

Cloverfield & The Willows  
Residents Association  
incorporating St Andrews

**Minutes of the Annual General Meeting, 27<sup>th</sup> June 2018**

All Committee Members were present and a quorum of members was obtained

The Chairman opened the meeting by welcoming members and other residents

Apologies for absence were received from Breckland Police and Councillor Roy Brame (Mayor)

Minutes of the previous CAWRA General Meeting of 25<sup>th</sup> of April were presented and adopted

The Chairman, Rob Butler, then presented the CAWRA Annual Report:-

**Annual Report**

**March 2017 to June 2018**

In initial invitation to attend a residents and tenants meeting to gauge the enthusiasm to form a Residents Association (RA) for the CAWRA area was issued in **February 2017** by a local councillor. A previous RA for the area had been disbanded some time before.

The meeting was held in the Cloverfield Church and Community Centre and clearly demonstrated the requirement for an RA to be formed. A 'steering' committee of volunteer residents was chosen and a date for a General Meeting for formalisation of the Association was set for March 22<sup>nd</sup>, 2017.

At this meeting the Committee and Office Bearers were elected:

Chairman: Mr Rob Butler

Secretary: Mr Andy Temple

Treasurer: Mr Tom Cole

Committee: Mrs Sue Clark, Mr Martin Fancourt, Mr Rex Ingle, Mr Tom Duchesne

(For information: Councillors for Castle Ward: Mrs Jane James, Mr John Newton, Mr Roy Brame, Mr Stuart Wright. Mr Newton and Mr Brame are also Breckland District Councillors and Mr Brame is a Norfolk County Councillor and current Mayor of Thetford).

The Reverend Helen Jary generously offered the Cloverfield facilities to the RA free of charge for meetings and the agreement was reached to hold monthly meetings on the fourth Wednesday of each month.

Both a CAWRA website [www.cawrathetford.org.uk](http://www.cawrathetford.org.uk) and a 'closed-group' Facebook page <https://www.facebook.com/groups/www.cawrathetford.org.uk/> were then set up.

Due to family matters the Treasurer and web master, Mr Tom Cole, resigned his position and Mrs Felicity Gabriel was duly elected to the position of Treasurer with Mr Andy Temple taking over the building of the CAWRA website.

Present at the Inaugural Meeting on 22<sup>nd</sup> of **March** 2017 were residents, tenants, local Town and Breckland Councillors, a Police representative and the full committee. Calls to action were agreed together with the next meeting date. CAWRA was determined as a non-political, not-for-profit and non-denominational Association.

CAWRA documentation was designed and finalised. Marketing and publicity for the new RA was discussed and agreed utilising promotional events.

2)

A CAWRA 'Mission Statement flyer' was produced by the Committee and it was decided to have this translated into several EU National languages in order to reach residents and tenants to whom English was not their first language. This would introduce CAWRA to them and hopefully assist in welcoming them to the Association.

Mr Andy Overman of Chilterns Estate Agency kindly printed off and added the relevant versions of this 'flyer' to the residents welcome packs in the CAWRA area.

After a closed committee meeting a legal Constitution was discussed, drafted, amended and duly signed off on 4<sup>th</sup> of May, 2017 (a copy of this available via the CAWRA website or by written request to the Secretary).

Meanwhile, some early but immediate issues were being discussed with Breckland District Council (replacement fencing near to the Bergamot Play Area and replacement of missing litter bins) and Thetford Town Council (total refurbishment of the Bergamot Children's Play Area). Councillor John Newton promoted CAWRA to both Councils and was instrumental in achieving successful outcomes to these issues.

The Chairman attended the Open STAG (Safer Thetford Action Group) meeting on 6<sup>th</sup> of April and was invited to attend the 'closed' STAG meetings. This has given valuable insight into the 'workings' of the Town, other authorities and agencies (Police etc).

Further CAWRA representation was commenced at the GTDP (Greater Thetford Development Partnership) sub-committee meetings and at Thetford Town Council meetings.

In **May**, 2017 the CAWRA website went 'live' and was immediately praised by residents and Councillors alike for its simplicity, ease of navigation and purposeful and accurate content. Offering immediate links to Councils and public agencies together with documentation and pictorial evidence of CAWRA activities the site was soon in popular demand.

On May 5<sup>th</sup> we held the first CAWRA litter pick event – with equipment assistance and insurance from Breckland DC - which proved to be very well attended and successful (pictures available on the website).

