



**Love's Farm Community Association Meeting**  
**Love's Farm House**  
**15 January 2019**  
**19.30**

## Minutes

<b>1</b>	<p><b>Welcome and Apologies – Marcus Pickering, Chair</b></p> <p>Apologies: Caroline Gregson, Caroline Henderson, Jenny Lincoln, PCSO Dan Grant</p> <p>Present: Marcus Pickering, Di Briggs, Phyllis Hooper, Liz Windle, Emma Lovelock, Helene Tame, Ben Pitt (SNTC), Julie Wisson (CCC), Rebecca Fowler, David Wells (HDC), Rob Simonis (SNTC), Kevin Fitzgerald, Lyn Bleackley, Cameron Paul, Jessica Sanchez, Nik Johnson (HDC)</p>
<b>Building great relationships in our community.</b>	
<b>2</b>	<p><b>Committee Governance</b></p> <p>a) <u>Co-option of Secretary</u> It was agreed Rebecca Fowler would take on the role of Secretary.</p> <p>b) <u>Review of sharing volunteer roles</u> Prior to the meeting, Marcus shared a list of LFCA roles that require volunteers (see Annex A); only the Secretary role had been filled as a result. Marcus noted that some tasks fell within the remit of the appropriate Councillors present, and that he was happy to continue to direct such tasks towards them.</p> <ul style="list-style-type: none"> <li>• HDC liaison: Phyllis requested to be closely allied to the individual who takes on the HDC liaison role to ensure engagement in any 'green' work.</li> </ul> <p style="margin-left: 40px;"><b>Action: Marcus to put Phyllis directly in touch with Judith Neal, Jo Wolstencroft and Helen Lack.</b></p> <ul style="list-style-type: none"> <li>• BPHA liaison: Helene offered to take responsibility for BPHA liaison.</li> <li>• LFCA Meetings and liability insurance: Cameron agreed to take responsibility for arranging room bookings for LFCA meetings and reviewing liability insurance (with assistance from Emma to ensure T&amp;Cs are in line with council requirements for public events).</li> <li>• Twitter: Emma volunteered to take on this responsibility if no-one else came forward.</li> <li>• Charing LFCA meetings: Helene offered to rotate with Marcus.</li> </ul> <p style="margin-left: 40px;"><b>Action: Marcus and Helene to discuss when Helene will chair the meeting.</b></p> <p>Helene also had a number of suggestions of individuals who may wish to take on other roles.</p> <p style="margin-left: 40px;"><b>Action: Helene to send Marcus suggestions for further discussion and approach to individuals.</b></p> <p>It was also suggested that the list of roles could be shared on the LF website, to encourage residents to volunteer.</p> <p style="margin-left: 40px;"><b>Action: Marcus to liaise with Holly to make the list of volunteer roles available on the website.</b></p> <p>c) <u>Minutes of the November meeting.</u> Minutes were accepted.</p>
<b>3</b>	<p><b>Police/Crime Update</b></p> <p>No update provided by PCSO Dan Grant.</p> <p>Emma commented that this was the first year she had not received any reports of crimes over the Christmas period; however, it was noted that several outdoor Christmas decorations had been stolen but these incidents had been reported directly to the police.</p>

