



Meeting of Three Fields Community Trust – Church Hall Meeting Room – 23/08/16, 6.15pm.

Attendees : Andrew David (SEWEA), Paul Turner (MAGOR), Rob Ollerton (Magor Churchmen), Sally Raggett (Magor Players), Kevin Wright (Badminton Group)

Apologies : Andrea Rodley, Peter Wilson, Ian Saunders, Teresa James, Joanne Gillard, Karin Henderson, Lisa Morgan, Sara Lucas,

The following is a set of action notes of the meeting but is not intended as verbatim minutes.

	Subject	Decision / Action	Who
1.	Purpose of Meeting	PT informed the group that the aims of this meeting were to follow up on the actions of the 'Director's Meeting' and to progress the project plan.	
2.	Actions from Director's meeting	<p>AD reported that the basic design plan and outline business case had yet to be submitted to MCC via GAVO. However, AD confirmed that charity commission had supported the approach that SEWEA was taking. There were still details to be confirmed and additional information required. AD would circulate a copy of the draft to the meeting attendees for them to edit (with the additional information) and return to AD for shaping into a final draft.</p> <p>The draft building look, site and floor plan documents were yet to be uploaded to the website. AD would provide PT with the latest documents and PT would upload (expressing by note against them that these were 'first drafts' and comments would be welcomed from all).</p> <p>AD had registered Sally Raggett and Rob Ollerton as additional directors of the Three Field Community Trust</p> <p>The meeting with Andrea Rodley had yet to be arranged (holiday season had hindered progress).</p> <p>Rob Ollerton had 'recruited' his wife, Pam, to lead on forming a table tennis group that might use the hall. Everyone was reminded to continue to encourage others to join the trust to help with the delivery of the building, run groups and help to maintain the building and site.</p>	<p>AD</p> <p>ALL</p> <p>AD</p> <p>PT</p> <p>PT</p> <p>All</p>

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3.	Business Plan	<p>1.) Income generation – PT circulated a ‘first cut’ spreadsheet that identified groups, individuals and functions that might use the various facilities (main hall, small hall, ‘coffee shop’, meeting room and outside area). The spread sheet, which was a very conservative’ draft and used moderate rates that other halls and centres charged. The sheet showed that it could be relatively easy to generate around £20k per annum. The spreadsheet would be circulated for all to amend and add to for a final collation to be done by PT. This information would be key to the business plan. There was a need to identify the current level of use of the existing halls, not only as part of the plan but to avoid taking ‘business’ away from them, i.e. Magor Church hall (RO), Memorial Hall (SR), Baptist Hall (RO), Scout Hall (PT), Undy Church hall (PT). KW would contact Ponthir Village Hall to get ideas about running and income generation. RO would similarly contact one he knows in Wiltshire.</p> <p>2.) Risks (or threats) had been identified as part of the draft business plan but currently the main risks are seen as –</p> <ol style="list-style-type: none"> a. Getting funding to maintain the fields and boundaries b. A legal objection with regard to use of the site c. The apparent lack of support or involvement from the Community Council d. Project already ‘slipping’ against the published plan. <p>Mitigations to these (and other) risks will be developed.</p>	<p>PT All PT</p> <p>All</p> <p>KW</p> <p>RO</p> <p>PT /All</p>
4.	Meeting with MCC Head of Planning	<p>PT reported that he and AD had met with Mark Hand, on an informal basis, just to appraise him of the latest developments with respect to ‘Magor and Undy Walkway Station’ and the ‘Three Fields Community Trust’ and also the inter-relationship between the two projects. It was a productive meeting with number of useful pieces of information being gathered. Particularly, that the original planning permission granted for development of the site may not have lapsed because work had already started on it. AD would follow up with him on this and other matters.</p> <p>PT also reported that the Ian Saunders, Head of Tourism, Leisure and Culture (MCC), in his apology for not being able to this meeting, had said he would organise a meeting with him (PT), Nick John their Sports Dev/leisure manager, Matthew Lewis their Countryside manager and himself to get a good feel on how best to support the (any CAT) offer and involvement if required. This support was much appreciated.</p>	<p>AD</p> <p>PT</p>

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5.	A.O.B.	<p>1.) Communications – The website is now up and running, properly supported by associated Twitter and Facebook page accounts. It was agreed that we, having established a core group, now needed to raise our public profile. It was agreed that the first opportunity would be at the Charity Event in The Square on 3rd September (being run by the Golden Lion). PT said that MAGOR had a stall and that the 3FCT could piggy-back off that because of the close association between the 2 groups. It was also agreed that we would hold an open ‘launch’ meeting to explain our aims, receive questions and invite further support and involvement. This would be on 27th September (at the Church Hall). Flyers and posters for hand out and notice boards would be produced. Similarly, an Email would be sent out by AD (from threefieldstrust@gmail.com) to all the survey respondents/supporters – specifically calling for professionals, group leaders and ideas.</p>	<p>SR/RO</p> <p>All</p> <p>SR / KW</p> <p>AD</p>
6.	Date of Next Meeting	20 th September, 6.15pm (committee meeting) – Magor Church Hall	

PT/24-08-16