In May the first reports of 'car sales on the greens' were reported. Action was taken by Councillor Newton to have these vehicles removed successfully. CAWRA keeps an updated spreadsheet of information on these activities.

On **June** 4<sup>th</sup>, after receiving an invitation the Chairman attended the 'Big Lunch' event for neighbours on St. Andrews to meet the residents and promote CAWRA. It was a very successful and enjoyable day.

Councillor John Newton and Councillor Roy Brame were asked to convey the concern of the RA to the Police and the Council authorities that the 20mph advisory speed limit through the area was ineffectual and should be upgraded to 'compulsory'. After very many further attempts this is still an ongoing concern and the upgrade has not come to fruition. The Councillors continue with their efforts to effect this upgrade on CAWRA's behalf.

In early **July** a meeting with Tesco was arranged as the major store falls within the CAWRA Boundary. The Chairman attended and met with Sarah Douthwaite, Customer Champion and Liaison, and Andrew Docherty, Store Manager. It was agreed that CAWRA could hold promotional events in the Tesco store entrance, that the Tesco Meeting rooms could be used FOC by CAWRA and that Tesco would partner CAWRA in such events as litter picks, promotions etc.

A successful CAWRA promotion was held in the entrance to the store on the second Saturday in September.

A further CAWRA promotion was held on **August** 12<sup>th</sup> 2017 at the Colour Fuzion Event on Melford Common. For this event a re-usable heavy-duty plastic banner, which had been designed by CAWRA, was produced and kindly donated to CAWRA by our partner Peels4U. This generous donation saved the Association in excess of £60. A purpose-built collapsible support has been constructed to support the banner for outdoor events.

The Chairman and Mr Fancourt both joined the Thetford Speedwatch Team with a view to having Speedwatch commence activities in the CAWRA area. This was denied by the Police due to ongoing procedural matters and policies. CAWRA is still determined to achieve success and have our wish granted for regular Speedwatch activity in view of the spate of recent RTA's on Rosecroft Way. Mr Brame has promised CAWRA SAM speed camera sharing.

In August the possibility of a joint Residents Association Action Group was examined and will come into force soon.

During **September**, after much research and difficulty, the Treasurer was finally successful in obtaining a 'no-fee' Bank Account with Lloyds TSB for CAWRA due to our not-for profit Association status.

In September CAWRA also received a grant of £300 from Thetford Town Council.

3)

At a Committee meeting it was decided that CAWRA would attempt two major future projects; a community garden on the waste land attached to the Cloverfield Community Centre Car Park and also a Family Fun Day. Both these projects continue as 'work-in-progress'. These were endorsed at the next general meeting. Thanks to Councillor Newton for his assistance in the garden project discussions with Breckland DC on CAWRA's behalf.

Mr Rex Ingle offered his services and was appointed as the CAWRA Litter Pick Coordinator and he has organised several highly successful litter picks with his team in the CAWRA area since (pictures available on the website). Councillor John Newton approached Breckland DC several times for litter pick equipment i.e. a strong trolley, bag hoops and a long 'picker' and these have all now been supplied FOC.

At the September general meeting it was decided to appoint the Treasurer and Mrs Clark as joint Vice-Chairman.

In **October** the fencing was replaced nearby the Bergamot Children's Play Area as promised to CAWRA by Breckland DC. This took contractors 10 working days to complete (pictures available on the website). The Play Area was cleared of rubbish and overgrown vegetation and equipment refurbished by Thetford Town Council as promised.

In **November** after an idea from a resident, the Chairman approached Santa Clara local authority in California and achieved their consent and approval to use their unique 'Dog-Poop' deterrent notice design for the UK.

After the cancellation of December's and February's meetings due to inclement weather, 2018 started slowly for CAWRA.

There have been unfortunate delays in producing an accurate community garden design to place before Breckland DC to enable CAWRA to obtain the land for improvement. Similarly, the Family Fun Day could not be held in 2018 because of other commitments by the Church Centre and insurance problems. It is hoped that a joint Fun Day could take place in 2019 in conjunction with the Church sharing their insurance.

In **January** Breckland DC announced a new localised Lottery and CAWRA has its own 'page on their Lottery website whereby 50% of the ticket purchase price goes to CAWRA if it has been nominated as the good cause by the purchaser.