	<p>LFCA has received reports of continued drug dealing on Great High Ground and in Hull Way Park despite previous police action.</p> <p><b>Action: All residents to report any incidences of drug dealing to the police.</b></p> <p><b>Action: Marcus to liaise with PCSO Dan for an update regarding police action.</b></p> <p>It was noted that PCSO Dan is now attending the Councillor Drop-in surgeries, should any residents wish to talk with him directly (first Saturday of each month (1000-1100 at LFH), excluding Jan and Aug).</p>	
<p><b>4</b></p>	<p><b>Councillor Updates</b></p> <p>Rob Simonis (Town Councillor):</p> <ul style="list-style-type: none"> <li>On Tuesday next week, a meeting will be held at the Priory Centre (19:15) concerning renewable energy resources in the town. All are welcome to attend.</li> <li>Emma thanked the Town Council's facebook team for their post and picture illustrating the great turn-out for the Christmas lights switch on.</li> </ul> <p><b>Action: Emma to email Rob her thanks, so he can pass this onto the appropriate team.</b></p> <p>Nik Johnson (District Councillor):</p> <ul style="list-style-type: none"> <li>the recent General Election had meant little council work could be taken forward.</li> <li>is liaising with Rebecca Britain of Urban and Civic to provide an input to the healthy living aspects of their developments.</li> <li>supported the LFCA position on the parking proposal at the Planning Committee, despite opposition from the Town Council.</li> </ul> <p>David Wells (District Councillor):</p> <ul style="list-style-type: none"> <li>the Huntingdonshire District Council draft budget includes a proposal to decriminalise parking enforcement - i.e to consider whether the enforcement of parking restrictions could become a council, rather than police responsibility. There are differences of opinion amongst the council: much of Huntingdonshire is rural, with few parking restrictions and so some do not see this as a council responsibility. David is enquiring whether council enforcement could be applied within the district i.e. in some towns only. It was noted that some individuals are repeatedly parking on double lines - both on and off LF - PCSO Dan is aware and speaking with the individuals involved.</li> <li>an application for parking restrictions on Hawkesden Road will be heard by the panel at the beginning of February. There is uncertainty as to whether this will be agreed, as there are concerns about where the parking will be displaced to.</li> <li>Under the 'Master Plan', St Neots Town Council intend to conduct a transport survey, which will include a focus on commuter parking issues. The group discussed whether a station bus or reduced parking fees at the station would discourage commuters from parking on local roads and whether further station parking would be needed in light of the Wintringham and Loves Farm East developments. David said that in the future, it may be useful to provide the council with our views on this.</li> </ul> <p><b>Action: David to approach MP Jonathan Djanogly and Councillor Barry Chapman to highlight issues and put pressure on the train company to help find a solution.</b></p> <p>Julie Wisson (Cambridgeshire County Councillor):</p> <ul style="list-style-type: none"> <li>is involved in the budget setting process for next year.</li> </ul>	
<p><b>5</b></p>	<p><b>Working Groups</b></p> <p>a) <u>Events</u> – Emma noted that the Christmas quiz and carol singing were a success. Emma is considering arranging a chocolate bingo night during February half term - it was much missed by residents in December. Quiz night will be held on 31st January.</p> <p>b) <u>Street reps/Neighbourhood Watch</u> – One Street Rep from Radland Close had stepped down; however, another rep was also in place for this street. One new Street Rep, who recently volunteered their help for Cockrells, has also stepped down.</p> <p>Caroline H is organising a meeting for members of the Neighbourhood Watch scheme for w/c 3rd February. Sign up to the Neighbourhood Watch scheme has been low - the convoluted method of joining may be deterring some. It was also suggested that residents may not be aware of the benefits of joining the Neighbourhood Watch scheme e.g. some home insurance providers offer a discount. It</p>	

was agreed that LFCA should encourage more residents to join the scheme. Signs for the scheme are still to be mounted.

**Action: Emma to ask Caroline H to write a facebook post promoting the benefits of the Neighbourhood Watch scheme.**

**Action: Marcus to ask Caroline to promote the Neighbourhood Watch scheme in the LF Newsletter.**

It was raised that Street Reps could be asked to welcome new residents and highlight the work of the LFCA. In particular, more could be done to encourage residents to sign up to LFCA e-mails.

**ACTION: Caroline H to explore whether there are any 'welcome cards' and 'info sheets' printed (info sheets may need to be updated) which could be provided to Street Reps to help welcome new residents.**

**ACTION: Marcus to explore whether monthly Farm House What's On? guide could be sent out by email to residents mailing list.**

- c) Thomas Morris Funding and Support - Marcus raised that estate agents, Thomas Morris (representative Andrea Delaney), has offered LFCA funding and manpower to support community projects e.g. for SMART days, prizes for the Big Lunch and help with the community garden. Thomas Morris will be including a link to the LF and LFH websites on their mailing list and creating a 'welcome pack' for new LF residents.

