transition Town Lewes has been looking at the possibility of a Rain Garden along Nevill Road to hold water and prevent flooding. The Aquiver project is coming to the Nevill 2030 Front Garden event on 1st October, so potentially an opportunity to chase up with them.

3. Defibrillator

Tim has been in correspondence with St Ann's Parish Council. The proposal to fix the defibrillator to St Ann's Church Hall will be discussed at the next parochial council meeting in September. If turned down, an alternative may be to house it in an old telephone box, though this would still need a power supply. Sarah said she was aware that community groups can get these for minimal price. We agreed to wait for the outcome of the meeting and for costs before applying for money. *Update to our next meeting* Tim B/F

4. Survey

20 responses. Suzy has collated and tabled to the meeting. She will feedback to the Open meeting in September (see next item).

5. NRA Open meeting, September 18th

Notifying people of the meeting: agreed we'd put notices on all noticeboards first then use email addresses and WhatsApp groups to spread the word. Nevill Good Neighbours and Living Streets are both able to speak; NGNS first. Projector and screen needed. [Update: both have been secured.] Suzy will open the meeting and feedback about the survey results. Agreed no wine etc. at this meeting. ***NRA committee asked to arrive a bit early*** All

Jane has organised and front-funded an ***Artists and Makers Christmas Event*** at St Mary's Supporters Club on 11th November and the Committee agreed this will now be under the umbrella of NRA. (To be announced at the Open meeting.)

Discussed how people wanting a table can pay into NRA's account. Tim has a strong preference for BACS and will let Jane know the account details. Jane needs to be told who has paid, so she can confirm their table booking. Discussed advertising in The Lewesian and Lewes News. LDC are prepared to print leaflets for the event, and Lesley can email to the email list. Richard suggested that there is a bottle stall or similar for the benefit of NRA funds. [Jane has since shared the budget and projected income with the Committee via WhatsApp.] Tim Jane Lesley B/F

6. Website

Sarah has updated the current website. After some discussion, the committee agreed that the Domain name should be transferred to a new site accessible by other members of the committee. Various hosts were discussed, including Wordpress (minor annual costs for a basic site) and others used by similar organisations. Although we currently only want a simple provision, it would be useful to have the ability to add bells and whistles (like a Calendar and email addresses) if required. Old materials can be copied and pasted onto the new site as archive. Kia will continue to look into this, with the current site being held open until the new one is ready to go. Sarah will upload minutes onto the current site meanwhile. Kia Sarah

7. Public Liability insurance

Suzy compared policies and quotes from Wildflower Lewes's insurer (PolicyBee) and Zurich. Aside from a reduction for a referral, they are much the same price but Zurich covers NRA's activities more usefully, eg, can have events of up to 500 people under the basic insurance. Suzy will just check whether Landport's barbeque is covered by their basic insurance, in case that's something NRA would want to do. Note that we cannot alter the insurance cover during the year.

Suzy

Agreed NRA will take insurance out with Zurich when our current insurance expires on 19th September.

Tim

8. Accounts

Tim has back-checked accounts to reconcile. All correct. Current balance is £330.65.

9. Budget

Suzy had outlined a budget for discussion. We agreed to include hire of St Mary's Church Hall for 3 Open meetings of 3 hours each (including the AGM) (committee meetings continuing at St Mary's Social Club, which is free, as Jane and others are members). We also agreed to increase the stationary amount to £60 to allow for leaflets, posters etc. Richard indicated that, on submission to LDC, the Council was likely to grant up to £500.00 for the relaunched NRA's first year.

Suzy

10. Updating noticeboards

Ann Holmes at 20 South Way currently has a key (all board keys are the same). Ruth Tahsin should be able to get us a duplicate key. We need to remove outdated notices and replace with the Open meeting, the Artists and Makers' day etc. [Update: Suzy has dropped poster with Ann and sent a photo of the key to Ruth]

11. Proposal for bus times leaflet too all Nevill residents

Proposal from Nevill 2030 members: A4 folded sheet that includes the estate timetable and buses along Nevill Road, along with Apps to use to plan your journey. Agreed this is a useful thing for Nevill residents. Suggested that Compass (who provides all the relevant buses) might help by producing the leaflet. Kia will speak to Compass. If not, we could apply for a Town Council grant.

Kia
B/F

12. Role-specific emails to help continuity

Bring forward once website matter is resolved.

B/F

Date of next Committee meeting: 19th October, 7.30pm, St Mary's Social Centre Committee Room

Jane