



Parks Group Minutes - Special Meeting - 9th August 2004

Item	Agenda	Action												
1.	<p>Present – Community Members</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Chris Bramall</td> <td style="width: 33%;">Terry Housley</td> <td style="width: 33%;">Nannette Rolf</td> </tr> <tr> <td>Roy Vaughan</td> <td>Christine Lyons</td> <td>George Needham</td> </tr> <tr> <td>Sharon West</td> <td></td> <td></td> </tr> </table> <p>Present – Associate Members</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Adam White</td> <td style="width: 33%;">Samantha Rob-King</td> <td style="width: 33%;">Helen Knox</td> </tr> </table> <p>Nominated Minute Secretary: Chris Bramall</p>	Chris Bramall	Terry Housley	Nannette Rolf	Roy Vaughan	Christine Lyons	George Needham	Sharon West			Adam White	Samantha Rob-King	Helen Knox	
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2.	<p>Apologies for Absence Mike Andrews, Keith Bird – Chair, Andrew McMillan, Hannah Ward, Jim Burton</p>													
3.	<p>Approval Special Meeting to minutes of normal meetings to be reviewed at next scheduled management meeting.</p>													
4.	<p>Active England MUGA and Trim Trail submission. This special meeting was called at the request of Sam Rob-King of BMBC to review and approve the fundamental issues within the Active England MUGA and Trim Trail Submission.</p> <p>Business Plan and Sports Development Plan As outlined in the Parks Group meeting of the 28th June 2004 Mike Andrews, Mary Dyson, David Gill, Helen Cox and Sam Rob-King were delegated the responsibility of producing the Darfield Park Business Plan which will be brought back to the Darfield Park Group for Approval.</p> <p>A business plan strategy session was held on the 28th July 2004 which was attended by Adam White, Mike Andrews, Sandra Greatorex, Sam Rob-King, Glenda Sheppard, Mary Dyson, Sharon West and Nannette Rolf. The discussion and comments from the meeting were used to develop the business plan.</p> <p>A copy of the business plan shall be circulated to all Park Group Management group on the 10th August for comments to be returned by the 16th August 2004.</p> <p>A Meeting of the stakeholders shall be called to approve the business plan and sports development plan on the w/c 23rd August 2004 which shall have incorporated the results of the 21st August consultation event.</p> <p>The nominated individuals from the Park Subgroup shall be Keith Bird, Dennis Cox & George Needham.</p>													