## Developing and managing shared resources and spaces

### 6 Working Groups

- a) SMART – Helene Tame. The next SMART will be on 18th Jan and will offer the opportunity both for outdoors (usual SMART) and indoors - cleaning at the Farm House.
- b) Love's Farm Blooms - Phyllis Hooper. Bulbs have been planted in the slopes down to the water's edge, as these areas won't be mown too early, and by some trees (which can be taped off to ensure the council do not mow these areas). No residents took up Phyllis' offer to plant their rooted Christmas trees. Planning is underway to plant conifers in suitable areas around LF.
- Action: Phyllis to liaise with HDC to confirm planting of conifers on the eastern edge of LF.**
- c) Community Garden – Jessica Sanchez. A few residents have volunteered to help create the community garden, to be located at 76 Stone Hill (Helene Tame's Church-owned property). It will be a low-maintenance sensory garden, with gravel, edibles and a bench. Jessica has costed the plans at circa £700 (for soil, gravel, bark, raised beds and materials for the path) but this could be vastly reduced depending on the amount of donations received. The church are contributing towards the cost of the path and gate. Jessica is considering applying for a grant from Urban and Civic and Thomas Morris have offered money and manpower.
- Action: Jessica to discuss costings with Helene Tame.**  
**Action: Jessica to liaise with Urban and Civic and Thomas Morris to agree funding and manpower input.**  
**Action: Jessica to present costings, including Urban and Civic and Thomas Morris funding at the next LFCA meeting.**  
**Action: Jessica to email Emma with information to promote a wider St Neots initiative to plant trees in town.**
- d) Finance – Cameron Paul. Loves Farm Book Club have submitted an application for a community grant. It was provisionally agreed the LFCA would provide funds for the club's annual library membership for three years (£31 per annum) but that this would be provided on an expenses basis only. No other funds were agreed to be provided.
- Action: Cameron to forward Loves Farm Book Club's grant application to all LFCA officers for consideration.**

### 7 Community action area updates:

#### a) Roads and traffic management

- i) David Wells confirmed the four chicanes identified for removal are scheduled to be removed at the end of January/beginning of February.

	<p>ii) It was noted there is a dip in the block paving on Stone Hill. This issue was previously reported online and the case was closed as requiring no further action.</p> <p><b>Action: Julie to liaise with Highways officers to discover the reason for this decision.</b></p> <p>iii) It was noted that much of the cream coloured paths (in our green spaces) had become flooded and worn. Individuals have been reporting issues to HDC who have been responsive; however, it was acknowledged there are wider issues and it would be better to present HDC with a comprehensive report of the issues across the entire estate.</p> <p><b>Action: Emma (Auntie's Wood area), Phyllis (eastern), Marcus (middle and village green) and Lyn (pirate ship and surrounding areas) to survey the paths in their agreed areas, and note any flooding, damage or wear on a map. All to email maps to David Wells.</b></p> <p><b>Action: David Wells to coordinate maps and findings and discuss with Marcus.</b></p> <p>b) <u>Street Lighting</u></p> <p>i) Fox Brook. David Wells confirmed that £16,000 has been set aside in the budget to put an additional street light in Fox Brook. This will be considered by the Cabinet at the beginning of next week but is likely to be approved. If approved, no work would take place until at least April 2020 (as this funding is for next year's budget).</p> <p>ii) Failed street lights across Love's Farm. Most are now fixed, but Marcus noted that some street lights remain unlit, and that the County Council are responsible for all street lights on adopted roads. It was noted that Street Reps could be utilised to help with this issue.</p> <p><b>Action: Marcus to discuss with Caroline H, whether Street Reps could take on responsibility for reporting unlit street lights.</b></p> <p>Marcus noted an error was made in the adoption of the road at the top of the estate, outside of the bus bollards (Priory Hill), as street lighting has not been included in the street adoption documentation.</p> <p><b>Action: Marcus to email Julie to push to resolve this issue with Irina Fereira.</b></p> <p>c) <u>Engagement with developers</u> – It was noted that the works on Hooper's Green is yet to start (despite a December start date).</p> <p><b>Action: Marcus to email developers to find out when work is likely to start.</b></p>	
8	<p><b>Farm House update</b> Volunteers are needed for Saturday's Lazy Breakfast.</p> <p>There is a regular gap in bookings on Wednesdays evenings that needs filling.</p>	
9	<p><b>Any Other Business</b></p> <p>It was noted that BPHA residents have been subletting their driveways to commuters. This matter has been passed to BPHA to deal with.</p> <p>The next meeting will be on Wednesday 19th February 2020 at 1930.</p>	I