In **March** the Chairman held separate courtesy meetings with Reverend Helen Jary and with Ms Tina Cunnell, Clerk to Thetford Town Council to outline CAWRA future plans and confirm their support for these.

The new Dog-Poop deterrent notice was finally available. This has since appeared around various parts of the CAWRA area and its usage will be increased to other CAWRA areas.

New notices for the Rules of using the Bergamot Children's Play Area were produced by the Town Council after CAWRA requests and installed at both of the entrances.

**April** saw the Committee Meeting decide to ask the residents for their design ideas for the Community Garden Project and this saw some designs being submitted. These will be carried forward to a future meeting to decide the final design to pass to Councillor Newton for presentation to Breckland DC for their consideration and approval. Notice of Motion for the AGM was served with the deadline being midnight on June 5<sup>th</sup>.

**May's** meeting had to be cancelled unfortunately due to general illness but 'behind the scenes' ... after contact from a resident with an idea and an offer of assistance to set it up we now have a new CAWRA Gardening Group. This already has the full support of Roz Barnett and the Thetford Town Council to assist with funds for plant purchasing etc. The group's first project is to tidy up and 'beautify' the Bergamot Children's Play Area with child friendly, deer-proof plants. To support the group - and at the request of CAWRA - the entrances to the area have been enhanced with the installation of 'self-closing' gates by the Town Council for which we are grateful.

**CAWRA 'partners'** to date: Tesco Main Thetford Store, Peels4U, Chilterns Estate Agency

#### **In conclusion:**

Since its inception in March 2017 CAWRA has been extremely active in not only promoting the Association and its benefits but also in gaining recognition as a strong and active representative of its area by all the local, district and county authorities and all other agencies. CAWRA is represented on several influential committees and provides a strong voice to project and protect our area.

We have truly excellent communication tools in the form of the best Residents Association website and Facebook page of all the six other comparatively longstanding Residents Associations in Thetford and the comments and reporting facilities therein. We have already made some major 'gains' and have achieved many objectives but there

4)

is still much work to be done. For our objectives to be successful we need the full support of our residents, tenants, councillors and agencies. We warmly welcome residents and tenants from all the ethnic groups to the CAWRA. They are an important and integral part of our community.

With promotion for CAWRA in mind, we plan a full leaflet drop in our area to ensure that all residents and tenants know about their Residents Association and the benefits and achievements that collectively, we can all be proud of.

I thank you for your kind attention during the presentation of this report and, as Chairman, I fully recommend the Adoption of this Report to the Association.

The Annual Report was voted and adopted

The Treasurers report was then given by Mrs Felicity Gabriel (Treasurer)

### Treasurer's Report CAWRA AGM 27 June 2018

#### OVERVIEW

A copy of the accounts for the last year can be found on the website, and there are a couple here on the table for you to have a look at.

The top section is self-explanatory.

The middle section is, as it says, a projection of what we estimate in terms of financial movement for the next year. We will be applying for this year's £300 grant from the council in due course.

The bottom section is worth noting; this shows other expenditure which would have been necessary but for the generosity of this Community Church, Peels 4 U and BDC funding, so a big thank you to these bodies.

#### PROJECTS FOR 2018-2019

We are in the process of examining plans to develop the strip of land adjacent to the Church car park, and make it a community amenity we can all enjoy. We would be grateful for any suggestions for what **YOU** would like to see, or not like to see, for that matter. There are certain Council restrictions of what we may and may not have, and we shall work within that framework.

Gifts to CAWRA to Mar'19		
Date	Narrative	Comments
Feb'17- June'18	Community Church facilities	Approx. £130 for 13 meetings
April	CAWRA Banner	Approx. £60 FOC from Peels 4 U
April	Trolley, hoops and picker.	Approx. £150 via BDC funding
		<b>£340</b>

The Treasurers Report and CAWRA Accounts were then voted for and adopted.

There then followed the election of CAWRA officers. Mr Rob Butler was re-elected CAWRA Chairman. Mr Chris Wallis and Mrs Rebecca Tate were unanimously elected to the CAWRA Committee to replace Ms Sue Clark and Mr Tom Duchesne who resigned their posts. The remaining CAWRA Officers continued in their previous roles.

There followed brief reports from Councillors Jane James and John Newton.

No additional motions were placed before the meeting and there was no further business.

The next CAWRA General Meeting was announced for 25<sup>th</sup> of July and the meeting was then closed.

