

Clutton Parish Council

Thursday 5th April 2018, 6.30pm in the Village Hall

Public Submissions: None

Minutes of the Clutton Station Park sub-committee meeting

Present: Councillors J Bush, D Worskett(Chair), A Hillier, Mr C Gibbs, Mrs H Richardson (Clerk), D White (ALCA), 0 members of the public

Item		Action
SP8/18	Apologies were received and accepted from D Phillips.	
SP9/18	The Minutes from the Meeting on Thursday 8 th March were accepted.	
SP10/18	Mr C Gibbs was co-opted on to the sub committee and he signed the Declaration of Acceptance of office. It was agreed that Cllr S Piddock would act as an "alternate" to Mr Gibbs in the event of the latter being unable to attend.	
SP11/18	The terms of reference and scope of project as agreed at the previous meeting were reviewed for new members.	
SP12/18	As no quotes for the cost of the Site Survey and Geotechnical Survey had been received, A Hillier offered to get a guide price for the required surveys. Contact had been made with a Worcester Research regarding the Public Consultation element, who had requested more details of the project brief. It was suggested that the scouts may be able to deliver questionnaires to households.	AH
SP13/18	The importance of public consultation was discussed with D White (ALCA) who stated that the Public Works Loan Board (PWLB) would require evidence that the community had been consulted on proposals and that it could be demonstrated that improvements to Clutton Station Park were supported by the residents. Engaging a professional Public Consultation Company may not be necessary and the PWLB may prefer that public funds were not spent on an expensive third party, however it was agreed that it was important to ensure that any consultation was worded correctly, and so employing a professional company may be beneficial. Evidence that could be referenced as follows: a) Neighbourhood Plan Consultation referencing the Park as an open space. b) Consultation for previous events looking at the future of the Park. c) Consultation with user groups – Scouts and Preschool d) Questionnaire to Parents of school Children e) Questionnaire via e-news, facebook, Website f) Use of Q codes on posters around the village g) Other community groups – eg WI Need to consider any groups of residents that are not reached above. It was noted that this might be achieved by directing residents towards an on-line survey.	JB & Clerk
SP14/18	Ideas that could be put forward for further consultation were discussed, starting with ideas that had come forward from previous consultations, including a performance area, a bike/scooter track, fitness equipment, a MUGA, outdoor table tennis table, improved access from Burchill Close, improved security. But also facilities for residents that do not already use the area eg. a quiet area with benches and wildflowers may appeal to a different set of residents. Questions should be designed so that residents can list preferences in order of priority.	

Security onto the site was also discussed and it was agreed that there were about 4 houses with back gates that access the site, that need to be managed. It was suggested that they should be invited to apply for a time limited licence to make an access into the park (Fields in Trust will have a template) and it was suggested that they would need to re-apply for a new licence every five years.

It was agreed that a draft questionnaire would be put together and circulated to sub-committee members before a recommendation would be made on whether or not to employ a professional Public Consultation Agent. JB

Close: The meeting ended at 7.39pm the next meeting will be held on Thursday 19th April at 6.30pm