## Action Log

Action	Who?	Update
<p><b>Committee Governance</b></p> <p>1) Marcus to put Phyllis directly in touch with Judith Neal, Jo Wolstencroft and Helen Lack.</p> <p>2) Marcus and Helene to discuss when Helene will chair the meeting.</p> <p>3) Helene to send Marcus her suggestions for volunteer roles for further discussion and approach to individuals.</p> <p>4) Marcus to liaise with Holly to make the list of volunteer roles available on the website.</p>	<p>Marcus</p> <p>Marcus/Helene</p> <p>Helene/Marcus</p> <p>Marcus/Holly</p>	
<p><b>Police/Crime</b></p> <p>5) All residents to report any incidences of drug dealing to the police.</p> <p>6) Marcus to liaise with PCSO Dan for an update regarding police action regarding drug dealing on LF.</p>	<p>Residents</p> <p>Marcus</p>	
<p><b>Councillor Updates</b></p> <p>7) Emma to email Rob her thanks for the SNTC's Christmas facebook post, so he can pass this onto the appropriate team.</p>	<p>Emma/Rob</p>	
<p><b>Working Groups</b></p> <p>8) Emma to ask Caroline H to write a facebook post promoting the benefits of the Neighbourhood Watch scheme.</p> <p>9) Marcus to ask Caroline to promote the Neighbourhood Watch scheme in the LF Newsletter.</p> <p>10) Caroline H to explore whether there are any 'welcome cards' and 'info sheets' printed (info sheets may need to be updated) which could be provided to Street Reps to help welcome new residents.</p> <p>11) Marcus to explore whether monthly Farm House What's On? guide could be sent out by email to residents mailing list</p> <p>12) Jessica to discuss community garden costings with Helene Tame.</p> <p>13) Jessica to liaise with Urban and Civic and Thomas Morris to agree funding and manpower input for the community garden.</p> <p>14) Jessica to present costings for the community garden, including Urban and Civic and Thomas Morris funding at the next LFCA meeting.</p> <p>15) Jessica to email Emma with information to promote a wider St Neots initiative to plant trees in town.</p> <p>16) Cameron to forward Loves Farm Book Club's grant application to all LFCA officers for consideration.</p>	<p>Emma/Caroline H</p> <p>Marcus/Caroline H</p> <p>Caroline H</p> <p>Marcus</p> <p>Jessica</p> <p>Jessica</p> <p>Jessica</p> <p>Jessica/Emma</p> <p>Cameron/LFCA Officers</p>	
<p><b>Community Action</b></p> <p>17) Julie to liaise with Highways officers to discover why the case for the block paving road repairs on Stone Hill was closed.</p> <p>18) The following residents to survey the cream coloured paths in their agreed areas, and note any flooding, damage or</p>	<p>Julie</p> <p>David, Lyn, Marcus, Phyllis,</p>	

wear on a map. All to email maps to David Wells. Emma (Auntie's Wood area), Phyllis (eastern), Marcus (middle and village green) and Lyn (pirate ship and surrounding areas).	Emma	
19) David Wells to coordinate maps of damage to cream coloured paths and discuss with Marcus.	David/Marcus	
20) Marcus to discuss with Caroline H, whether Street Reps could take on responsibility for reporting unlit street lights.	Marcus/Caroline H	
21) Marcus to email Julie to push to resolve the issue of street lighting adoption on Priory Hill.	Marcus/Julie	
22) Marcus to email developers to find out when work is likely to start on Hooper's Green..	Marcus	

### **Annex A - List of Volunteer Roles**

#### Hunts District Council Liaison

- Grass cutting (open spaces)
- Play areas
- Footpaths
- Grounds maintenance - trees, fences
- Planning applications

#### Cambs County Council Liaison

- Schools
- Highways (adopted roads, verges)
- LHI bids (chicanes, speed limits etc)

#### bpha Liaison

- Walkabouts with housing officer
- Maintaining dialogue/communication

#### Police/Crime

- One of the most important issues for residents
- Caroline H / Neighbourhood Watch / Street Reps already carries some of this so may just be a case of setting a broader remit for that group

#### Urban & Civic (Wintringham) Liaison

- Maintain dialogue with the developers and communicate important issues to/from LFCA and wider community

#### L&Q (Love's Farm & Love's Farm 2 developer) Liaison

- Existing issues with Love's Farm
- Planning issues/dialogue for LF2

#### Street Lights

- Regular survey of street lights
- Report and follow up with various agencies, check repairs have been carried out

#### Website

- Keeping calendars up to date
- Writing news articles on things affecting residents
- Adding any missing 'static' content - information on things like shops, facilities, play areas, walks....

#### Twitter

For someone with their finger on the pulse of local issues.

#### Meeting organising

- Room bookings, hire contracts, date setting
- Shaping agendas
- Chairing meetings
- AGM planning/hosting

#### Policies/procedures etc

- Reviewing our liability insurance
- Safeguarding
- Constitution