**Part A Minutes of a meeting of the Board of Avenue Services (NW) Limited held via video conference on Thursday 3 March 2022.**

Attendance record since AGM November 2021

**Present**

William Hogg, Chairman 2/2

Colleen Eccles, Board Director 2/2

Keith Board, Board Director 2/2

Trish Richards, Board Director 2/2

Gus Cairns, Board Director 2/2

Sheila Little, Board Director 2/2

Alan Smith, Board Director 2/2

**Apologies**

Peter Williams, Board Director 1/2

**In attendance**

Kimberley De Vergori, Sanctuary Group, Head of Housing

Paul Knight, Head of Avenue Services

Andy Wales, Sanctuary Group, Head of Finance - Property Services

Helen Kelly, Avenue Services, Team Secretary

1. **APOLOGIES**Apologies from Peter Williams were noted. The Chairman reported that the meeting had been duly convened and that a quorum was present for the purposes of business to be considered and if thought fit, resolutions to be passed at the meeting.
2. **DECLARATIONS OF INTEREST**The Chairman reminded the Directors of the need, as a subsidiary of Sanctuary Housing Association (the Association), in accordance with the provisions of Sanctuary Group’s Standing Orders and Financial Regulations, to disclose any personal interests in relation to matters under consideration at the meeting.

It was noted that such disclosures would be recorded under the relevant agenda items for ease of reference when producing ‘extract minutes’.

1. **MINUTES OF THE MEETING HELD ON 25 NOVEMBER 2021**

Part A of the minutes of the meeting held on 25 November 2021 were agreed as a true record and subsequently signed by the Chairman via DocuSign.

1. **ACTION POINTS AND MATTERS ARISING**The schedule of action points was considered and updates provided as follows:
2. **Blacon Health Hub (19/09/20)**

Colleen Eccles provided an update on the progress of the Blacon Health Hub adjacent to the Parade Enterprise Centre (the Enterprise Centre). On 8 February 2022 representatives from Public Health England and other health care organisations visited the site to discuss potential in-house services.

Paul Knight confirmed he had discussed the opportunity for Avenue Services (NW) Limited (Avenue Services) to carry out any cleaning and caretaking and grounds maintenance services for the site. Representatives were also given a tour of the Enterprise Centre to show the rooms available to hire for activities, meetings or events.

*A further update would be provided at the next meeting.*

1. **Any Other Business**

**Traveller Encampment at Shelley Road (54/09/21)**

Claire Matthews confirmed that Cheshire West and Chester Council (the Council) had declined to reimburse Avenue Services for costs incurred to clear the traveller encampment site at Shelley Road. This falls in line with the Councils in-house StreetCare services who do not receive any payment for clearing sites unless the site is on private land and the land owner requests the service.

1. **CHAIRMAN’S REPORT**

The Chairman confirmed that he and Paul Knight attended quarterly shareholder meetings with the Council and the Association.

The Chairman thanked all board directors for completing their individual appraisals. The Board’s collective appraisal would take place at the next meeting in June 2022.

1. **AVENUE SERVICES PERFORMANCE**Paul Knight provided the Board with an update on Avenue Services performance for the third quarter of the financial year 2021/2022.

The Board noted that there was only one operational indicator outside of the target tolerance set and this was discussed in Part B of the meeting under Agenda Item 5 ‘Financial Performance’.

Ten compliments were received in the quarter; three for the Grounds Maintenance team, two for the Cleaning and Caretaking team and five for Blacon Adventure Playground (the Adventure Playground)

The Board noted that there had been an increase in waste collection costs due to the increase in fly tipping and side waste on the estate.

Claire Matthews confirmed that there was still limited appetite from the Council to outsource the Blacon Cemetery services to Avenue Services however discussions would continue with the Council’s StreetCare team (52/09/21).

*Claire Matthews agreed to arrange a meeting with the Council’s StreetCare team and Paul Knight.*

1. **BUSINESS INITIATIVES UPDATE**

Paul Knight provided an update on the progress of three key business initiatives.

**Christmas Activities 2021**

Staff at the Adventure Playground distributed presents to young visitors and held a special Christmas party on Saturday 18 December 2021 with funding from the Department for Education’s Holiday Activities and Food programme and additional support from Morrisons and Sanctuary Group’s local development team.

Avenue Services also supported local charity Blacon Beacon to help to provide 151 Christmas meals and gift bags to local residents. All of the Blacon primary schools also contributed to the project by making cards for each resident.

**Carbon Neutral Project - Blacon Adventure Playground**

The Board noted that the first phase of the carbon neutral project at the Adventure Playground had been completed and that funding from the Council’s Climate Emergency Fund (CEF) had been received.

The bid included the creation of a bike project with the purchase of shipping containers to be located at the Adventure Playground near to the pump track with its own separate entrance point. The project would provide bicycle repairs as well as refurbishing donated bikes and provide training to children in bicycle maintenance and safety. A planning application had been submitted to the Council’s Planning team.

A water dispenser had been purchased and installed on site to provide free water to visitors which would significantly reduce the number of single use plastic bottles at the site. Two environmentally friendly battery leaf and litter collectors had also been purchased.

Further projects would be delivered over the coming months with the aim to make the Adventure Playground carbon neutral before the Council’s deadline of 2045.

Alan Smith confirmed he had visited the Adventure Playground and met with staff and would arrange to do the same with other Avenue Services operational teams.

**King George V Sports Hub**

The Board noted that construction work at the site of King George V Sports Hub was nearing completion with the £1.8 million facility set to open in April 2022. The sports hub would feature a full size floodlit 3G pitch and clubhouse building and become the permanent home for Chester FC Community Trust.

Avenue Services had made a significant contribution to the project using some of the proceeds from the sale of the former library site at Western Avenue.

The facility would be used by many local residents, community groups and organisations. It would also be used for training and matches by several partner grassroots clubs and league, including Chester FC’s Academy and Women’s teams.

Avenue Services Ground Maintenance team had registered an interest in carrying out the grounds maintenance at the new Hub.

1. **DRAFT NEIGHBOURHOOD PLAN 2022/2023**

Declarations of interest were received from Trish Richards for Platform for Life, Sheila Little for Blacon Beacon and Alan Smith for Here and Now.

Paul Knight presented Avenue Services’ draft 2022/2023 Neighbourhood Plan with details of three financial options based on 2022/2023 budget assumptions covered under Part B of this meeting.

*The Board provided detailed feedback and requested that Paul Knight revise the Neighbourhood Plan and redistribute the final version via email to the Board.*

The Board approved in principle the draft Neighbourhood Plan for 2022/2023 with a budget of up to £40,000.

1. **ANY OTHER BUSINESS**
2. **Communication of Responsibilities**

There was discussion over the apparent lack of clarity in the community of what Avenue Services is and is not responsible for.

*The Board requested that a publication detailing specific areas of responsibility from the Association, the Council and Avenue Services be produced that could be shared with the community.*

1. **PR and Communication**

There was discussion around awareness in the community of actual support provided to the community by Avenue Services

*The Board requested that further PR work was undertaken to showcase Avenue Services achievements via its websites and social media.*

There being no other business the Chairman confirmed the meeting closed.

**Date of next meeting: 23 June 2022 at 1pm.**