**Agreements and actions points: Friends of Parklands committee meeting 15th April 2014**

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| **Item** | **Action** | **Responsibility** |
| Terms of reference | The terms of reference were broadly agreed with some slight changes. SG to update TOR and send around the group. | SG |
| Committee positions | It was agreed that   * formal positions should be made. * the chair should be an annual rotating position * there should be a treasurer   Discussion was had on achievements within the first year of the group. It was agreed that;   * Action on the lake to refresh landscaping including removal of objects in the lake (i.e. cones) * 2 social events (starting with a summer event) * Action on 20mph, dbl line markings and road marking across the development | Chair – Stephen  Vice chair – Peter  Treasurer - James R  Communications – James M  Secretary - Barbra  Landscaping/environment – Helen & Ann  Social – Ben  Safety – unfilled (all to take some action. |
| Areas of focus | Landscaping – JM to draft a brief of landscaping communication to date including who has responsibility for which parts of the development.  A&H to meet with MKC to develop a plan of action for which MKC, TWC and FOP can take action.  A&H to ask to detailed plans of the development so SG and JM (and others) can undertake an detailed audit of the issues  A&H to contact the Parks trust who maintain the park  JR to collate an exhaustive list of all questions to Taylor Wimpey (within 4 wks)  JR – agreed to have the relationship with Taylor Wimpy of issues raised  Another session on the park including painting the park sleepers to be organised  Social – Ben to come with a proposal to the wider meeting (18th May) for first social event and look for other volunteers (note: the committee agreed to keep social and areas of focus funds separate) | JM to send 1 page brief to H&A  H&A to meet MKC Maurice  A&H  A&H  JR  JR  Agreed at next wider mtg (18th May)  BC |
| AOB | To invite Paul Farrent to the next meeting  Write flyer for the next meeting, LoveWS to print, all to distribute  Peter requested help to water the plants in the play park  Continue to have tidy up sessions every couple of months to keep on top of weeds etc.  Ben raised to have a discussion on section 106 at the next committee meeting  Stakeholders to be invited to the next wider meeting (18th May) i.e. town council, police, Taylor Wimpy etc.  It was agreed that at the wider meeting (18th May) the first 30 mins should be social, then update on action, then facilitated smaller groups on the three areas of focus to gain additional support (this should be a positive meeting for taking action) | JM  JM to draft flyer, SG to ask LWS to print, all to deliver  ALL  SG to put on the agenda  JM  JR –to bring plastic cups etc.  SG to draft agenda and format for agreement |