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<p>5.</p>	<p>20% Additional Funding</p> <p>On top of the original bid there is an additional 20% funding available for revenue use. This was clarified as available for either ages & Salaries or maintenance costs. The question was raised should this amount be used for maintenance costs, Sam Rob-king clarified that BMBC was to meet the maintenance costs. It was decided that the group should apply for the funding which shall be used to fund a MUGA and Trim Trail Development worker who shall be responsible for managing and promoting the facility and reporting back to the management group. In the event of the additional bid being unsuccessful it shall be the responsibility of the park group to manage the park.</p>																						
<p>6.</p>	<p>Rent / Lease Agreement</p> <p>It was agreed that as has been negotiated with the Parks Department on our behalf that the Park Management group will over see the day to day management of the facility , either through the development worker or directly by the group. The Management of the facility shall include scheduling, taking bookings, payment and re-investment of the profits into the park.</p>																						
<p>7.</p>	<p>Park Group's transferring into Park management Group.</p> <p>The park group is a sub group of the Darfield Community Association task with the consultation and development of the park. It was agreed that the group will need to be reconstituted as a Park Management Group which will remain a sub group of the Darfield Community Association and shall have delegated responsibility to report into the DCA.</p> <p>It will be responsible for</p> <table border="1" data-bbox="174 1021 1877 1340"> <thead> <tr> <th>Project Phase</th> <th>Lead Body/ies</th> <th>Time Scale</th> </tr> </thead> <tbody> <tr> <td>Design Planning</td> <td>Park Management Committee BMBC Landscape Architect Service</td> <td>September 04 – December 04</td> </tr> <tr> <td>Pre Publicity and Programme Planning</td> <td>Park Management Committee</td> <td>January 05 – March 05</td> </tr> <tr> <td>Facility booking and Charging</td> <td>Park Management Committee</td> <td>Ongoing from Installation</td> </tr> <tr> <td>Facility Publicity</td> <td>Park Management Committee</td> <td>Ongoing from Installation</td> </tr> <tr> <td>Facility Maintenance</td> <td>BMBC in partnership with Park Management Committee</td> <td>Ongoing from Installation</td> </tr> <tr> <td>Monitoring & Development</td> <td>Park Management Committee</td> <td>Ongoing from Installation</td> </tr> </tbody> </table>	Project Phase	Lead Body/ies	Time Scale	Design Planning	Park Management Committee BMBC Landscape Architect Service	September 04 – December 04	Pre Publicity and Programme Planning	Park Management Committee	January 05 – March 05	Facility booking and Charging	Park Management Committee	Ongoing from Installation	Facility Publicity	Park Management Committee	Ongoing from Installation	Facility Maintenance	BMBC in partnership with Park Management Committee	Ongoing from Installation	Monitoring & Development	Park Management Committee	Ongoing from Installation	
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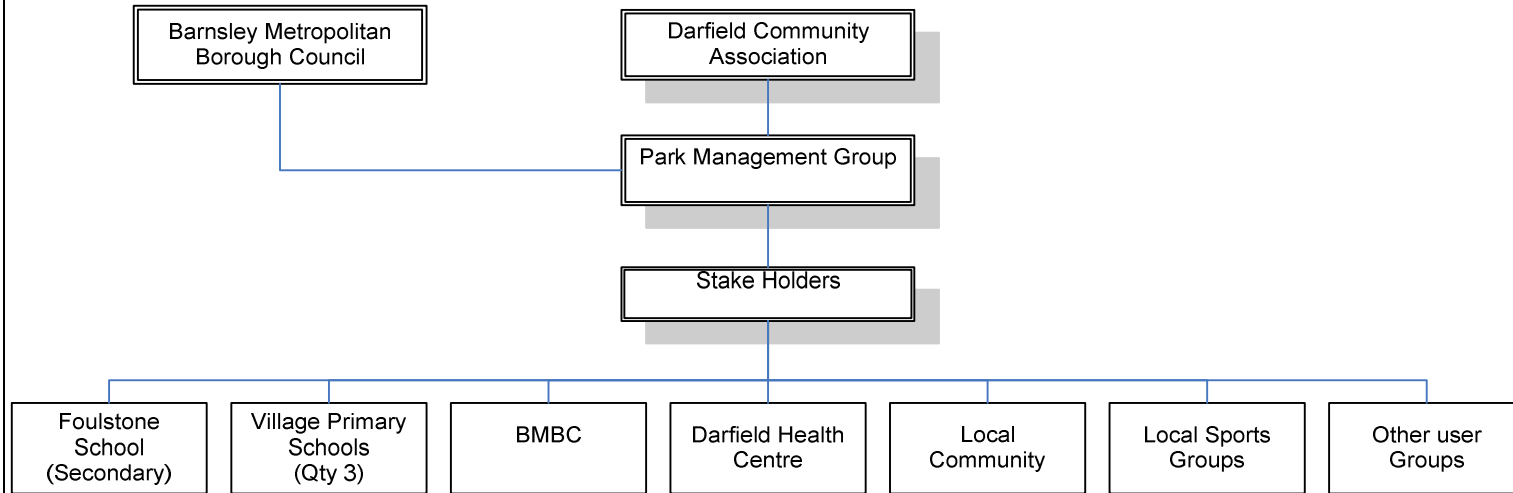
8.	Park Group Monitoring It was agreed that the park shall be monitored as follows:-			
	Meeting Schedule	Purpose of Meeting	Agenda Items	Public Accountability
	Monthly management meetings	To review the day to day management arrangements and react to any issues having arisen since last meeting.	Bookings Charging Problem Solving Marketing Special Events	Minutes available via website www.darfield.info or DCA Office.
	In the first year every third management meeting shall also incorporate the following:	To review operational policy and assess uptake and future demand.	Review of Bookings Review of Income and Expense Review of Capacity Review of Marketing Review of Funding Opportunities Review of Casual Use Review of Sustainability	Minutes available via website and DCA Office. Review Article shall be placed in the DCA newsletter.
	In the second year every sixth management meeting shall also incorporate the following:	To review operational policy and assess uptake and future demand.	Review of Bookings Review of Income and Expense Review of Capacity Review of Marketing Review of Funding Opportunities Review of Casual Use Review of Sustainability	Minutes available via website and DCA Office. Review Article shall be placed in the DCA newsletter.
	In subsequent years the review shall be held annually.	To review operational policy and assess uptake and future demand.	Review of Bookings Review of Income and Expense Review of Capacity Review of Marketing Review of Funding Opportunities Review of Casual Use Review of Sustainability	Minutes available via website and DCA Office. Review Article shall be placed in the DCA newsletter.



