

Minutes of LCA Committee Meeting

DATE: Wednesday 16th March, 6.30pm
 VENUE: 4 Lansdown Place West

PRESENT: Megan Dalton, Lydia Fay, Chris Fountain, Sarah Garrett, Stephanie Higgins,
 Rachael Hushon (Chair)

APOLOGIES: James Burtoft, Neil Dickinson, Michelle Maguire

Agenda Item	Subject	Action	Who	When
1	Apologies James Burtoft, Neil Dickinson, Michelle Maguire (Field & Sheep update sent to Secretary)			
2	Minutes of last Meeting (8th September 2021) The minutes were accepted by all as correct.			
3	Matters Arising from minutes (not covered by agenda items) i) Summary of committee roles & responsibilities – still needed for: treasurer, planning, traffic, website, events, membership and chair. Secretary and Field and Sheep roles already provided plus details on the salt bins. Needs bullet points with key information and contacts.	Send summary of each committee role to SG	ALL	Before AGM
4	Treasurer's Report – SH & CF i) Funds available: RBS Current Account = £853 (c.70% subs so far for 2022 recieved); Bath Building Society (Reserve) = £11,104 ii) Process still ongoing to update account signatories iii) Rent on field has been paid to the Council (by standing order)	Check accounts to December ready for the AGM Prepare handover notes for Chris	CF SH	Before AGM By mid April
5.	Membership - SH A few new members have joined since the last meeting, including from Somerset Place. Their own Association has now been dissolved.	Follow-up email to members re. subs and DD	SH	End March
6.	Preparation for AGM in May (SG & RH) (i) Date – All agreed the 2022 AGM should be face-to-face, ideally at St Stephen's. Date to be confirmed, avoiding half term (w/c 27 th May) Potential speaker on World Heritage status	Check potential date(s) with committee members & St Stephen's Check availability	SG RH	End March

	(ii) Notice to Members – required at least 3 weeks beforehand – via Newsletter and website.	Draft Calling Notice	SG	Early April
	(i) Agenda items – include: update on Liveable Neighbourhood status (under traffic); Local Plan for Sion Hill Campus update; New Committee member(s)	Include in Agenda	SG	
	(ii) Proxy voting – normal process used for face-to-face meeting. Steph to receive proxy nominations	Include in Calling Notice	SG	
	(iii) Refreshments – wine and nibbles to be provided	Coordinate provision	MD	
7.	Annual Newsletter (RH) Draft of Newsletter will be sent to the committee by Rachael James will format ready for printing after the content has been finalised.	Circulate to committee	RH	done
		Formatting of Newsletter	JB	Beginning April
		Arrange Printing and circulation	RH	Mid April
8.	Events (MD) 1. Platinum Jubilee Planned Street Party confirmed for Sunday 5 th June – afternoon tea from 4.30 pm, going into the evening. This will be a non-ticketed event to be more inclusive, and open to non-LCA members. (i) Sparkling wine, tea and some cakes / savouries to be provided by LCA; all guests will be encouraged to bring and share other food and drink. (ii) Public Liability of £5m will be required for the event (iii) Neil has applied for street closure from 1 LC (Access to LM maintained but no through traffic through the Crescent or Mews) (iv) Plans in place so far: <ul style="list-style-type: none"> ▪ Organising group: Megan has approached several people who have agreed to help (including Sarah Kerr and Ian Lyons) in the lead up to the event. A number of committee members are away the preceding week but will be available to help on the day. ▪ 90 balloons bought; Vintage tea sets and Urns available ▪ An LCA member has volunteered to make bunting –fabric donations needed. (v) Ongoing plans: <ul style="list-style-type: none"> ▪ 8 -10 trestle tables requested from St Stephens; ▪ Music: Megan has approached a live band. 	Check Insurance Policy	SH	Done - £5m confirmed
		Confirm closure from midday	ND	
		Request donations of fabric from members	SH	

	<ul style="list-style-type: none"> ▪ Access to electricity in Crescent – Lydia can provide if not away; ▪ Ordering of wine + glasses ▪ Need volunteer Marshalls for the road ▪ Invitation – Megan to provide copy. James asked to format. Rachael will sort printing. Themed dress (red, white & blue) will be encouraged. <p>(vi) Megan will set out the tasks needed pre-event and those for Sunday 5th morning.</p> <p>2. Winter party – all agreed that this would be a formal, ticketed event. Date to be confirmed</p>	Find others willing to provide electricity Ask Robin Kerr	MD MD	
		Liaise re. copy, formatting & printing of invitation	MD, JB, RH	
		Provide event task list	MD	
9..	<p>Traffic & Community</p> <p>i) Status of Liveable Neighbourhood planning - waiting to hear about new document for a future round of community consultation (late summer)</p> <p>ii) Net Zero planning – concerns raised by LCA and others have been taken on board.</p> <p>iii) Community speed watch – many new groups are springing up across Bath</p> <p>iv) Traffic flow is up over 30% in our area despite more people working from home</p> <p>v) Members are encouraged to report traffic incidents in the area to Rachael.</p> <p>vi) Manchester bollards to protect pavement – There appears to be less parking on pavements (over vaults) now but Rachael will pursue the potential for bollards</p> <p>vii) Footpath to Park Street – re-surfacing plan The Highways Officer -George Botin - had confirmed the end of March but this is now anticipated to be April – May.</p>	Highlight to members	SH	
		Discuss with Highways Officer	RH	
10.	<p>LCA Website – SG (on behalf of James)</p> <p>James has updated the website with information on the Trustees</p> <p>All requested photos of the committee are now on</p> <p>Rachael will check the constitution for whether committee meeting minutes are required to be on the website and advise committee members</p>	Check constitution	RH	Done – not required
11.	<p>Field and Sheep – SG (on behalf of Michelle)</p> <p>(i) Bill and Basil returned to the field on the 3rd March and were shortly followed by two ewes which have lambed early. The remaining ewes are due to give birth during the 2nd week of April but will join us once the lambs are big enough.</p>			

	<p>(ii) The grazing license is ready to be sent to Mr Creed and will be formally signed off by the 31st March as usual. The £50 rent will also be paid by then. Michelle will ensure Mr Creed has the LCA's bank details to transfer electronically.</p> <p>(iii) Michelle will be stepping down from the Committee at the next AGM after 3 years in the role, which she has thoroughly enjoyed. She has been in touch with Mr Creed to let him know there will be a change of person. Once that person has been confirmed, Michelle will meet them for a handover of the role, and provide field keys and the LCA strimmer and spare battery.</p>	Provide bank details to Mr Creed	MM	end March
12.	<p>Planning</p> <p>i) Beckford's Gate – no further update</p> <p>ii) Local Plan Partial Update – there will be an announcement about a hearing in the summer. The Council have agreed to change the orange arrow on the plans (Somerset Lane). All other points raised by LCA will need to be dealt with at the hearing.</p>			
13.	<p>AOB</p> <p>Up to two additional Committee Members will be sought for the coming year. Ideally, one of these will be from the Mews / Dixon Gardens area.</p>		RH	Before AGM
14.	<p>Future LCA Committee meetings</p> <p>The next meeting will be held in September 2022 then February 2023.</p>	Provide options for dates	SG	After AGM



Sarah Garrett, Secretary

Rachael Hushon, Chair