

# **HARTLEBURY PARISH COUNCIL**

**A meeting of the Hartlebury Community Project Steering Group was held at Hartlebury Parish Hall on the 19<sup>th</sup> January 2017**

**Present:** Councillors Sandra Hickman (Chair), Caroline Boughton-Thomas, Jan Hipkins, David Simons and Sheridan Tranter.

**Parish Representatives:** D/Councillor Nigel Dowty, Peter Holden, Radmilla Mihajlovic, Glynis Rabin, Ian Rowley and Mike Tooley.

**In Attendance:** Neil Gulliver (Parish Clerk).

## **1. Apologies**

An apology was received from Sharon Broomfield.

No communication had been received from Cllrs Wendy Abercrombie and Steve Brown or John Maughan. The Chair stressed the importance of a representative of the Football Club attending the Steering Group. It was agreed that the Football Club should be asked to appoint a new representative if John Maughan was unable to attend future meetings.

## **2. Minutes of the meeting of 8<sup>th</sup> December 2016 and Matter Arising** **(1) Minutes**

The minutes of the meeting held on the 8<sup>th</sup> December 2016 were approved and signed by the Chair.

### **(2) Matters Arising** **Minute 6 – Next Steps**

The Chair reported that Nigel Dowty had received confirmation from the District Council that sufficient consultation had taken place to satisfy the Localism Panel that NHB monies could be released. And that she had now submitted the bid for those monies. It was still not clear how much funding would be available so the bid had been submitted for £66,000 plus any additional funds which became available on the 1 April 2017. The next stage would be to submit the application for Section 106 funds and she had been liaising with the District Council's Officers on the best way to progress this. The level of funding available under Section 106 was dependent on the number of houses sold by Taylor Wimpey.

At the Chair's suggestion, it was agreed that the Steering Group should be renamed the 'Hartlebury Community Project Steering Group'.

## **3. Next Steps – Division of Labour**

### **1) Designer**

The Chair and David Simons stressed the importance of taking a professional approach and appointing a totally independent designer. This would provide the necessary indemnity safeguards that were required with a project of this size. David Simons also suggested that the job should be re-titled 'Pre-Contract Manager/Designer'. It was noted that the District Council's officers would not expect more than 5% of the available Section 106 monies to be allocated to this.

David Simons was asked to lead the Work Group.

It was unanimously recommended that an independent person should be appointed to this role and that David Simons be asked to submit a proposal to the Parish Council. He was also asked to draw up a procurement process including criteria for assessment of the appointment.

Radmila Mihajlovic agreed to work with David Simons on this issue.

## 2) Design

The Chair asked Jan Hipkins to lead this Work Group and to pull together all the ideas which had already been highlighted via the consultation process. The ideas would need to be classified into meeting the needs of the different groups in the village, both existing and new.

Caroline Boughton-Thomas, Glynis Rabin and Mike Tooley agreed to join this Work Group.

## 3) Funding

The Chair reminded the Steering Group that the major components of the project were:-

Parish Hall, surrounds and car park	£130,000
Tennis courts/MUGA and car park	£95,000
Football Pitch	£50,000
Play Area	£45,000
Plus Designer costs.	

A number of potential funding outlets were identified and it was agreed that the Chair and Sheridan Tranter would lead on this Work Group.

## 4. Project Timeline

It was agreed that the Chair would draw up a timeline for the project.

Sheridan Tranter commented that the Parish Council would need to consider how they were going to manage cashflow as part of that timeline. It was agreed that he together with David Simons would outline to the Finance Committee what that would mean.

The Clerk was asked to look at the rules governing the reclaiming of VAT on the project.

## 5. Any Other Business

None.

## 6. Date, Time & Place of Next Meeting

It was agreed that the next meeting would be held on Tuesday 28 March 2017 at the Village Hall starting at 6.30pm.

The meeting closed at 7.30pm.

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