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9.

Organisational Structure.





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10.	<p>Other Questions and Clarifications</p> <p>It was queried who would receive the funds should be successful, Sam Rob-King clarified that the Capital sum must go through BMBC however it would be recommended that the revenue sum be passed through the DCA.</p> <p>It was queried who was the sponsoring organisation for the bud, Sam rob-King clarified that the bid was joint between BMBC and Darfield Community Association.</p> <p>It was queried what involvement the Villages Four Community Partnership had in this project. It was clarified that the only involvement of the V4CP is as the parent body of the DCA. DCA is a sub group of the V4CP with full delegated responsibility, due to the widening activities of the DCA the DCA is currently undergoing registration as a company limited by guarantee and charity status.</p> <p>Thanks was given to Sam Rob-king for her involvement and it was acknowledged that this was above and beyond the scope of her post.</p>	
9.	<p>Next Meeting</p> <p>The consultation event shall be held as a general meeting at the Darfield Park 21st August. Date and Time of next management meeting 27th September 2004 at 7.00 at the Darfield House 36A Snape Hill Road. The meeting closed at 8:30pm.</p>	

Circulation List

management committee



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Addendum – Notes from the meeting of the 29th July 2004

Attended by :- Adam White, Mike Andrews, Sandra Greatorex, Sam Rob-King, Glenda Sheppard, Mary Dyson, Sharon West, Nannette Rolf

Subject – Multi Sports Area

Mary Dyson said that she had to have a sports development plan in by the 27th August . She was willing to produce the plan but needs the information to put in it, e.g. when open, use, programme, formal use, informal use.

Action Plan linking to above :-

All Age Ranges, Mencap, Health Improvement Workers, Smoking Cessation groups, Community in General, Clubs, Coaching, Schools, Unemployed etc.

Plan not set in stone and will be monitored and modified in a formalised way.

Proposed Time table for each week to be produced.

Mike Andrews to have a meeting with Education to see what usage is wanted, so it can be incorporated in the time table.

Mike Andrews said that the kinds of activities could be thought about later as long as the groups and times were on the time table.

Sam Rob-King pointed out that she needs to know which activities because of the costings for the budget plan.

Questions Asked

Q) Is the schools going to dominate the time table

A) No

Q) Who will it be controlled by

A) The Darfield Park Management Team

Q) If Fees are charged who will the money go to

A) To be reinvested in the park through the Darfield Park Management Team.

Q) Who will be charged

A) Anyone wanting formal use, EG Schools or groups. But if school was willing to let us use their changing rooms it would be wise to think about what charges.

Q) Who Is responsible for ongoing maintenance

A) Barnsley MBC



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It was decided that a special park committee meeting should be scheduled for the 9th August 2004 so that the committee could discuss the main fundamentals of the plan and time table for the multisports area in order to get the sports development plan complete by 27th August.

A meeting was also scheduled for the 3rd August between Sam Rob-King, Glenda Sheppard, Nannette Rolf and Sharon West to further develop the plans. Unfortunately due to personal reasons at the last moment Sharon and Nannette were unable to attend.