

# **HARTLEBURY PARISH COUNCIL**

**A meeting of the Hartlebury Community Project Steering Group was held at Hartlebury Parish Hall on the 13<sup>th</sup> July 2017**

**Present:** Councillors Sandra Hickman (Chair), Caroline Boughton-Thomas, Jan Hipkins, and David Simons; Parish representatives: Sharon Broomfield, Peter Holden, John Maughan, Glenys Rabin, Mike Tooley.

**In Attendance:** Neil Gulliver (Parish Clerk), Richard Greenway (Landscape Consultant) Ray Kirby; Helen Simons; Cllr Cath Holden (invitees from Parish Hall Management Committee and Parish Council) and 3 members of the public.

## **1. Apologies**

Apologies were received from Nigel Dowty and Radmilla Mihajovic.

## **2. Minutes of the meeting of 28<sup>th</sup> March 2017 and Matter Arising**

The minutes of the meeting held on the 28<sup>th</sup> March 2017 were approved and signed by the Chair.

There were no matters arising.

## **3. Funding Update**

The Chair circulated the latest financial update for the project which showed that the total funds for the project stood at £336,048.62. She added that Taylor Wimpey had now sold 25 houses which meant that the Section 106 monies could now be applied for. The Parish Council would need to invoice the District Council for this money once the work on the MUGA and the play area had been carried out.

The Chair then went onto comment on the other areas of funding or potential funding:-

- She had contacted Sport England for an explanation as to why the applications for funding had been refused.
- Worcestershire FA was not prepared to consider funding for the drainage to the football pitch as the local club were not affiliated to them and ongoing regular maintenance could not be promised.
- The funding being provided by Severn Waste had to be paid to the Parish Hall Management Committee to comply with the ENTRUST requirements although the company were keen to see the funds used across the whole project.
- It might be necessary to consider dropping some items from the project if additional funding could not be found. It was generally agreed that this would be the drainage of the football pitch. However it was noted that there were still other funding options to be pursued.

It was noted that advice would be needed from a specialist accountant on matters of reclaiming VAT etc.

The Chair then went on to ask whether the Steering Group felt that they should continue in their present role until the design stage had been completed and to

then hand over to a Project Management Group or to hand over at this stage. It was generally agreed that the Steering Group should continue to the end of the design stage as they would have a key role in promoting the project to the local community.

On the latter point it was agreed the final design should be widely publicised across the parish to ensure that all local residents were informed about the proposals. A drop in event was discussed and the notion of 'canvassing' those who lived around the village green to encourage them to attend.

#### **4. Introduction of Appointed Landscape Designer**

The Chair welcomed Richard Greenway to the meeting.

Richard Greenway gave a brief update on the project and in particular the ecology survey which had discovered a single bat living in the current tennis pavilion. As a result it would be necessary to provide a protected roost for the bat as required by current legislation. Further surveys would be needed but he was waiting to seek the outcome of discussions with English Nature as to how extensive that would need to be.

#### **5. Recap on Range of Project and Identified User Groups**

The Chair reminded the Group that the four components of the project were the parish hall, car park, tennis courts and the play area/football pitch. The Group were aware of the needs of all of these components but would be constrained by the amount of budget available. It was proposed that all the activity areas should be open to all for a restricted time period each day and that some facilities such as the tennis court and the MUGA may need to be suitable for competitive sport. It was also agreed that the floodlights may be unnecessary.

It was noted that petanque area would be an additional facility subject to funds being available.

#### **6. Feedback from Design Group**

Jan Hipkins gave a detailed presentation of the work undertaken by the Design Group including listing the range of amenities etc which they and the local community would like to see included in the project. She confirmed that the list would be forwarded to Richard Greenway.

On behalf of the Steering Group, the Chair thanked Jan Hipkins and her Group for all their hard work and commitment to the project.

Richard Greenway suggested and it was agreed that the Design Group should prioritise the potential list of amenities to help him with the design and also to let him have some indication of the age range of children and young people in the village likely to use the equipment.

#### **7. Next Steps**

Richard Greenway confirmed that, after his meeting next week with the Parish Hall Management Committee, he would start preparing designs for the site with a view to drafts being available in mid August for consideration by the Steering Group and then final options being available for public comment in September.

It was agreed that consideration would need to be given to the best options for promoting the project within the local community, including making use of the Parish Magazine.

The meeting closed at 8.45pm.

Signed .....(Chairman)Dated .....