Community Use Management Committee
Meeting Minutes

Date	Thursday 23rd March 2017
Time	1.00pm
Location	American Express Elite Football Performance Centre

No.	Agenda Item		Action By
1	**Present**		
1.1	Brighton and Hove Albion Football Club (Chair) Brighton and Hove Albion Football Club (Secretary) Brighton and Hove Albion Football Club Albion in the Community (AITC) Adur & Worthing Councils (AWC) Sussex FA (SFA)	David Jones David Baker Paul Mullen Phil Baldwin Tammy Waine Paul Saunders	
2	**Apologies for absence**		
2.1	Lancing Parish Council (LPC)	Liz Haywood	
3	**Minutes of last meeting**		
3.1	The minutes of the last meeting were agreed with action points to be covered under the agenda headings		
4	**AITC usage update**		
4.1	PB issued quarterly report which has been reformatted to link in further with the headings shown in the Community Use Agreement. The figures for this report cover January & February 2017.		
4.2	Hours show a positive start to the year. All areas showing an increase in usage except for Low income socio economic groups. External use has increased, however paid use has not. AITC to further increase marketing efforts in this area. Schools event in January involving 18 schools with the winner going on to represent the area in national competition. PM commented that this was a really good event. DJ highlighted the regular use of the indoor dome including for Autism football		AITC
4.3	DJ requested that future quarterly reports include information on free use hours and also column showing the community use targets for reference PB to include.		PB
4.4	PB outlined planned activities which include tournaments and activities for Mash Barn under 18 residents		AITC

4.5	PB enquired as to the groups thoughts on the new format. All in agreement it was a very good report. This report will run alongside the current monthly updates.	PB
4.6	PM mentioned an application had been submitted to stage a girls activity day including 16 primary and 16 secondary schools.	PM
5	**Review of draft committee report**	
5.1	DJ asked for feedback and thoughts on the draft report which had been issued in advance of the meeting.	
5.2	PS thought was a very good report, particularly in terms of the look and feel.	
5.3	PM commented that the executive summary at the beginning was very useful	
5.4	TW raised that there was no mention of using the indoor dome or classrooms in the report. Although there is a reference on page 7 it was felt it would be useful to include this within the executive summary. DJ asked PB to review details of this usage to include further detail. PM mentioned that staff at TG could review usage schedules to assist with this.	PB
5.5	TW asked for clarification of the 50% drop off in children and adult education courses. PB mentioned that schools accessing numbers had increased however we were no longer running adult courses. PS also mentioned that some courses had been moved to Culver Road which may have impacted. PB to review and include further information in the report.	PB
5.6	TW highlighted that the changing rooms still do not have planning permission. DJ to take up again with Martin Perry.	DJ
5.7	TW asked about the breakdown of hours for Women's and Girl's usage. If they are paid hours the figures do not correlate to the charged hours shown. PB to review and include a breakdown.	PB
5.8	The process for the report being finalised was discussed. Agreed that PB would update the report as per the notes above and send to DB. DB to issue report to committee in advance of the next meeting with a deadline for further comments / agreement. Final report to be formally approved at the next committee meeting in June.	PB DB ALL
6	**Facilities update**	
6.1	Sinking fund discussed in relation to life expectancy of the pitch. PS said life expectancy will vary based on usage and maintenance regimes however 10 years is a guide.	
6.2	PS enquired about the current maintenance regime. DB outlined that weekly works are carried out by BHAFC ground staff and that the condition of the pitch remains good. Ground staff communicate regular with coaches regarding usage.	

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7	**Any other business**	
7.1	None	
8	**Date of next meeting**	
8.1	Thursday 22nd June @ 1.00pm Meeting arranged for this date as it potentially coincides with a large FA girls football event being staged on the community pitch	